सत्यमेव जयते

Ministry of Railways
Government of India

# Compendium of Circulars

Issued by
Transformation Cell
Railway Board

Up to
20th November 2018

# Compendium of Circulars Issued by Transformation Cell Railway Board upto 20th November, 2018

Ministry of Railways
Government of India

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

## A Word from the Chairman Railway Board

20th November 2018

Thrust of the Ministry is on reforms to steadily transform Indian Railways into a more vibrant and efficient organization; an organization which is able to realize its full potential and act as an engine of growth for our economy. Over the last one year, focus has been on empowering field units to enable deliverance. Emphasis has also been on cultural reforms. VIP culture, multiple levels of protocols and frills like presentation of bouquets etc are being done away with and core values of transparency in functioning, impeccable integrity and making delivery sacrosanct are being fostered.

I am happy that Transformation Cell has compiled all the reform circulars issued till November 2018 in this Compendium to serve as ready reckoner for all. I would encourage everyone to go through these circulars and ensure implementation with the alacrity it deserves without any element of fear. The next level of reforms is to simplify the maze of ridiculously complex processes of IR that inhibit delivery. Although a beginning has been made in this direction, there is still a long way to go in so far as reforms with regard to decision making and contractual processes are concerned. I seek indulgence of all officers in this endeavour.

20/11/2018

(Ashwani Lohani)
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| 168 | 2017/Trans/01/Policy | Corrigendum Slip 1 to enhance delegation of Powers to GMs and DRMs conveyed vide letter No. 2017/Trans/01/Policy dated 18.10.2017 | 08.11.2017 | 328 |
| 169 | 2017/Trans/01/Policy | Administrative arrangement / Empowerment for efficient functioning of Station Directors in JAG/SG (A1 class Stations) | 08.11.2017 | 331 |
| 170 | 2017/Trans/01/Policy | Delegation of Powers to GMs and DRMs | 18.10.2017 | 333 |
| 171 | 2017/TRF/DEL/Misc/01 | Enhancement of Hospitality Fund for CPROs | 10.10.2017 | 353 |

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/S&T/Contractual Staff** **Dated: 20.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement of staff against posts of Engineering, Electrical and S&T departments of Zonal Railways in construction activities by re-engagement of retired personnel and by engagement on contract basis.**

**Ref: 1. Railway Board's letter no - E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 & 12.12.17**
**2. Railway Board's letter no. 2018/Trans Cell/S&T/Contractual Staff dated 16.03.2018 & 13.07.18.**
**3. GM/ECR's letter no. E/205(A)/O/ECR/HJP/Pt.III dated 01.08.2018**
**4. DRM/SUR's letter no. SUR/GA/HQ/AGM dated 23.07.18.**
**5. PCE/CR's letter no. W.602.WA.IOW.Cadre Dated 28.08.18**

In view of the difficulties being experienced by Zonal Railways in Construction activities due to shortage of technical manpower and various references received as above, Board (ME, MTR, MS, FC & CRB), have approved the following:

1. Zonal Railways are permitted to engage technical manpower in construction activities (Open line & Construction organization) in Engineering, Electrical and S&T Departments by re-engagement of retired personnel as the first preference by concerned PHOD/CHOD including COA/C as per the extent guidelines circulated vide Letters, No- E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 & 12.12.17.

2. Zonal Railways are also permitted to engage technical manpower in construction activities (Open line & Construction organization) on contract basis, on vacant posts against Level-6 and Level-7 posts, against non-promotional quota, only if retired employees are not available, in Engineering, Electrical and S&T departments of Zonal Railways except SSE/JE (Signal), on terms and conditions enumerated in Annexure enclosed.

3. This scheme is launched on experimental basis and is valid for two years from the date of issue of this letter.

4. Other rules & guidelines as issued from Board shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

20.11.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**
**Dated: 20.11.2018**

**No. 2018/Trans Cell/S&T/Contractual Staff**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director/Accounts**
**Transformation Cell**

Copy: As per list attached.

**(Annexure to Rly Board L. No. 2018/Trans Cell/S&T/Contractual Staff dated 20.11.2018 for engagement in construction activities on Zonal Railways on contract basis)**

**Terms and conditions for filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering, Electrical and S&T departments (Except SSE/JE (Signal)) of Zonal Railways in Construction activities (Open line & Construction organization)**

1. These engagements should be done with the prior approval of respective PHOD of Zonal Railways in Construction activities subject to fulfillment of eligibility & other conditions governing such engagements.

2. Educational Qualifications and Age Limit of such contract engagements should be in accordance with those prescribed for direct recruitment.

3. These contract engagements should be made against clear vacancies (against non-promotional quota) for a maximum period of one year or availability of a regularly selected candidate, whichever is earlier. Suitable break should invariably be given between successive contracts (if any).

4. The selection process and selection criteria may be decided with the concurrence of PFA in consultation with PCPO and approval of General Manager.
   Such engagements should be made by screening, based on the selection criteria approved by General Manager, by a selection committee of JAG officers nominated by respective PHOD, including one officer from concerned department (ie. Engineering or Electrical or S&T) and one from Personnel department.
   The engagements should be made by inviting applications and the advertisement should be published in local and national newspapers and also put on Railway website(s).

5. Representation of SC/ST and OBC categories as per vacancies reserved for them should be ensured as per extant guidelines in force.

6. Candidates will have to undergo medical examination (as applicable for direct recruitment for SSE/JE of Engineering/Telecom/Electrical department) and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway hospital.

7. The candidates recruited on contract basis will not be entrusted with the duties of quality certification, safety certification, Stores in-charge, certification of measurements in Measurement Book and the like. However, they may assist the regular Railway supervisors in these works and in performance of other day to day duties. Detailed duty list may be drawn by the Zonal Railways.

8. The candidates recruited on contract basis may be given training/orientation in rules, regulations and practices related to safety, technical and other areas before they are deputed on work. Period and content of such training/orientation may be determined by respective PHOD/CHOD in consultation with PCPO/CPO(Zonal Railways) but should not be less than 10 working days. After completion of training/orientation, the candidate should be adjudged for suitability/competency before deputing him on field job.

20.11.18

(Page-1/2)

9. The candidates recruited against Level-7 posts may be designated as Senior Technical Associate (Works or P-way or OHE or PSI or Tele, etc.) and the candidates recruited against Level-6 posts may be designated as Junior Technical Associate (Works or P-way or OHE or PSI or Tele, etc.).

10. Duty pass may be provided for stretch of the journey involved on duty. They may be entitled to IInd Class 'A' duty pass.

11. The contractual staff may be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sundays and National Holidays for which Compensatory Rest may be given later. In addition, Contractual staff may be granted two days leave for each completed month of engagement in Railway. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).

12. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees must be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.

13. The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.

14. Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organization on their engagement.

15. All statutory requirements shall be complied with by Railways.

16. It should be a full time contract and their remuneration should be on monthly basis as given here under:

| Monthly remuneration for technical manpower of Engineering, Electrical and Telecom recruited on contract in Zonal Railways (in Rupees) | | | |
|---|---|---|---|
| Level (7th Pay Commission) against which recruited | Class of city in which posted | | |
| | 'Z' class | 'Y' class | 'X' class |
| Level -6 | 25000 | 27000 | 30000 |
| Level -7 | 32000 | 34000 | 37000 |

17. They may be paid Daily Allowance when on tour as admissible, at the rate of Rs. 500/-.

18. Any other condition as considered essential in line with any other policy governing such engagements may be considered/included with the approval of PCPO, PFA and GM.

20.11.18

(Page-2/2)

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/Refreshment** **Dated: 19.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences.**

**Ref: 1. Railway Board's letter F(X)II-2004/EXP/4 dated 13.09.2012.**
**2. Railway Board's letter F(X)II-2004/EXP/4 dated 22.06.2016.**

With reference to Railway Board's letters mentioned above for expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences, Board (FC & CRB) have approved the following:

1. Increasing the ceiling limit of refreshment & Lunch/Dinner per head per meeting as:

| S. No | Item | Ceiling per Head per Meeting (Rs) |
|---|---|---|
| 1 | Tea + Snacks (light refreshment) | 75 |
| 2 | High Tea/Working lunch | 200 |
| 3 | Lunch/Dinner | 350 |

2. Enhancing the annual ceiling limit to Rs 60 lakh per annum for a Zonal Railway & Rs. 15 Lakh per annum for a PU for the combined expenditure of light refreshments and working Lunches/Dinners, etc.

