

SCHEDULE OF POWERS - MISCELLANEOUS

Sl No.	Particulars of Items	Ref. to Rules/Auth ority	Powers delegated to Officers in Construction Organization					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1.	Hiring of vehicles							
1.1	Hiring of vehicles for transportation of cash from Banks to Rly. Pay offices and from Pay offices to different pay booths for disbursement of salaries to Rly. Employees.	DGM (G)'S Memo No. 10-Z/93/G Pt.XIII loose dated 7.11.2000 & Rly. Bd's l/No. F(X)ii-2006/PW/1 1 dt. 15.05.07	-	FA&CAO/Con full powers in each case.	Dy.FA&CAO/Con upto Rs.2,500/- in each case	-	-	Each case should be defined as each date of payments including encashment of cheques for disbursement of salary
Note: 1. With Finance Concurrence 2. Subject to as and when no Railway vehicle is available.								
1.2	Hiring of trucks for transportation of material (for all departments)	Rly. Bd's L/No. F(X) ii-2006/PW/1 1 dt. 15.5.07	Full powers.	Full powers.	Full powers upto Rs 10,000/- in each case subject to selling of Rs 50,000/- in a year.	-	-	Expenditure is chargeable to estimate for which material to be carried with finance concurrence.
1.3	Hiring of transport for visit of various committees.		Full powers.	Full powers.	-	-	-	Finance concurrence is required.

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2	REPAIRS TO:							
2.1	Signalling, Telegraph and Wireless & Machinery parts.		Full powers	CSTE (Con) full powers upto Rs. 10,000/- at a time in normal cases and Rs. 50,000/- when repairs done by OEMs.	Dy. CSTE(Con) upto Rs. 5,000/- at a time	SSTE(Con) (Independent) upto Rs. 3,000/- at a time	Same as S.S.	Subject to Finance concurrence above Rs. 2500/-
Notes:- COS/Con is to be notified of the purchases if any made in all such cases, indicating the urgency which necessitated the purchase. Conditions relating to purchase of Rate/ Running contract/ DGS & D items should be fulfilled.								
2.2	Furniture including caning of furniture		Full powers	Full powers.	Upto Rs. 5,000/-.	Upto Rs. 1,000/-	Up to Rs. 500/-.	(i) Subject to availability of funds, and tender formalities where required being followed. (ii) Finance concurrence will be required above Rs. 2000/-
2.3	Typewriters & other Office/Drawing office /survey equipment /Computer including entering into maintenance contract and petty purchases of items for repair works.	paras 1026 to 1028FI DGM(G)'s memorandum no. 2-Z/93/G dated 4.3.02	Full powers.	Full powers.	Full powers upto Rs.3,000 at a time.	SS/Independent upto Rs.3000/-.	-	

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1. Subject to availability of funds. 2. With finance concurrence for each case costing above Rs.2000/- 3. Subject to total progressive cost of repairing involve in each type writer/office equipments etc. kept on record and each economical repairs certified with reference to original purchase cost. 4. Tender/Quotation formalities of the case may be observed for repairs exceeding Rs 2,000/- in each case & reasonableness being certified. 5. AMC may be resorted to where feasible as per existing provisions under item 16 of this Chapter. 6. For repairing works through OEM or their authorized dealer on single quotation basis, power of JAG is up to Rs 3,000/- under rules of quotation contract. SS/JS will not enjoy this power.								
3.	PURCHASE OF							
3.1	Electrical energy from Electrical supply companies.		Full powers.	SAG (incharge of Electrical Deptt.)- Full powers.	Full powers.*	-	-	*A copy of the agreement shall be sent to CSTE/Con for record.
3.2	Cycles.		Full powers.	Full powers.	-	-	-	
3.3	Photographic goods (other than equipment) including developing, printing enlarging or purchase of photographs.		Full powers.	Upto Rs. 5,000/- per year.	Upto Rs. 3,000/- per year.	SS/Independent same as SG/JAG.	-	1. Associated finance concurrence is necessary for over Rs. 2000/- at any due time. 2. Subject to Rly. photographer being not available and urgency to be recorded.

