

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy

New Delhi, dated: 8-11-2017

The General Manager,
All Indian Railways

**Sub: Administrative arrangement/Empowerment for efficient functioning of
Station Directors in JAG/SG (A1 class stations)**

Ref: Railway Board letter no E (O) III-2016/PL/03 dated 01.09.2016 & 5.10.2017

Vide Railway Board's letter referred above, responsibilities and modalities of functioning of Station Directors have been communicated to all General Managers.

2. In continuation of these instructions, further administrative arrangement/empowerment for Station Directors in JAG/SG at A1 class of stations is being made as mentioned in paras 3 to 9 below. This administrative arrangement will ensure an undivided responsibility of Station Director, with adequate support from relevant disciplines and help in image make-over of the IR through better upkeep of the infrastructure at the stations. This would ultimately enhance passenger satisfaction.

3. The Station Director will work like any other Branch Officer and enjoy all the powers delegated to the Branch Officers including entertainment, D&AR, and as third member of the relevant tender committees (to be decided by DRM). The Station Director will report to the DRM/ADRM and his APAR may be initiated by ADRM, reviewed by DRM and accepted by GM. DRM will be the competent authority to decide the reporting of Station Director to any of the ADRMs.

4. All supervisors available exclusively for the station from different departments like Commercial, Operating, Engineering, Electrical, Mechanical, S&T, Medical and RPF will report to the Station Director. DRM will issue necessary instructions in this regard. APARs of these supervisors shall be initiated by Station Directors, countersigned by the Branch Officer, reviewed by ADRM and accepted by DRM. The supervisors who are not exclusively looking after the station and are looking after other areas also will not be under the Station Director.

5. Branch officers shall continue to provide technical guidance and support to the supervisors under the administrative control of Station Director and ensure procurement of regular material and arrange other resources as and when required. The Station Director would also take guidance in technical matters from the concerned Branch Officer. Station Director would sign the drawings/plans of works related to the Station. All works at the station would be carried out within the purview of existing Technical Codes/Manuals/Rules/Guidelines. In technical matters, the decision of the Branch Officer would be final.

6. Station Director will be fully associated with long term planning in respect of passenger amenities, infrastructure upgrade and upkeep of the station, generally planned through regular works programme. Station Director shall be one of the


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members of the Committee for finalizing the proposals for non-fare revenue earning of the division.


7. A Section Officer from Finance and a Stores Supervisor would be nominated by the DRM to assist the Station Director for fast track movement of the files that require Finance concurrence and approval of the DRM/ADRM.

8. The Tenders for works to be executed at the stations like zonal contracts, passenger amenities works, cleanliness contracts, parking, food/catering units/stalls, retiring room/rest house management etc shall continue to be finalized by the concerned Branch Officer, in consultation with Station Directors.

9. For day-to-day purpose, Station Director, may utilize the imprest available with him for arranging small value items. Suitable cash imprest in the range of Rupees one lakh may be provided to the Station Director.

10. For Station Directors in Junior/Senior Scale, GM may decide the empowerment/administrative arrangement.

This issues with the approval of CRB.


8/11/17
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Railway Board
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