3. Other guidelines issued from Board shall remain unchanged and be modified as and when required.

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

Kindly acknowledge the receipt and ensure compliance.

19.11.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/Refreshment** **Dated: 19.11.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director/Accounts**
**Transformation Cell**

Copy: As per list attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans.Cell/Go Digital** **Dated: 16.11.2018**

**Divisional Railway Manager,**
**Delhi Division**
**Northern Railway**

**Sub: Development of Web-based Portal and Mobile App for monitoring the progress of Construction and Provisioning of Amenities and upkeep, repair & maintenance of Barracks for RPF/RPSF personnel**

**Ref: Security (Spl) Branch file no-2018/Sec(Spl)/Barrack App/TC.**

As a part of digital initiative of Indian Railways and to monitor effectively, the construction and provisioning amenities in RPF/RPSF Barracks and their day to day repair and maintenance, CRB has approved that the work of development of Web-based Portal and Mobile App for monitoring the progress of construction and provisioning of amenities in the Barracks for RPF/RPSF personnel and monitoring their day to day upkeep, repair & maintenance may be executed by Delhi Division, Northern Railway on a fast track basis. This will also include supply of necessary hardware and implementation of the App. Brief is attached for Guidance.

Shri Santosh Dubey, DIG/Project/NR (Mobile no - 9717630701) is nominated from RPF for day to day coordination.

The above is issued with the approval of CRB.

Kindly acknowledge the receipt and ensure compliance.

Jeetendra Singh 16/11/18

**(Jeetendra Singh)**
**Executive Director/EE/Transf**

Copy:

1. General Manager, Northern Railway, Baroda House, New Delhi
2. Director General, RPF, Railway Board

## Brief

**Development of a web-based portal and mobile app for monitoring progress of repair, maintenance, construction, provision of amenities in Barracks for RPF personnel.**

## REASONS FOR DEVELOPMENT OF THE APP

RPF staff are required to stay in barracks so that they can be called for duty without delay in case of urgency. Provision of Basic amenities in RPF barracks is essential so that RPF staff residing therein can take proper rest, food, sleep etc and able to perform their duty with more alertness and efficiency. These personnel are required to stay together in barracks so that they can be called for duty without delay in case of urgency. They require comfortable stay in the rest period during day/ night.

Following problems are regularly reported from RPF/RPSF Barracks-

(a) **Civil works:** Roof leakage in rainy season, water logging in the compound of barracks, seepage, repair of approach roads, irregular water supply, white wash & painting of doors/ windows, etc.

(b) **Electrical works:** Non-repairing of defective electrical fittings, lights & old wirings, replacement of fans & exhaust fans and irregular electric supply.

(c) **Sanitation:** Issues relating to cleanliness.

(d) **Amenities-** Lack of basic amenities in barracks like RO, cooking gas, furniture, almirah, looking glass etc.

In addition, construction of barracks sanctioned under works programme at different levels is not getting completed within given time frame due to various reasons.

Upgradation of facilities in barracks for RPF personnel is one of the Dashboard items monitored by the office of MR. PS/MR, vide note dated 17.09.2018 has further conveyed that timelines, including those of all important intermediate steps/milestone of all important tasks (including dashboard items) may be submitted for further necessary action. PS/MR has further stated that information in charts/tables which will enable analysis of work done across zones/states may be submitted for various tasks.

Further deliberations were held with Board on the issue of monitoring of repair/maintenance/upgradation of barracks, and the proposal for an exhaustive dashboard for monitoring progress which would capture the whole lifecycle of the project starting from inception till its completion emerged.

In view of above, proposal for development of a web-based portal and mobile app for monitoring progress of upkeep, repair, maintenance & provision of amenities with a separate module for monitoring construction of new barracks has been made.

## DETAILS TO BE CAPTURED BY THE APP

The information captured would be details like user ID, problem identified by users, response of service providers along with a dashboard for monitoring the upkeep and maintenance in existing barracks. Another module should monitor the construction of new barracks. An outline of the App is enclosed.

The barrack app will facilitate monitoring the condition of amenities in RPF Barracks and also follow up on the progress made in the construction of new barracks. The problems will be highlighted to concerned authorities and action taken by them will be available for monitoring up to the level of Railway Board. Any unresolved matter can be identified and set right within a definite timeline. This will definitely improve the condition of RPF barracks and will go a long way in addressing the genuine grievances of RPF Jawans living in barracks.

| **To be filled by user (based on user ID and password provided)** | | | |
|---|---|---|---|
| Zone | (Drop down menu) | Division/PU/KRCL/Metro RLY Kolkata | (Drop down menu) |
| Location | (Drop down menu) | Gents/ladies barrack | (drop down menu) |
| Barrack ID | (Drop down menu) | Barrack capacity (in beds) | |
| Officer responsible for improvement in barrack condition | DRMs of Division/GMs of Production Unit/CMD KRCL/Metro Rly, Kolkata (drop down menu) | No of RPF personnel living in barrack | |
| Photograph (front view of barrack) | | | |
| | | | |

| **Problem flagged by user** | | | |
|---|---|---|---|
| **Surrounding** | | | |
| Access road to the barrack not available | photo | Boundary wall/fencing not available | photo |
| Drain nearby choked | photo | Stray animals enter barrack | photo |
| No badminton/volleyball court | photo | Severe noise/air pollution | |
| Frequent theft of belongings | | Foul smell | |
| No system of garbage removal | photo | Any other problem (write in brief in given space) | |
| Wild growth of bushes nearby | | | |
| **Barrack infrastructure** | | | |
| Insufficient living space | photo | No/insufficient dining hall | photo |
| No library/reading room | | No meditation room | |
| No space for GYM/carrom board | | No walled space for drying clothes (for ladies barracks) | |
| Bad condition of doors and windows | | Mosquito net not provided on doors and windows | |
| No/poor drainage causing choked drains | | No/poor arrangement of disposal of waste generated in the barrack | |
| No/insufficient | photo | Insufficient number of | photo |

| | | | |
|---|---|---|---|
| recreation room | | toilets/bathrooms | |
| Bad condition of toilets/bathrooms | photo | Dirty toilets/bathrooms | photo |
| Walls cracked | photo | Roof leakage | photo |
| Floor/side wall seepage | photo | No/kitchen/insufficient space in kitchen | photo |
| Frequent and long duration power cuts with no backup power supply | | Water supply irregular | |
| No provision of sink/wash basins | photo | | |
| No/insufficient overhead tank storage | photo | No arrangement of piped water supply in kitchen/toilets/bathrooms/sinks and wash basins | photo |
| No arrangement of supply of drinking water | | | |
| No arrangement for cleaning and housekeeping | | Hired or departmental cooks not available for cooking food | |
| Any other problem (give brief description) | | | |
| **Barrack amenities** | | | |
| Insufficient number of beds | | Beds need repair/replacement | |
| Adequate number of mattresses not available | | Adequate number of pillows not available | |
| Adequate number of bedsheets not available | | Adequate number of pillow covers not available | |
| No/poor arrangement of cleaning of bedsheets/pillow covers | | Mosquito rods not available/not installed | |
| Cupboards not available /available in insufficient numbers | | Shoe racks not available | |
| Shoe shining machine not available | | Gym equipments not available | |
| No/insufficient number of air | | Curtains on doors/windows not available | |

| | | | |
|---|---|---|---|
| coolers/air coolers not working | | | |
| Dining tables/chairs-(a) not available (b) available but insufficient (c) in broken condition | | Sofa/lounge chairs (for recreation room- (a) not available (b) available but insufficient (c) in broken condition | |
| No Flat screen TV (minimum 43 inches) available | | No cable connection available | |
| Subscription of cable connection/Satellite dish being paid by inmates | | NO/insufficient kitchen utensils | |
| No gas connection/gas stove | | No mixer grinder | |
| Water cooler not available or defective | | Water purifier not available or defective | |
| No Electric chimney | | No/insufficient capacity refrigerator | |
| No insect killers in kitchen/dining hall | | No supply of periodicals and magazine | |
| Used sanitary pad incinerator (for ladies barracks) not available | | Washing machine not available | |
| Electric iron with iron board not available | | No provision of regular yoga/gym instructor | |
| Luggage racks not available | | Any other problem (give brief description) | |
| **To be filled by Service provider (DRMs of Division/GMs of Production Unit/CMD KRCL/Metro Rly, Kolkata (drop down menu) (based on service provider ID and password issued)** | | | |
| Against each problem identified | | | |
| Action taken status | | Target date of resolution | |
| Date of final resolution of problem | | | |
| If the resolution declared unsatisfactory by the user, action taken status for final resolution | | Target date of final resolution | |
| Date of final resolution of | | | |