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3.4	Purchase of books, periodicals magazines	Para 1036 to 1038F 1						
3.4(a)	Purchase of non-official news papers / magazines for officers/offices.		Full powers subject to upper ceiling of purchase fixed in the remarks column for different scales of officers.	Full powers subject to upper ceiling of purchase fixed in the remarks column for different scales of officers.	Full powers at work site same as for SAG incharge of the project for sanction of purchases subject to upper ceiling of purchase in the remarks column for different scales of officers.	SS/Independent same as SG/JAG.	-	Subject to availability of fund and as per the following scales: i) CAO/Con upto Rs.500/- p.m. ii) SAG upto Rs.400/- p.m. iii) SG/JAG upto Rs.300/- p.m. iv) SS upto Rs.150/- p.m. v) JS upto Rs.100/- p.m.
3.4(b)	Purchase of news papers for Office/ Library.		Full powers upto Rs.6,000/- per annum.	Full powers upto Rs 5,000/- per annum.	Full powers upto Rs 3,000/- per annum.	SS (Independent) same as SG/JAG.	-	Subject to availability of funds and a ceiling of four news papers per Library/Office for HAG & SAG officers and for JAG/Field officers for 3 (three) news papers with finance concurrence.
<p>Note: - The requirement of news papers should be scaled down for small Rest house/Library/Office judiciously.</p>								

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3.4 (c)	Purchase of Technical books, Magazines, Journals, Reference Manuals, Important books on Management, ISI and other specifications for libraries.	Para 1036 to 1038FI	Full powers upto Rs.15,000/- in each case subject to annual ceiling of Rs 50,000/-.	HOD Incharge of Library full powers upto Rs. 10,000/- in each case subject to annual ceiling of Rs 20,000/-.	Full powers upto Rs. 5,000/- per annum.	-	-	1. Subject to availability of funds. 2. CAO/Con may sanction upto Rs. 5,000/- & SAG upto Rs 3,000/- respectively on case to case basis for making advance payment against proforma invoice. 3. Record of books purchased must be maintained in the library. 4. Finance concurrence is not necessary.
3.5	Purchase of black/red soil, manure, flowers pots, seed, plants, seedlings for gardens in the service buildings office premises.		Full powers upto Rs 1.0 lakh per annum.	Full powers upto Rs. 50,000/- per annum.	Full powers upto Rs 5,000/- on each occasion subject to ceiling of Rs 25,000/- per annum.	-	-	Finance concurrence is not necessary up to Rs 500/-

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3.6	Purchase of office furniture– additional or on replacement with finance concurrence.	. FA&CAO's note No. FA(W) / 42/ 11/10 dt. 14.9.05 fwd. L/No. FA (W) / 61/1 Pt-VI dt. 15.9.05.	Full powers upto Rs. 50,000/- in each occasion.	Full powers upto Rs 25,000/- in each occasion.	-	-	-	1. Availability of fund to be ensured. 2. Procurement of furnitures beyond the powers delegated is to be made through COS/Con only. 3. Whenever, procurement is made on replacement account, the old/irreparable furnitures are to be sent to store Depot concerned under proper Advice Note.
4.	INCURRENCE OF							
4.1	Fees for registration/wheels Tax of motor vehicles, for driving licenses for motor drivers, for obtaining of plumbers license.		Full powers in accordance with local laws.	Full powers in accordance with local laws.	Full powers.	SS/Independent same as SG/JAG	-	
4.2	Contingent office expenditure.	Chapter XFI	Full powers.	Full powers.	Officer in charge of office-Full powers upto Rs.2000/-	SS/Independent same as SG/JAG.	-	Subject to availability of fund.

