

**Government of India  
Ministry of Railways  
(Railway Board)**

No. 2017/Trans/01-1/Policy

New Delhi Dated: 28.11.2017

**The General Manager,  
All Zonal Railways.**

**Sub: Process Reforms – Simplifying Service Contract Administration and further empowering Sr. CDOs/CDOs.**

**Ref: Letter No.2017/Trans/01/Policy, New Delhi Dated 28.11.2017**

**Letter issued on date vide reference above stands partially modified as under:**

In order to ensure speedy finalization of Service Contracts in line with the latest delegation of powers as issued vide letter No. 2017/Trans/01/Policy, dated 18.10.2017, proper upkeep and maintenance of Rolling Stock Maintenance Depots and to ensure 100% availability of amenity items in coaches, following process reforms have been approved by the Board (CRB).

- (i) General Managers may please ensure availability of a Stores Officer at each Coaching Depot having a coach holding of more than 500 coaches. The Stores officer shall work under the administrative control of the Coaching Depot Officer (Sr CDO/CDO).
- (ii) Sr CDO/CDO not having an attached Stores Officer, are authorized to exercise analogous powers equal to Stores Officers of equivalent rank to procure non-stock / stock (when out of stock) Passenger Amenity Items in emergency as per Item No 13 of RB letter No. 88/RS(G)/779/14 Pt. Dated 06.01.2017, pertaining to local purchase. This will also be applicable to other BO's without attached Stores officers for Safety Items.
- (iii) Passenger Amenity items" shall henceforth be known as "Passenger Necessity items" and procurement rules for "Safety Items" shall be applicable to these Passenger Necessity Items.
- (iv) "One of the Divisions of each Zonal Railway" may be modified to "One Depot of each division" on Pilot basis in the SBD issued by EnHM Directorate vide No. 2016/EnHM/06/09 dated 23.08.2017.
- (v) Constitution of Tender Committee, in case of Service Contracts, shall be as under:

S. No.	Level of officers	Constitution of tender committee			
		As for Works Contract at present		For Service Contract	
		Existing Limit	Acceptance by	Proposed level	Acceptance
1	JAG	Rs 4 Cr.- 20 Cr	DRM/ADRM	Rs. 4 Cr- 100 Cr.	DRM/ADRM
2	SAG	Rs 20 Cr- 100 Cr	PHOD/CHO D	Rs. 100 Cr.-500 Cr.	PHOD/CHOD
3	PHOD/ CHOD	Above Rs 100 Cr	GM	Above Rs. 500 Cr.	GM

- (vi) Zonal Railways may consider creation of a separate Zone for Coaching Depots, Wagon Maintenance Depots, MEMU/DEMU Car sheds and Diesel Loco & Electric Loco Sheds (and not the outstation pits) irrespective of their holding.

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

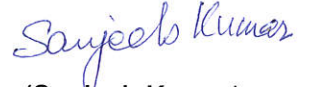


(A.K. Chandra)  
Executive Director/Mech  
Transformation Cell  
Tel No. (M) 9717646228

**No. 2017/Trans/01/Policy**

New Delhi Dated: 28.11.2017

1. PFAs, All Indian railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, all Indian railways



(Sanjeeb Kumar)  
Executive Director Accounts,  
Transformation Cell

Copy – As per list enclosed

**Copy to**

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, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

**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

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1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board



(A.K.Chandra)  
Executive Director (Mech)  
Transformation Cell