| | | | |
|---|---|---|---|
| problem where earlier resolution was treated unsatisfactory by the user | | | |
| (Photos to be uploaded as evidence of the action taken) | | | |
| **To be filled by user** | | | |
| Whether the resolution done by service provider is satisfactory | YES/NO | | |
| If yes, the problem is shown as resolved | | IF no, the problem is to be highlighted in RED | |
| If the target date is busted, the problem is highlighted in RED | | | |
| (Photos to be uploaded as evidence in case work not done) | | | |
| **Dashboard** | | | |

| **Zone/PU/KRCL/Metro RLY** | **No of barracks** | **No of problem identified** | **No of problems resolved** |
|---|---|---|---|
| | | | |
| | (hyperlink to show barrack ID and division) | (hyperlink to show barrack ID, division and details) | (hyperlink to show barrack ID, division and details) |
| **No of problems unresolved where target date is busted** | **No of problem claimed to have been resolved where resolution is declared not satisfactory by the user** | **No of problems claimed to have been resolved by service provider but satisfaction level not commented upon by the user** | **No of problems claimed to have been resolved by service provider and resolution found satisfactory by the user** |
| | | | |
| (hyperlink to show barrack ID, division and details) | (hyperlink to show barrack ID, division and details) | (hyperlink to show barrack ID, division and details) | (hyperlink to show barrack ID, division and details) |

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/VHF** **Dated: 15.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Streamlining: Procurement, Distribution, Maintenance and Condemnation of Hand held VHF (Walkie-Talkie) Sets over IR.**

**Ref: 1. Railway Board's letter no. 2002/Tele/WCM/6/Genl./Pt dated 28.08.2012.**
**2. Railway Board's letter no. 2010/Tele/9(1)/1Pt dated 23.10.2013.**
**3. Railway Board's letter no. 2010/Tele/11(3)/2 dated 04.07.2013.**

With a view to streamline and bring about systematic improvements in procurement, distribution, maintenance & disposal of VHF sets for improved performance with least life cycle cost, Board (FC & CRB) & DG(S&T) have approved the following:

1. GM in consultation with PCSTE and DRM in consultation with SrDSTE/DSTE-incharge may redistribute VHF sets among various departments & units under their jurisdiction keeping in view the safety, train operation, security and maintenance.

2. Procurement of VHF sets, its maintenance and condemnation shall be the responsibility of S&T department.

3. S&T department of the division shall process for obtaining frequency authorization & licenses from Wireless Planning and Coordination (WPC), payment of spectrum charges and its renewal yearly for the entire population of VHF sets on the Division.

4. VHF sets beyond economical repair shall be promptly disposed of and the license of such sets shall not be renewed.

5. VHF sets and its accessories shall normally be procured through SrDMM/DMM/PCOS.

6. Detailed guidelines in this regard are as under:

7. **Procurement:-**

7.1. Branch Officers in the Division and the Controlling officer in other units of the user department shall submit the requirement of VHF sets with detailed justification to the concerned SrDSTE/DSTE-incharge.

15.11.18

7.2. Once the quantity assessment based on the availability and demand, specification and description are finalized, nominated SSE/Tele of the respective division shall prepare the Non Stock (NS) requisition(s) according to the approved description & specification and the same shall be submitted to SrDSTE/DSTE-incharge's office for further necessary action.

7.3. SrDSTE/DSTE-incharge in the division shall process the requirement given by the user department to obtain finance vetting and sanction of competent authority. Funds will be provided by the user department, as being done at present.

7.4. The vetted and sanctioned NS requisition shall be forwarded to SrDMM/DMM or PCOS (through PCSTE office) as the case may be.

7.5. The application for frequency authorization shall also be submitted to WPC in prescribed format directly by SrDSTE/DSTE-incharge.

7.6. Nominated consignee of S&T department (SSE/Tele) shall receive all VHF sets for their entry into respective ledger for proper accountal.

7.7. S&T Supervisor (SSE/Tele) shall then issue the VHF sets to the concerned department (for whom demand has been processed) with proper documentation. A copy of the WPC license shall also be made available to the concerned field unit.

7.8. Every Branch officer in the division shall nominate a nodal supervisor (single point of contact) for transaction of these VHF set.

## 8. Maintenance of VHF Sets

8.1 Maintenance of VHF sets shall be responsibility of S&T department for entire population at divisional level. The maintenance costs should be realistically accessed by S&T Department and asked for in various Budgetary reviews and will be borne by S&T department.

8.2 Nodal Supervisor of the user department shall inform or handover defective VHF sets to the concerned SSE/Tele.

8.3 SSE/Tele or his representative should periodically visit offices of the supervisors holding these sets and take over the defective sets under acknowledgement. Once defective sets are collected, SSE/Tele shall arrange for their replacement from the spares available with SSE/Tele.

8.4 In addition to the above, S&T supervisors (SSE/Tele) or his representative shall conduct a preventive drive for 48/72 hrs (as decided by Division) at each lobby on monthly basis to test the functioning of VHF sets.

This shall also be done, if possible, for VHF sets other than meant for Loco Pilots & Guards. This would ensure proper functioning and obtaining direct feedback from the user department.

15.11.18

9. **Condemnation (DS-8):**

VHF set(s) found beyond economical repair shall promptly condemned by the nominated SSE/Tele as per the Railway Board's guidelines issued vide letter No. 2010/Tele/9(1)/1 Pt. dated 23.10.13 (Telecom Circular 22/2013) and ensure that its license is not renewed.

10. Other guidelines issued from Board shall remain unchanged and be modified as and when required.

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

Kindly acknowledge the receipt and ensure compliance.

15.11.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/VHF** **Dated: 15.11.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director/Accounts**
**Transformation Cell**

Copy: As per list attached.

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**
******

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **New Delhi, dated: 12.11.2018**

**Director General,**
**National Academy of Indian Railways,**
**Baroda.**

**Sub: Training Workshops on Emotional Intelligence for DRMs of Indian Railways at NAIR, Baroda**

**Ref: Railway Board's letter No. 2018/Transf.Cell/EI Trg/GM&DRM dated 24.10.2018**

Kindly refer to Board's earlier letter as mentioned above on the subject. Considering the positive feedback received from the GMs after their workshop held at NAIR, Baroda from 10-11 Nov 2018, it has now been decided that the remaining two training workshops for the DRMs will be of three day duration each. The revised schedules for the training workshops are as following:

- 17-19 November 2018 - DRMs (Group - I)
- 08-10 December 2018 - DRMs (Group – II)

2. GMs and DRMs may please ensure that the ADRMs are at their respective divisional HQrs during the period of their training.

This issues with the approval of Board (CRB).

Niraj Sahay 12/XI

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **Dated: 12.11.2018**

**Copy to:**
1. **All General Managers, Indian Railways**
2. **All General Managers (PUs)**
3. **DG, RDSO/LKO**
4. **General Manager (Construction), NF Railway**
5. **All PFAs, Indian Railways**

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

No. 2018/TF/CRB Directives

09th November, 2018

**My dear DRMs,**

**Sub: Process Reforms – Simplification of decision making processes**
**Ref: DO No. 2018/Trans Cell/E/Process Reforms dated 27th October 2018**

Field units have been continuously empowered by way of delegation of powers over the last one year. This has enabled the front line staff and decomplicated decision making. As we are striving to evolve a culture focused on efficient delivery, the process of decision making needs to be continuously reviewed in this context and simplified.

Process reforms with regard to decision making and contractual mechanism still leaves much to be desired. Our mission of reforms will be successful only if we simplify the entire lot of decision making and contractual processes.

I would like you and your officers to look into these aspects in active association with the nodal ED(Transformation) and regularly submit suggestions/proposals to the Transformation Cell of the Board.

Needless to emphasise that reforms have to continue to remain at the core of our focus for a long time in the future.