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4.3	Contingent expenditure on entertainment.	. 1005 FI and RB's letter No. F(X) II – 2003/P W/1 dt. 12.6.03. & 2004/EXP/4 dt. 14.5.04 & dt. 23.1.06 & dt. 4.6.07.	Full powers upto Rs. 7,500/- per occasion subject to Rs. 50,000/- per annum.	Full powers upto Rs. 5,000/- per occasion subject to Rs. 10,000/- per annum.	Full powers upto Rs. 2,000/- per occasion subject to Rs. 5,000/- per annum.	-	-	For light refreshments such as tea, coffee, cold drinks etc.: Upto Rs. 12.00 per head per meeting subject to ceiling limits.
<p>Note:- 1. An annual statement of expenses should be submitted to GM/Con through the Accounts Deptt. (RB's L/No. F(L) 56 P.V. 7(6) of 15.2.57 & 23.6.58. The ceiling be strictly adhered to and the actual expenditure may be consistent with austerity standards.</p> <p>2. When MPs/ labour leaders of National stature visit workshop, normal courtesy should be extended to them which may include tea, coffee, cold drinks only as may be opportune.</p> <p>3. For working lunch and dinner will be at the @ Rs. 75 per head. Finance concurrence is necessary with personal sanction of GM/Con</p> <p>4. However, lunches in respect of formal inter departmental and other meetings and conferences can be sanctioned by concerned HODs with Finance Concurrence.</p> <p>5. Liability register should be attached with the proposal each time of concurrence and sanction by the competent authority.</p>								
4.4	Charges for chemical analysis or test of articles by Govt. and other agencies.		Full powers.	Full powers.	Full powers.	SS/Independent same as SG/JAG	-	Subject to associate finance concurrence for amounts above Rs.250/- in each case. Single quotation can be executed from Govt. laboratory.

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4.5	Grant of reward to passenger/outsid ers for services rendered to the Rly in an emergency.	Item 32 of Appl. VII GII.	Full powers upto Rs. 1,000/- in each case.	Upto Rs. 500/- in each case.	-	-	-	Full details of services rendered shall have to be kept on record.
4.6	Expenditure on ceremonial functions	Bd's No.E/G /76 ENT/9 dt. 27.4. 77 & F(x) II/94/P/3 Pt.IX dt.19.2.97.	Full powers upto Rs.5,000/- at a time & Rs.20,000/- per annum.	Full powers upto Rs.2,500/- at a time & Rs.10,000/- per annum.	Upto Rs. 500/- at a time and Rs 2,000/- per annum.	-	-	Quarterly statement should be submitted to GM/Con including expenditure and cumulative total spent.
4.7	Incurrence of expenditure for bearing penalty/ fine imposed by Court/Consumer Forum/Commissio n etc having power of Court etc.	Minutes of the meeting held on 27.7.05 in connection with implementa tion of 'RTI ACT-2005" vide I/No. 1.3	Full powers upto Rs 25,000/-	-	-	-	-	(i) Provided individual is not at fault personally. (ii) Subject to Finance concurrence.

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5	IMPREST	1050F1 to 1055 F1						
5.1	Sanction of Cash Imprest subject to provision of rules 1050 FI to 1055 FI		Full powers.	Full powers Upto Rs.15,000/-	-	-	-	Subject to finance concurrence in each case.
<p>Note: - 1. Officers incharge of Project, rest houses maintenance and other large assets should be sanctioned adequate imprest. 2. Periodical review of adequacy or otherwise of cash imprest should be carried out in regard to each imprest holder by the sanctioning officers.</p>								
5.2	Sanction of Stores imprest.		Full powers but not exceeding the limits prescribed in the codes.	-	-	-	-	
6	Withdrawal from station earnings	(E)(V) 65 dt. 1.9.1966	Full powers in respect of items listed in Board's letter No. T(l) 11/62/1.1/4 of 19.2.64	Full powers.	Full powers.	SS/Independent same as SG/JAG.	-	In addition, they may permit withdrawal of advance limited to the beneficiaries of a deceased employee to provide immediate relief to the families of non – gazetted staff who die in Rly. Service.