With best wishes,

Yours sincerely,

**(Ashwani Lohani)**

**Divisional Railway Managers**
All Indian Railways

**Copy to:**
**General Managers, All Indian Railways,**
**ME, MRS, MTR, MS, MT, FC**
**DG/P, DG/RHS, DGRPF,DG/S&T, DG/RS**
**PS to MR** for kind information of **Hon'ble MR**

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans. Cell/Mech/Catering /Policy** **New Delhi, Dated: 06.11.2018**

The General Manager, All Indian Railways
The DG/RDSO/Lucknow, DG/NAIR, MD/IRCTC
CAOs, COFMOW/NDLS, IROAF

Sub: Modification in Revenue Sharing Model between IR & IRCTC for redesigned pantry cars to be fabricated and maintained by IRCTC
Ref: Letter No. 2017/IRCTC/Catg./DSC/Mobile Policy dated 09.07.18

Storage of food items, preparation, cooking and distribution of hygienic food in running trains has always been a challenge for IRCTC that has been mandated to upgrade, professionalize and manage the catering and hospitality services on Indian railway.

In order to mitigate this challenge, IRCTC has proposed to redesign and upgrade the pantry cars at an estimated cost of about Rs.200-250 Crore over a period of next three years. They have also proposed to take up the responsibility maintaining the pantry cars subsequent to their up gradation.

As this is a capital intensive exercise, IRCTC has proposed a revenue sharing between IR & IRCTC in the ratio 15:85 instead of the present 40:60 stipulated in the Catering Policy 2017.

Board (MRS, MT, FC & CRB) have considered the proposal of IRCTC and have approved the following:

(1) To alter the existing proportion of sharing of license fee between IR & IRCTC for contractually managed mobile catering units from existing 40:60 to 15:85 for a period of 05 years from the date of launching the redesigned pantry car into service.

(2) Para 3.1 of the Catering Policy 2017 shall remain in abeyance for 05 years for all such redesigned and modified pantry cars from the date of commencement of catering service by redesigned and modified pantry cars in trains and the revenue sharing of 40:60 shall revert back after 05 years.

(3) IRCTC shall redesign, upgrade and maintain the interior of all the redesigned & upgraded pantry cars at their own cost from all perspective including fire safety and overall safety. They shall execute an agreement to this effect with Mechanical Coaching Directorate and shall also take approval of the designed electrical load from the coaching directorate.

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

**(A.K.Chandra)**
Executive Director
Transformation

**No. 2018/Trans. Cell/Mech/Catering /Policy** **New Delhi, Dated: 28.03.2018**

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

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/Health/Consultation Fee** **Dated: 06.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Consultation Fee and Charges for Medicines, Injections, etc. for Medical aid to Passengers.**

**Ref: 1. NO. 2018/Trans Cell/Health/Consultation Fee dated 10.07.2018.**
**2. DRM/ALD's letter no- CT-1/Tkt-Checking/Instruction/2018dated 27.09.2018.**
**3. DGM(G)/NCR's letter no- G/HQ/NCR/SOP-Misc(C)/2018 dated 03.10.2018.**

With reference to DRM/ALD & CMD/NCR's reference at (2) & (3) and Board's letter at (1) above, Board (MS, MT, FC & CRB) have approved the following:

1. To issue EFT (Excess Fare Ticket) as a valid receipt for recovery of Consultation Fee from the passenger against the medical aid provided when afflicted with sudden illness or injury (other than as a result of a railway accident in which case it is duty of the Railway administration to provide free medical attendance and treatment facilities), which is Rs 100/- (Rupees one hundred only) per patient at present, irrespective of the Grade of the attending Medical Officer.
2. To issue EFT (Excess Fare Ticket) as a valid receipt for recovery of charges for medicines, injections, etc. (as per actual) from the passenger.
3. The entire amount so recovered as Consultation Fee and the Charges for medicines, injections, etc. (as per actual) will be credited, in full, to the Railway revenue.

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

Kindly acknowledge the receipt and ensure compliance.

06.11.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/Health/Consultation Fee** **Dated: 06.11.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director/Accounts**
**Transformation Cell**

Copy: As per list attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/Policy/Pt-S** **Dated: 05.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegation of Power to carry out Specialized Works on Single Tender basis & Power for awarding Single Tender for last mile works.**

**Ref: Railway Board's letter no- 2018/Trans Cell/Policy/Pt-S dated 02.11.2018**

With reference to above letter, COAs/C shall be read as CAOs/C and COA/RE shall be read as CAO/RE in Para 2.1. All other contents of the letter will remain same.

Kindly acknowledge the receipt and ensure compliance.

5.11.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**Copy to:**

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

Copy: As per list attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/Policy/Pt-S** **Dated: 02.11.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegation of Power to carry out Specialized Works on Single Tender basis & Power for awarding Single Tender for last mile works.**

**Ref: 1. CME/NR's letter no- 178-S/502/Mat./Gen dated 17.07.18**
**2. Engineering Code Para 1214-A.**
**3. Railway Board's letter no- 2011/CE-I(SPL)/CT/O/4 dated 02.05.2017**

With reference to CME/NR's letter under reference (1) and reference (2) & (3) above , Board (ME, FC & CRB) have approved the following:

**1. Single Tender for Works of Specialized Nature:**

1.1 The power to accept single tender for works of specialized nature is delegated to PHODs/CHODs upto Rs 20 (twenty) lakh per case with prior finance concurrence subject to annual ceiling limit of Rs 1 (one) Crore.

1.2 In every such case, concerned PHOD/CHOD will record the reason(s) for approving the single tender.

**2. Power for awarding Single Tender for last mile Works:**

2.1 COAs/C may accept single tender upto the value of Rs 5 (five) Crore for last mile works of 'Doubling', 'Traffic Facility', 'New Line' & 'Gauge Conversion' Plan Heads, and COA/RE may accept single tender upto value of Rs 5 (five) Crore for last mile work of 'Railway Electrification' Plan Head in respect of projects targeted for completion in the financial year. This empowerment shall continue for coming financial years.

2.2 These powers shall be exercised judiciously and sparingly with extreme caution, keeping in view the CVC guidelines and observations of Hon'ble Supreme Court.

2.3 Cases finalized under these powers shall be reported to Board (ME) through nodal directorate of the concerned executive.

2.4 The grounds on which single tender has been considered shall be strictly complied with.

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

Kindly acknowledge the receipt and ensure compliance.

02.11.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/Policy/Pt-S** **Dated: 02.11.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director/Accounts**
**Transformation Cell**

Copy: As per list attached.

Item 3.1.8.

भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

**No. 2011/CE-I(SPL)/CT/O/4** **New Delhi, dated 02.05.2017**

**To,**
**As per list attached.**

**Sub :** Power for awarding Single Tender in projects under plan head 'Doubling', Traffic Facility', 'New Lines', 'Guage Conversion' and 'Railway Electrification'

**Ref. :** (i) Railway Board's letter no. 2011/CE-I(SPL)/CT/O/4, dated 28.01.2016.
(ii) Board's letter no. 2011/CE-I(SPL)/CT/O/4, dated 15.02.2016.

In continuation to Board's letter under reference (i) & (ii) above, regarding delegation of power to accept Single tender for execution of last mile works in the projects under plan head 'Doubling', Traffic Facility', 'New Lines', 'Guage Conversion' and 'Railway Electrification' by CAOs/C & CAO/RE respectively, Board (ME & FC) has approved revised powers for these items. The revised powers are as under :

2. CAOs/C may accept single tender upto value of Rs. 5 crores for last mile work of 'Doubling', 'Traffic Facility', 'New Line' & 'Guage Conversion' plan head and CAO/RE may accept single tender upto value of Rs. 5 crores for last mile work of 'Railway Electrification' plan head in respect of projects targeted for completion in the financial year 2017-18. While exercising these powers, executive must ensure following :

(i) These powers shall be exercised judiciously and sparingly with extreme caution, keeping in view the CVC guidelines & observations of Supreme Court.

(ii) Cases finalized under these powers shall be reported to Board (ME) through nodal directorate of the concerned executive.

(iii) The grounds on which Single Tender has been considered shall be strictly complied with.

3. This issues with the concurrence of Finance Directorate of Ministry of Railways.

अनिल कुमार 02/5/17
(अनिल कुमार)
निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड
[Phone : Rly: 030-47598, MTNL011-23047598,
e-mail address: padcegrb@gmail.com]

**No. 2011/CE-I(SPL)/CT/O/4** **New Delhi, dated 02.05.2017**

Copy forwarded for information to:

1. The FA & CAOs, all Indian Railways.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi

**For Financial Commissioner/Railways**

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

No. 2018/Trans.Cell/Representation Dated: 01.11.2018

General Managers
All Indian Railways

Sub: Release of staff on transfer on option basis to other Railways/Units.

Representations were received in Board from staff who could not be released from divisions even after acceptance was issued by concerned Zonal Railway that invited options.

In order to mitigate the problem faced by such staff, following decision is communicated

*"Even in cases of transfer on option basis (option exercised by the staff), DRM's are empowered to release the staff concerned, if acceptance has been received from the Railway/Division/Unit where the staff seeks transfer. He will give intimation to the Headquarter concerned, if needed."*

This issue with the approval of Board (CRB).

01/11/18

**(A.K. Chandra)**
**ED/Mech./Transformation**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/NAIR** **Dated: 31.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegation of Power for Conducting Training Courses with IITs/IIMs/NITs and Institutes of repute to DG/NAIR**

**Ref: 1. DG/NAIR's letter no- NAIR/05/02/0007 dated 11.10.2018**

With reference to DG/NAIR's letter under reference (1) above, Board (MS, FC & CRB) have approved the following:

1. Delegation of power to DG/NAIR regarding conducting training courses with IITs/IIMs/NITs on nomination basis/single source basis within the power of sanction with concurrence of associate finance, subject to full justification for single source selection on file and reasonableness of rates.

   The same is also approved for ISB, Hyderabad and IISc, Bangalore on similar basis as these Institutes are Institutes of repute internationally.

2. DG/NAIR shall consider selecting IITs/IIMs/NITs/IISc, Banglore/ISB, Hyderabad based on the availability of the Course/Faculty/Infrastructure/Fees by taking their offers for a particular course.

3. The training courses shall be conducted within the overall limit of the available funds.

4. DG/NAIR shall frame rules and guidelines in consultation with associate finance for process and selection of the Institute.

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

Kindly acknowledge the receipt and ensure compliance.

31.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/NAIR** **Dated: 31.10.2018**

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

Sanjeeb Kumar 31.10.18

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

**No 2018/TransCell/E/ProcessReforms**

27 OCT 2018

**My dear DRMs,**

**Sub: Nodal Transformation officers to facilitate deliverance in the Divisions**

Over the last one year, thrust of the Ministry has been on empowering the front line officials in order to give them greater autonomy to enable faster decision making and improved deliverance. Overall we are striving to evolve a culture focused on deliverance that would enable the organization to operate professionally and achieve its full potential. Professional honesty, trust, integrity and transparency need to become integral part of our culture. Transformation Cell of Railway Board is instrumental in driving this change.

2. Since culture is deep rooted, it would require sustained effort over the next few years to bring perceptible change. For this, it would need to be ensured that all the reform policies and circulars are understood and implemented with the alacrity it deserves without any element of fear. Further, we would need to encourage all stakeholders to come forward with practical suggestions to improve our service delivery.

3. While normal channels of communication are available to you for resolution of your immediate issues through the GMs, I am nominating officers from Transformation Cell to act as nodal officers for various Divisions to facilitate further.

| | | |
|---|---|---|
| 1 | Shri A.K. Chandra,<br>ED/ME/Transf/RB | CSMT, HWH, FZR, LMG, JP, BKN, RNC, SBC, ADI |
| 2 | Shri A.S.Khati,<br>ED/E(G) & Transf/RB | PA, NGP(CR), JHS, APDJ, SPJ, AII, RJT, BVP |
| 3 | Shri Jeetendra Singh,<br>ED/EE/Transf/RB | SUR, SBP, WAT, ALD, MB, GTL, GNT, UBL, JBP |
| 4 | Shri Niraj Sahay,<br>ED/Traffic/Transf/RB | KUR, AGC, UMB, JU, BSP, TPJ, PGT, TVC, MMCT |
| 5 | Shri Sanjeeb Kumar,<br>ED/Acc/Transf/RB | DNR, SDAH, BSB, KIR, HYB, R, CKP, MYS, BRC |
| 6 | Shri T.K.Pandey,<br>ED/Civil/Transf/RB | IZN, LJN, RNY, TSK, DLI, LKO NR, NED, MDU, KTT |
| 7 | Shri Umesh Balonda,<br>ED/S&T/Transf/RB | DHN, ASN, SC, BZA, NAG (SECR), ADRA, MAS, BPL, RTM |
| 8 | Director/Stores/Transf/RB | BSL, MGS, SEE, MLD, KGP, SA |

*Contd...2/-*

4. You may contact these nodal Transformation officers to address issues related to empowerment, process and culture reforms wherever required. They would also be frequently visiting your divisions for first hand appreciation of the issues needing resolution.

With best wishes,

Yours sincerely

**(Ashwani Lohani)**

**Divisional Railway Managers**
All Indian Railways

**Copy to:**

**General Managers, All Indian Railways**

**ME, MRS, MTR, MS, MT, FC**
**DG/P, DG/RHS, DG/RPF, DG/S&T, DG/RS**

**PS to MR** for kind information of **Hon'ble MR**

| Contact Details of Transformation Cell officers,Railway Board | | | | | |
|---|---|---|---|---|---|
| S.No | Name | Designation | Mobile No. | Rly. No. | MTNL No. |
| 1 | Shri A. K. Chandra | ED/ME/Transf/RB | 9717646228 | 47545 | 23047545 |
| 2 | Shri A. S. Khati | ED/E(G) &Transf/RB | 9810978048 | 47174 | 23047174 |
| 3 | Shri Jeetendra Singh | ED/E/Transf/RB | 9717647809 | 47542 | 23047542 |
| 4 | Shri Niraj Sahay | ED/Traffic/Tranf/RB | 9717647830 | 47541 | 23047541 |
| 5 | Shri Sanjeeb Kumar | ED/Acc/Tranf/RB | 9717643642 | 47543 | 23047543 |
| 6 | Shri T. K. Pandey | ED/Civil/Transf/RB | 9910487316 | 47544 | 23047544 |
| 7 | Shri Umesh Balonda | ED/S&T/Transf/RB | 9773533800 | 47546 | 23047546 |

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/Health/CGHS** **Dated: 26.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Recognition of CGHS empanelled Hospitals & Diagnostic Centres for Railway Medical Beneficiaries and Referral & Domiciliary care of Railway Medical Beneficiaries for Physiotherapy, Occupational Therapy and Speech Therapy.**

**Ref: 1. Department of Health & Family Welfare OM no- S.11011/24/2011-CGHS (P) dated 01.06.2011**
**2. Railway Board's letter no. 2014/H-1/19/3/PNM dated 05.10.2015**
**3. Railway Board's letter no. 2016/H-1/11/69/Hospital Recognition dated 23.12.2016**

With reference to the above subject, Board (MS, FC & CRB) have approved the following:

1. **Recognition of all CGHS empanelled Hospitals and Diagnostics Centres for referral of Railway medical beneficiaries**

1.1 Board have approved the recognition of all CGHS empanelled Hospitals, exclusive Eye Hospitals/Centres, Exclusive Dental Clinics, Cancer Hospitals, Diagnostic Laboratories and Imaging Centres for referral of Railway beneficiaries at CGHS rates of the City.

1.2 The MD/CMS/CMO/ACMS-incharge of the Railway Hospital will sign the MOU with the concerned CGHS empanelled Hospitals, exclusive Eye Hospitals/Centres, Exclusive Dental Clinics, Cancer Hospitals, Diagnostic Laboratories and Imaging Centres.

1.3 In case the hospital(s) is derecognized by CGHS or the recognition is not extended for any reason, then, unless and until specifically allowed by the Railways, the Railway recognition shall stand withdrawn.

2. **Referral of Railway Medical Beneficiaries for Physiotherapy, Occupational Therapy and Speech Therapy and adoption of same Guidelines on Railways issued for CGHS beneficiaries 'For *Domiciliary rehabilitation, medicine intervention for reimbursement.*'**

2.1 A Railway Medical Beneficiaries may be referred for rehabilitation health services (physiotherapy, occupational therapy and speech therapy, etc.),

26.10.18

not available at the Railway hospital, at recognized Government Hospital/Private Hospital at CGHS rates or at CGHS approved Hospital at CGHS rates.