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7	<u>WAIVER/WRITE OFF</u>							
	Write of losses or shortage of service postage stamps.		Full powers	Full powers.	Full powers upto Rs 25/- per year without finance concurrence.	SS/Independent same as SG/JAG	-	Subject to associated finance concurrence above Rs.500/-.
8	Condemnation							
8.1	Condemnation and destruction of petty articles other than office equipments	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M dt 25.11.50	Full powers.	Full powers.	Full powers.	-	-	Survey committee recommendation is required.
Note:- 1. Survey committee: Consisting of two Sr. Scale Officers, one from user Department and one from Accounts Department. 2. Financial implication to be prepared to justify the condemnation.								
8.2	Condemnation and scrapping of M&P equipments.	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M dt 25.11.50	Full powers Upto Rs.1 Cr. of the original cost.	Full powers upto Rs.50 lakh of the original cost	Rs.10 lakh of the original cost.	-	-	Survey committee recommendation is required.
Note:- 1. Survey committee: Consisting of 2(TWO) Sr. Scale Officers, one from user Department and one from Accounts Department. 2. Financial implication to be prepared to justify the condemnation.								

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8.3	Condemnation of tools and plants	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M dt 25.11.50	Full powers.	Full powers.	Upto Rs.50,000 of the original cost	-	-	Survey committee recommendation is required.
Note:- 1. Survey committee: Consisting of 2(Two) Sr. Scale Officers, one from user Department and one from Accounts Department. 2. Financial implication to be prepared to justify the condemnation.								
8.4	Condemnation of vehicles including Ambulance Van		Full powers	-	-	-	-	Subject to : 1. With finance concurrence 2. Formation of three Member Survey Committee consisting of Mechanical, Accounts & Electrical and not below Sr.Scale. 3. Financial implication is to be prepared to justify the condemnation in each case as per codal provision.
Subject to: 1. Formation of three members' Survey committee consisting of Mechanical, Accounts & Executive deptt. and not below Sr.Scale. 2. Financial Implication to be prepared to justify the condemnation.								
8.5	Condemnation of office equipment (Other than PC)		Full powers.	Full powers.	Full powers upto Rs. 10,000/- of the original cost in each case	SS/Independent same as SG/JAG	-	

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	Note:- 1. Survey committee: Consisting of 2(TWO) Sr. Scale Officers, one from user Department and one from Accounts Department. 2. Financial implication to be prepared to justify the condemnation.							
8.6	Condemnation of PC		Full powers.	Full powers.	-	-	-	
	Note:- 1. Survey Committee should consist of 3(three) members – one SS from user Department, Signal & Telecom Deptt. and one JS from Accounts. 2. Condemnation should be on age-cum-condition basis as well as in consideration of obsolescence duly certified by one JAG level officer of S&T Deptt. 3. Feasibility of repairing/ up gradation is to be explored provided it is found economical before condemnation of PCs. 4. Feasibility of utilization at an alternative section/ office/site may also be considered by the Survey Committee before condemnation.							
9	Fixation of periods for which the various records of the Rly. should be preserved in view orders issued by the Board from time to time	Subject to observance of the restrictions laid down in paras 121 A I	Full powers.	Full powers.	Full powers	-	-	In consultation with FA&CAO/Con in connection with records of initial accounts and Subject to observance of the restrictions laid down in paras 121 A I
9.1	Destruction of time barred records.		Full powers.	Full powers.	Full powers	-	-	In consultation with FA&CAO/Con in connection with records of initial accounts and subject to observance of the restrictions laid down in paras 121 A I

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10	Installation of railway telephones in offices and residence of officers and subordinates.		Full powers.	CSTE/Con Full powers.	Dy.CSTE/Tele/Con full powers.	-	-	The Administrative approval will be given by the respective Heads of Department and the fund being made available by the department concerned.
11	Renewal of telegraphic & abbreviated addresses of various branches annually as and when they fall due on payment of annual registration fee to the post and telegraph department.		Full powers.	CSTE/Con full powers.	Dy.CSTE (Tele)/Con full powers.	-	-	
12	Washing and reconditioning of bed cushions pillows, pillow covers and getting the cotton of bed cushions and pillows reshuffled.		Full powers.	CE/Con full powers.	SG/JAG Incharge of maintenance- Full powers	SS/Independent charge same as SG/JAG.	-	