2.2 For these services, Zonal Railways are empowered to empanel the Government or Private Hospitals/Centres for referral at par with empanelment of other specialty hospitals at CGHS rates for referral to Railway beneficiaries.

2.3 Adoption of Guidelines in Railways for domiciliary (home care) rehabilitation medicine intervention **for reimbursement to CGHS beneficiaries issued by Ministry of Health and Family Welfare vides OM No. S.11011/24/2011-CGHS (P) dated 01.06.2011**, as it is and as modified from time to time, for Railway beneficiaries (copy enclosed).

3. The List of Hospital(s) recognized by Railways and CGHS empanelled shall be displayed at the railway hospital(s) and also on the websites indicating the specialties available in the hospital for wide publicity and awareness of Railway medical beneficiaries.

4. Other rules & guidelines as issued from Board shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

26.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/Health/CGHS** **Dated: 26.10.2018**

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

Sanjeeb Kumar 26/10/

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

Government of India
Ministry of Health and Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, New Delhi 110 108

No: S.11011/24/2011-CGHS (P) Dated, the 1st June, 2011

# O F F I C E M E M O R A N D U M

**Subject:** **Guidelines for domiciliary rehabilitation medicine intervention for reimbursement to CGHS beneficiaries.**

The undersigned is directed to as per extant instructions, domestic rehabilitation of CGHS beneficiaries is not permitted and the patients have to go to hospitals for physiotherapy, etc. CGHS received representations with the request that domiciliary physiotherapy rehabilitation may be permitted since in many cases it is not possible for the patients to be transported / shifted to hospitals for physiotherapy, etc. The request was examined by a committee of experts / specialists in Government hospitals, and it has been decided to issue the following guidelines for domiciliary rehabilitation medical intervention for reimbursement to CGHS beneficiaries:

## Guidelines

Domiciliary (home based) care is medically justified in the practice of rehabilitation medicine which involves the care of the patient with chronic diseases or temporary or permanent disability or functional limitation due to lack of health or disease. It is justified as such persons find ambulation practically impossible or are significantly dependent on care giver or the cost of visiting the hospitals become higher than the cost of treatment given. In view of this, it would be necessary to consider providing holistic domiciliary rehabilitation medicine service instead of piecemeal home based physiotherapy only, to CGHS beneficiaries as part of their routine health coverage.

## Scope of the service

The following allied health services need to be considered for domiciliary case as stated above:

(i) Physiotherapy;
(ii) Occupational therapy; and
(iii) Speech therapy (for patients of stroke / head injury)

The decision to provide domiciliary care should be based on thorough evaluation and specific prescription including the exact intervention and frequency by a PMR specialist. In a situation of non-availability of PMT specialist, the treating Government specialist having allopathic Post-Graduate qualifications in Ortho / Neurology / Neurosurgery / ENT may allow such benefits following the specific prescription criteria for conditions listed below:-

## Conditions requiring domiciliary rehabilitation intervention and recommended duration if domiciliary therapy:

(1) ***Orthopaedic disorders:*** Post joint replacement surgery in acute phase: Physiotherapy upto two weeks, post – discharge.

(2) ***Neurological disorders (for upto six weeks):***

(i) Post stroke: Occupational Therapy (OT), Physiotherapy (PT), and Speech Therapy (ST);

(ii) Traumatic brain injury: OT, PT and ST;

(iii) Gullian-Barre syndrome: OT and PT;

(iv) Spinal cord injury with significant disability / deformity: OT and PT; and

(v) Motor neuron disease: OT, PT and ST.

(3) ***Locomotor disabilities,*** with a disability of over 80% or those who are totally dependent on care-giver based on the opinion of two Government specialists, by certified care-giver. [Care-giver means Rehabilitation Council of India certified personnel + Physiotherapist and Occupational therapist (duly qualified diploma / degree holder)].

***Prescription information:***

The prescription for home based rehabilitation programme should include the following descriptive specifics:

(1) The therapy to be used:

(a) Electrotherapy;

(b) Active Exercise Therapy;

(c) ADL Training;

(d) Speech Therapy;

(e) Gait Training; and

(f) Passive Exercises.

(2) The technical person required to institute the therapy;

(3) The frequency of the therapy required by the patient; and

(4) Duration of the therapy programme.

***Admissible rates for reimbursement:***

The following rates may be reimbursed:

(1) ***Physiotherapist***: Maximum of Rs.300/- (Rupees Three hundred only);

(2) ***Occupational Therapist***: Maximum of Rs.300/- (Rupees Three hundred only);

(3) ***Speech Therapist***: Maximum of Rs.300/- (Rupees Three hundred only);

(4) ***Certified Care Giver***: Maximum of Rs. 150/- (Rupees One hundred and fifty only) or Rs. 3,000/- (Rupees Three thousand only) per month for long-term requirements, whichever is less; and

(5) No reimbursement to be allowed for the purchase / hiring of therapy equipment / devices.

2. The guidelines will take effect from the date of issue of the Office Memorandum.

3. This issues with the concurrence of IFD, vide Dy. No: 790 / SS & FA dated the 23rd May, 2011.

4. Hindi version of the guidelines will follow.

[R Ravi]
Director

[Tel: 2306 3483]

To

1. All Ministries / Departments, Government of India
2. Additional Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
3. The Managing Director, Central Organisation ECHS, Army (Hq), Maude Line, Delhi Cantonment, New Delhi 110 010
4. Director, CGHS, Nirman Bhawan, New Delhi
5. All Additional Directors /Joint Directors of CGHS cities outside Delhi
6. All Pay & Accounts Officers under CGHS
7. Addl DDG (Hqrs) / Additional Director (Hqrs) / Additional Director (SZ) / Additional Director (NZ) / Additional Director (CZ) / Additional Director (EZ), CGHS, New Delhi
8. JD (Gr.)/JD(R&H), CGHS Delhi
9. CGHS Desk-I/Desk-II/CGHS-I/CGHS-II, Dte.GHS, Nirman Bhawan. New Delhi
10. Estt.I/ Estt.II/ Estt.III/ Estt.IV Sections, Ministry of Health & Family Welfare
11. Admn.I / Admn.II Sections of Dte.GHS
12. Rajya Sabha / Lok Sabha Secretariat
13. Registrar, Supreme Court of India
14. U.P.S.C
15. Finance Division
16. Deputy Secretary (Civil Service News), Department of Administrative Reforms & Public Grievances, 5th Floor, Sardar Patel Bhawan, New Delhi.
17. PPS to Secretary (H&FW) / Secretary (AYUSH) / Secretary (HR) / Secretary (AIDS Control), Ministry of Health & Family Welfare
18. PPS to DGHS / SS & FA / SS & MD, NRHM / AS (H) / AS & DG (CGHS)
19. Swamy Publishers (P) Ltd., P. B. No. 2468, R. A. Puram, Chennai 600028
20. Nabhi Publications, P. O. Box No: 37, New Delhi 110 001
21. Bahri Brothers, 742 Lajpat Rai Market, Delhi 110 006
22. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
23. All Staff Side Members of National Council (JCM) (as per list attached)
24. Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi
25. All Offices / Sections / Desks in the Ministry
26. Sr. Technical Director, NIC, MOHFW, Nirman Bhawan, New Delhi, with the request to upload on the website of the CGHS.
27. Office Order folder
28. Guard File

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/Health/Medical Issues** **Dated: 26.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Policy improvements in Dental Health Care System.**

**Ref: 1. Railway Board Letter no. 2017/H-1/25/2/Dental/Policy dated 23.03.2018**
**2. Railway Board's letter no. 2018/Trans Cell/Health/CMP & PTDS dated 06.06.2018.**
**3. Railway Board's letter no. 2000/H-1/12/27/pt-I dated 16.10.2000.**
**4. Railway Board's letter no. 2002/H-1/12/13/Dental/S.E.C.R dated 10.12.2013.**
**5. Railway Board's letter 2018/Trans Cell/Health/Medical issued dated 25.08.2018.**

In order to improve the Dental Health Care, and with reference to Board's letters mentioned above, Board (MS, FC & CRB) have approved the following:

**1. Empanelment of Government & Private Dental Hospitals/Centres & Referral of Patients:**

1.1 Zonal Railways are empowered to empanel the Government or Private Dental Hospitals/Centres for referral at par with empanelment of other specialty hospitals at CGHS rates.

1.2 The patients may be referred to by Dental Surgeon/Railway Doctor, as per the requirement/necessity of the treatment.

**2. Reimbursement of expenditure on Dental treatment**

2.1 The reimbursement of expenditure, incurred on Dental treatment of Railway medical beneficiaries, is permitted for the treatments taken outside, if the local CMS/MD/CMO/ACMS incharge of the Hospital is satisfied that same was required to be taken from outside even when Railway Hospital/Sub Divisional Hospital was provided with Part Time/Full Time Dental Surgeon and infrastructure facilities.

2.2 The re-imbursement shall be made in accordance with CGHS approved dental procedures and rates only.

2.3 Zonal Railway may reimburse the expenditure incurred on other dental procedures which are not included in CGHS list, if the same is done at the nearest Government Dental College/Government Hospital as per the charges levied by these Institutions (this should however not include material and lab charges, charged by outsourced private agencies).

26/10/18

**3. Age & Term of Engagement of Part Time Dental Surgeons**

3.1 The age limit & terms of CMPs as issued vide letter 2018/Trans Cell/Health/Medical issued dated 25.08.2018 shall be extended to Part Time Dental Surgeons also.

3.2 The entry level age limit of candidate for appointment as Part Time Dental Surgeon shall be 53 years from the date of issue of this letter.

3.3 The maximum age limit shall be 65 years or 12 terms whichever is earlier and each term of engagement shall not exceed more than 1 year.

3.4 Other rules & guidelines as issued from Board on engagement of Part Time Dental Surgeons shall remain unchanged, and as modified from time to time.

**4. Extension of policy of part time Dental Surgeons to other hospitals**

4.1 The policy of Engagement of Part Time Dental Surgeons is now extended to Sub-Divisional Hospitals also, where justified. Such powers are delegated to the GM with concurrence of associate finance and on the recommendation of PCMD & PCPO.

4.2 The power of engagement of the approved Part Time Dental Surgeons shall be in accordance with Board's letter no. 2018/Trans Cell/Health/CMP & PTDS dated 06.06.2018.

4.3 Other rules & guidelines as issued from Board on the above subject shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

26.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/Health/Medical Issues** **Dated: 26.10.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/Contractual Staff** **Dated: 25.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Re-engagement of Retired Gazetted Officers in Exigencies of Services.**
**Ref: (1) PCPO/CR's letter no. P/HQ/R/952 dated 21.08.2018.**
**(2) Board's letter No. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.17.**

Keeping in view the difficulties being experienced by Zonal Railways due to vacant posts of Gazette Officers and with reference to letter at (1) above, Board (MS, FC & CRB) have approved re-engagement of retired officers in Junior Scale (only) as consultant in exigencies of the services against the vacant posts, with following conditions:

1. General Managers are empowered to re-engage the retired officers.
2. The Terms of Reference (ToR) of the work to be assigned shall be prepared and approved by GM and same shall be advertised as part of the application.
3. Railway shall give publicity to such re-engagement, by publishing such requirements on Railway website with the eligibility criteria & application form.
4. Suitability/Competency of the retired officer shall be adjudged before such re-engagement by a committee of three PHODs/CHODs/SAG as appointed by GM.
5. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
6. The period of engagement shall be initially for one year and further extendable as per requirement.
7. Maximum age limit of the re-engagement shall be 65 years.
8. The engagement of consultant shall not be considered as a case of re-employment.
9. 12 days leave in a calendar year on pro-rata basis is admissible.
10. Re-engaged officer shall not be entitled for requisites such as HRA, CCA, Transport Allowance, Residential accommodation, etc. However, when required to travel in connection with official work, TA/DA admissible to regular employee working in the same Grade will be admissible.

25.10.18

11. The designation shall be consultant followed by (trade name) i.e Officer appointed against the post of ADEN may be designated as Consultant (Engg.)

12. Re-engaged officer shall be given the responsibilities like inspections, supervision, drawings, etc.

13. Re-engaged officer shall not be made in charge of the unit like Branch Officer in the Division or independent in charge in the Construction unit.

14. Re-engaged officer shall not be given the financial and D&AR powers and shall not be authorized to issue any safety certificate.

15. The consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same.

16. Re-engaged officer shall be discharged immediately on joining of selected candidate(s) from UPSC or departmental selection or as per the recommendation of PHOD/CHOD concerned.

17. Monthly remuneration of a retired officers being re-engaged be determined by reducing Pension-from his/her last pay drawn (i.e. Basic Pay +DA).

18. This scheme is experimental in nature and is valid for two years from the date of issue of the letter.

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

Kindly acknowledge the receipt and ensure compliance.

25.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/Contractual Staff** **Dated: 25.10.2018**

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 attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans. Cell/S&T/NIT Period** **New Delhi, dated: 24.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Process reforms: Uniformity of Provisions in Works, Earning & Services Contracts.**

**Ref: (1) Railway Board's letter No. 2018/Trans. Cell/S&T/NIT Period dated 26.07.18.**
**(2) Railway Board's letter No. 2018/CE-I/CT/8 dated 09.08.18.**
**(3) Railway Board's letter No. 2017/Trans/01/Policy dated 08.02.2018.**

With reference to Board's letters under reference (1), (2) & (3) above and in order to bring in uniformity in certain provisions of Works, Earning & Services Contracts, Board (ME, MRS, MT, FC & CRB) have approved the following:

1. **Tender Notice Period**

   The provisions of Tender Notice Period for works contract issued vide Board's letter no. 2018/Trans Cell/S&T/NIT dated 26.07.2018 shall be applicable to the Works, Earning & Service Contracts with following modification:

   For tenders valued upto and including Rs 2 crore, invited through e-tendering, the tender notice period can be reduced upto 14 days in consultation with associate finance.
   The tender may also be invited with the approval of DRM/CHOD/PHOD pending finance concurrence.

2. **Advertisement of Tender Notice in News Papers**

   The existing instructions regarding advertisement of Tender Notice in News Papers for works contract issued vide Board's letter no. 2018/CE-I/CT/8 dated 09.08.18 shall also be applicable to the Earning & Service Contracts.

3. **Tender Validity Period**

   The existing instructions of tender validity period for Works Contract issued vide Board's letter no. 2018/Trans Cell/S&T/NIT dated 26.07.2018 shall also be applicable to the Earning & Service Contracts.

4. **Handling Vitiation during variation in Contract Quantities**

   The existing instructions regarding Handling Vitiation during variation in contract quantities for Works Contract issued vide Board's letter no. 2017/Trans/01/Policy dated 08.02.2018 shall also be applicable to the Earning & Service Contracts.

24.10.18

5. **Dispensing with Vetting of Brief Note & Size of TC Recommendation**

The existing instructions regarding Dispensing with Vetting of Comparative Statement & Brief Note for Works Contract issued vide Board's letter no. 2017/Trans/01/Policy dated 08.02.2018 shall also be applicable to the Earning & Service Contracts in which system generated statements from e-tendering website are available and post tender opening, can directly be seen by the Tender Committee.

6. **System of Verification of Tenderer's Credentials**

The existing instructions regarding System of Verification of Tenderer's Credentials for Works Contract issued vide Board's letter no. 2017/Trans/01/Policy dated 08.02.2018 shall also be applicable to the Earning & Service Contracts.

7. **Calling Tenders Pending Sanction of Detailed Estimates/Reserve Price**

The existing instructions regarding Calling Tenders Pending Sanction of Detailed Estimates for Works Contract issued vide Board's letter no. 2017/Trans/01/Policy dated 08.02.2018 shall also be applicable to the Earning & Service Contracts pending sanction of detailed Estimates/Reserve Price.

8. **Discharge of Tenders**

The existing instructions regarding Discharge of Tenders for Works Contract issued vide Board's letter no. 2017/Trans/01/Policy dated 08.02.2018 shall also be applicable to the Earning & Service Contracts.

9. The Minimum Tender Notice Period for Works, Earning & Service tenders shall be reckoned from the date of the publication of the tender on the e-tendering website.

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

Kindly acknowledge the receipt and ensure compliance.