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13	Power to sanction new installation of BSNL phones including payment of all charges connected with their installation and shifting		Full powers.	CSTE/Con Full powers.	-	-	-	Subject to finance concurrence and availability of fund. Railway Board's instruction should be kept in view.
	CAO/CSTE/Con is empowered to sanction an advance payment upto Rs 15,000/- in each case (Authority : FA(W)/61/1/pt.V dated 5.6.2001) with finance concurrence.							
14	Repairs and maintenance of tools & plants, machinery, road vehicles, motor trolleys, generators, pneumatic tools, pumps etc. & bridge deptt. Equipment including plant borne on engg. Plant reserve.							
14(a)	Without finance concurrence.		Upto Rs.10,000/- in each case.	Upto Rs.5,000/- in each case.	Upto Rs.2,000/- in each case.	SS/ (Independent) same as JAG	-	Upto Rs.2,000/- on single quotation basis.
14(b)	With Finance concurrence		Full powers	Upto Rs 1.0 lakh.	Upto Rs.50,000/-	SS (Independent) upto Rs.25,000/-	-	
Subject to the provision that if it is proprietary item, Single tender/Quotation may be dealt with as per delegation. In all other cases tender/quotation formalities should be observed and subject to observance of tender procedures & procurement procedure, where necessary with the respective delegation on that subject as also availability of fund in the sanctioned budget.								
15	For Electrical Deptt : Repairs/Re-conditioning & maintenance of Plants & Machineries such as water cooler, air-conditioners, DG Sets, Refrigerators, Carriage Alternators and DG Set Alternators, Switchgears, Carriage fans, Transformers, Motors, Pumps, etc. including cost of spare parts incidental to repairs.							
15(a)	Without Finance Concurrence		Upto Rs.10,000/- in each case	SAG Incharge of Electrical deptt upto Rs.5,000/- in each case.	Dy.CEE upto Rs.2000/- in each case.	DEE(Con) full powers upto Rs.500/- in each case.	-	Up to Rs 2,000/- on single quotation basis.

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15(b)	With Finance Concurrence		Full powers.	SAG Incharge of Electrical deptt. Upto Rs.1.0 lakh in each case.	Dy. CEE (Con) Upto Rs.10,000/- DEE(Ind) upto Rs.10,000/-	DEE(Con) full powers upto Rs.5,000/-	-	With Finance concurrence.
16	Annual Maintenance contracts.	Rly.Bd's L/No.F(X)II-99/PW/3 dt.20.10.99 & L/No. F(X) II-2004 PW/ 8 dt. 30.11.05						
16(a)	Entering into Annual Maintenance Contract with authorized dealers on single tender basis	Rly. Bd's L/No.F(X)II-99/PW/3 dt.20.10.99	Upto Rs.10.0 lakh per item per annum	-	-	-	-	
16(b)	To sanction advance payment to dealers for maintenance of office equipment.		Upto Rs.2.0 lakh per annum.	-	-	-	-	With associate Finance concurrence.
<p>Note: 1. Since the AMCs are of the nature of service contract. OEM/Authorised Dealer may be exempted from earnest money/security deposit. 2. The AMC only with reputed dealers be ensured while entering into such contracts. 3. Firm who has developed the Software and is currently being used may be treated as OEM for the purpose of AMC of software.</p>								

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17	Provision of cable connection for news etc. for Administrative officers.		Full powers.	CSTE/Con full powers.	-	-	-	Subject to maximum fifteen connections
18	Hiring of data channels from BSNL authority for PRS, UTS etc.		Full powers.	CSTE/Con full powers.	-	-	-	Subject to maximum fifteen connections
19	Repair Contract on Single tender through OEM with finance concurrence	Bd's L/No. F(X)II-99/PW-3 dt 20/10/99	Full powers.	Upto Rs 2.5 lakhs per machine subject to a maximum of Rs 10.0 lakhs per annum.	-	-	-	
20	Payment to Govt. & other pleaders in the cases not related to establishment matters irrespective of Departments	.Bd's L/No. F(X)II-2001/PW/6 dt 09/5/01 & 21/9/01	Upto Rs 25,000/- in each case.	Upto Rs 15,000/- in each case.	Upto Rs 10,000/- in each case.	LO/Con upto Rs 5,000/- in each case.	-	Subject to rates prescribed by the High Court concerned and extant orders on the Railway Memorandum of sanction should be issued in each and every case

Note: 1. Costs awarded by the Courts is not to be set off in these limit.
2. An appeal, defending in Supreme Court requires prior approval of Railway Board.
3. Board's prior sanction is required for payment of high fees exceeding Rs 1050/- to counsels per day per case in all cases and even lower than Rs 1050/- where counsels engaged are un-paneled.
4. Prior concurrence is not required from finance to entrust cases to Advocates/Pleaders already empanelled
5. When cost may exceed Rs 1000/- in any case, Law Officers opinion will be obtained.
6. Before any legal proceeding arising out of contracts entered upon, the sanction of the GM acting in consultation with his legal and Financial Adviser should be obtained.(Para 451-S).

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7. When point of Law is at issue in connection with any land acquisition proceedings, the State Govt./Administration should be consulted before Legal proceedings are entered upon (Par- 960-E).								
21	SANITATION							
	Local purchases of items related to cleanliness and sanitation at platforms, Station premises, HQrs(Con) Complex/Field Deputy office etc.		Full powers.	CE/Con upto Rs 25,000/- in each case.	Upto Rs. 10,000/- in each case	SS(Ind) same as SG/JAG	-	1. Concurrence of associate finance is necessary beyond Rs. 10,000/- in each case. 2. This will subject to annual ceiling limit upto Rs. 5.0 lakhs in the Hd.Qr(Con) and Rs. 1.0 lakh in field offices.
22	Entitlement and ceiling limit of the visiting Card for officer of various grade.	1010F1	Upto Rs 600/- in each case	Upto Rs 450/- in each case	Upto Rs 250/- in each case.	-	-	
<p>Note:1. In all such cases CAO(Con)/Co-ordinating HOD's approval is necessary. While giving approval the likelihood of continuing in the post for a reasonable period may be taken into account.</p> <p>2. Number of visiting cards to be printed in each case may be realistically and reasonably assessed.</p> <p>3. The expenditure is chargeable to ordinary office contingency.</p> <p>4. No finance concurrence is necessary.</p> <p>5. Availability of fund may be ensured.</p>								
23	Information Technology							
23.1	Procurement of PC based systems	Rly. Bd's letter No. 2001/ C& IS/ Comp /Policy dt. 7.12.2001.	Full powers	-	-	-	-	Provision in sanction estimate & available of fund is necessary.

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<p>Note:- 1. Total per system cost, including Hardware and Software etc. to be less than or equal to Rs. 40,000/- chargeable to D&G charges/contingencies of project estimate/sanctioned works. 2. All procurements to be done through Stores, possibly using DGS & D rate contracts. (Authority : F(X)II-2006/PW/11 dt. 20.11.2007).</p>								
23.2	Procurement for Local Area Network infrastructure with Finance Concurrence	Rly. Bd's letter No. 2001/C & IS/ Comp/ Policy dt. 7.12.01.	Full powers upto Rs. 5.0 lakh per case.	-	-	-	-	Detailed instruction of Board's letter to be followed.
23.3	Up gradation/repairs of Computers.		Upto Rs.25,000/- in each case.	Upto Rs. 15,000/- in each case.	Upto Rs.10,000/- in each case.	-	Nil	Finance concurrence is necessary.
23.4(a)	Procurement of Computer parts/Peripherals.		Upto Rs.25,000/- in each case.	Upto Rs.15,000/- in each case.	Up to Rs.10,000/- in each case.	-	-	Finance concurrence is necessary.
23.4(b)	Procurement of consumables to be used in printers, photocopier & fax machines such as ribbons, cartridges, toners , developers etc.		Upto Rs.25,000/- in each case.	Upto Rs.15,000/- in each case.	Up to Rs.10,000/- in each case.	-	-	Finance concurrence is necessary for cost exceeding Rs.2,500/- in each case.
23.5	Purchase of all kinds of Printers (Laser printer should be mono colour only)		Full powers.	Upto Rs. 20,000/- in each case.	-	-	-	Finance concurrence is necessary.

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Sl No.	Particulars of Items	Ref. to Rules/Authority	Powers delegated to Officers in Construction Organization					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
23.6	Internet, including e-mail for non-commercial uses including dial-up access.	Rly. Bd's letter No.2001/C &IS/Comp/Policy dt. 07.12.2001	Full powers upto 8 (eight) connections only.	-	-	-	-	Maximum limit per connection Rs.3000/- per annum.
23.7	To grant Administrative sanction for development of software for the existing micro processor including readymade package separately.		Upto Rs.25,000/-	-	-	-	-	Subject to Finance concurrence.
24	Entitlement & Procedure for procurement of brief cases for official use of Officers and Inspectors.	DGM(G)'s Sanction Memorandum No.Z/93/G dt. 10.9.02.						
	To accord approval for Procurement of brief cases		Full powers.	COS/Con-Full powers as per entitlements.	-	-	-	No Finance concurrence is necessary.

SCHEDULE OF POWERS - MISCELLANEOUS

Sl No.	Particulars of Items	Ref. to Rules/Auth ority	Powers delegated to Officers in Construction Organization					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
Note:								
1.	Ceiling limit on entitlement would be as under:							
	(a) CAO/Con	Rs. 5,000/-	(b) SAG:			Rs.5,000/-		
	(c) SG/JAGs:	Rs.3,000/-	(d) Sr.Scale:			Rs.2,000/-		
	(e) Jr.Scale:	Rs.2,000/-	(f) Inspectors / Supervisory staff			Rs.1,500/-		
2	The life span of the brief case will be taken as 5 (five) years.							
3	Those who retire and desire to retain the brief case have to deposit the amount in the following manner:							
	(a) Where 5 (five) years have been completed – 10% of the cost.							
	(b) Less than 5 (five) years – 10% plus proportionate cost of the remaining cost (accounting on six monthly basis).							
4	5 (Five) years may be treated as 3 (three) years wherein amount has been reimbursed on old ceiling limit.							
5	Condemned old brief case should be deposited with the Stores Department under Advice note.							
6	Item will be treated as on office article/equipment and should be maintained in the Dead Stock register of the office concerned.							
7	In the case of transfer of officer/staff, he/she must deposit the brief case to the issuing office unless transfer is within the same office (having the same Dead Stock Register). Proper entry must be made in the Dead Stock Register and handing over note.							
8	To get replacement of the brief case by a new one after expiry of its normal life, the old one is to be returned. In case of non-return of the brief case after its normal lie, 10% of the original cost of the brief case will be recovered/deposited from the Officer/staff to supply a new one.							
9	The brief case will be purchased by the Officer/Officials on his own and will submit cash memo to Head of Deptt(Office concerned) for the amount as per entitlement above and necessary cheque will be handed over to the Officer/Officials of the concerned offices against acknowledgement on the cash memo.							
10	Only those inspectors/Supervisory Staff who are required to carry confidential documents and are to go out on tour frequently will be eligible for brief case, his will be limited to the inspectors/supervisory staff working in scale Rs.6500/- Rs.10500/- & 7400/- Rs.11500/-.							
11	This supersedes all Memorandams issued earlier in this regard.							