24.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans. Cell/S&T/NIT Period** **New Delhi, dated: 24.10.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**
******

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **New Delhi, dated: 24.10.2018**

**Director General,**
**National Academy of Indian Railways,**
**Baroda.**

**Sub: Training Workshops on Emotional Intelligence for all GMs and DRMs of Indian Railways at NAIR, Baroda**

**Ref: Railway Board's letter No. 2018/Transf.Cell/EI Trg/GM&DRM dated 22.10.2018**

Kindly refer to Board's earlier letter as mentioned above regarding the training workshops on **"Leading with Emotional Intelligence"** for all GMs and DRMs of Indian Railways to be conducted at NAIR, Baroda. It has now been decided that the above training workshop will be of two day duration each. The revised schedules for the training workshops are as given below:

- 10-11 November 2018 - All General Managers
- 17-18 November 2018 - DRMs (Group - I)
- 08-09 December 2018 - DRMs (Group – II)

2. DG/NAIR will coordinate and decide the names for the two batches of DRMs, in consultation with the concerned GMs.

3. GMs and DRMs may please ensure that the AGMs and ADRMs are at their respective zonal and divisional HQrs during the period of their training.

This issues with the approval of Board (CRB).

Niraj Sahay 24/X

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **Dated: 24.10.2018**

**Copy to:**
1. **All General Managers, Indian Railways**
2. **All General Managers (PUs)**
3. **DG, RDSO/LKO**
4. **General Manager (Construction), NF Railway**
5. **All PFAs, Indian Railways**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**
******

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **New Delhi, dated: 22.10.2018**

**Director General,**
**National Academy of Indian Railways,**
**Baroda.**

**Sub: Training Workshops on Emotional Intelligence for all GMs and DRMs of Indian Railways at NAIR, Baroda**

Board (FC & CRB) have approved that NAIR will conduct customized three day training workshops on **"Leading with Emotional Intelligence"** for all GMS and DRMs of Indian Railways in collaboration with Shri RRajeshwar Upadhyaya (Par Excellence Leadership Solutions Pvt. Ltd.) and his team at NAIR, Baroda. The tentative schedules for the workshops are as given below:

- 10-12 November 2018 - All General Managers
- 16-18 November 2018 - DRMs (Group - I)
- 07-09 December 2018 - DRMs (Group – II)

2. The expenditure to be incurred on the above training programmes/workshops shall be borne by NAIR within the existing sanctioning powers of DG/NAIR.

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

Niraj Sahay 22/x/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **Dated: 22.10.2018**

**Copy to:**
1. **All General Managers, Indian Railways**
2. **All General Managers (PUs)**
3. **DG, RDSO**
4. **General Manager (Construction), NF Railway**

Niraj Sahay 22/x/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf.Cell/EI Trg/GM&DRM** **Dated: 22.10.2018**

**All PFAs, Indian Railways**

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**ED (Accounts)**
**Transformation Cell**
**Railway Board**

**Copy: As per attached list.**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 17.10.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Corrigendum Slip No 1 to Model SOP 2018**

1. Vide Railway Board letter No 2018/Trans/01/Policy dated 24.07.2018 Model SOP 2018 was issued. Corrigendum Slip No 1 to Model SOP 2018 approved by Board (MT, FC & CRB) is enclosed for necessary action.

2. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

DA - Corrigendum Slip No 1 to Model SOP 2018

Jeetendra Singh 17/10/18

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 17.10.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director/Accounts/Transformation**

Copy - As per list enclosed

## Corrigendum Slip No 1 to Model SOP 2018

| S.N | Model SOP 2018 – Part/Item No | Corrigendum |
|---|---|---|
| 1 | **Preamble** | **Following is added in Preamble to Model SOP** – "Chief Medical Officer (CMO) of Metro Railway/PUs/RDSO will have the same powers as available with Principal Chief Medical Director (PCMD) of Zonal Railways in Model SOP 2018". |
| 2 | **Preamble** | Date in first line may be read as October 26, 2017 |
| 3 | **Part C (Miscellaneous) Item 37** - Sanctioning of Procurement & signing of Non- Stock demands for procurement of Rolling Stock maintenance spares and maintenance spares for other assets connected with train operation (including linen) & other departmental assets, consumable for other M&P | **Remark no 1 is deleted and following remark is added** - "Vetting of non-stock requisitions is necessary beyond Rs 2.5 lakhs for non safety items and Rs 10 lakhs for safety items" |
| 4 | **Part E (Commercial) Item 1 (A)** – Waiver / Refund of wharfage and demurrage charges | **Following is added under column 3** – "Power of HOD to waive/refund wharfage and demurrage charges – upto Rs 50,000/"- |
| 5 | **Part E (Commercial) Item 5** - Refund of fares and freight otherwise than in accordance with the relevant tariff rules<br>(A) Fares | **Existing entries under column 3, 4 and 5 are deleted and following is added:**<br>"As per IRCA Coaching Tariff – Part – I (Vol-I) in force from January 2007 monetary powers of different levels of Commercial officers for grant of refund of fare on tickets are as under:<br>ACM – Rs 750/-; SCM – Rs 2,000/-; DyCCM – Rs 10,000/-; CCM(SAG) and AGM/GM – Full Powers |

Page 1 of 4 Sanjeev Kumar Jatinder Singh

| S.N | Model SOP 2018 – Part/Item No | Corrigendum |
|---|---|---|
| 6 | **Part E (Commercial) Item 10** - Refund of fares or freight in cases covered by tariff rules (A) Fares | **Existing entries under column 3, 4 and 5 are deleted and following is added:**<br>"As per IRCA Coaching Tariff – Part – I (Vol-I) in force from January 2007 monetary powers of different levels of Commercial officers for grant of refund of fare on tickets are as under:<br>ACM - Rs 3,000/-, SCM – Rs 5,000/-, DyCCM – Rs 10,000/-; CCM (SAG) and AGM/GM – Full Powers." |
| 7 | **Part G (Security Matters) – New item 13** | **Following new Item 13 is added**:<br>"13) Empowerment in Directive 36 issued vide Rly Bd Letter No 2010/Sec (Spl)/6/9 dated 21.04.2017 regarding Core/None Core areas of security along with empowerment in Rly Bd Letter No 2018/Trans/01/Policy dated 9.4.2018 and Rly Bd Letter No 2018/Trans/01/Policy dated 16.07.2018 would be applicable". |
| 8 | **Part A (Works Matters) - Item 37 (B)** – Security guards for non-core activities | **Existing provisions under item 37 (B) are deleted**. Provisions in Part G (Security Matters), Item 13 will be applicable for engagement of security guards for non core activities. |
| 9 | **Part A (Works Matters) - Item 38** – Repairs/AMC to Machinery & Plants including material handling vehicles (excluding motor trolleys and motor vehicles) including cost of spares incidental to repair – (b) Repair other than single tender basis | **Following is added in Remarks**:<br>"Finance Concurrence is necessary if expenditure exceeds Rs 25,000/- per occasion" |
| 10 | **Part A (Works Matters) – Item 7** – Introduction of new SOR item in contract | **Following is addend in Notes for item 7:**<br>"Finance Concurrence is not required subject to following: Value of new items is less than Rs 5 lakh and percentage change in overall contract |

Page 2 of 4

Sanjeev Kumar

Secretary (Civil)

| S.N | Model SOP 2018 – Part/Item No | Corrigendum |
|---|---|---|
| | for works | value is less than 10 per cent." |
| 11 | **Part A (Works Matters) – Item 9:** Variation in quantities specified in contracts: (A) & (B) | **Following Note is added**:<br>"Vetting of Corrigendum/addendum in cases of variations of a works contract is not required when all following conditions are being satisfied:<br>(i) Value of new items (SOR or NS) is less than Rs 5 lakh,<br>(ii) Percentage change in overall contract value is less than 10%.<br>and<br>(iii) Percentage change in all individual NS items is less than 25 % (for minor items 100%) |
| 12 | **Part A (Works Matters) – Item no 2C**<br>Sanction of estimate and administrative approval for work chargeable to revenue (Ordinary & Special) for which budget allotment has been made, during the current year | **In Note 1 to Item 2 C: Permissible Cost (PC) may be read as under**:<br>"PC = {Ceiling (C) X 3} – Throw forward (TF), instead of existing provision, PC = {Ceiling (C) X 1.5} – Throw forward, C = Revenue Budget allotted to a particular Division/Demand." |
| 13 | **Part A (Works Matters) – New Item 42 (A)**<br>Approving Temporary licensing of Railway land for short duration for activities including cultural and sports activities, commercial activities, concerning Railways & Melas, against payment of license fees | **Following empowerment is done:**<br>DRM – Full Powers upto 15 (fifteen) days<br>Remarks:<br>Finance Concurrence is necessary<br>Guidelines contained in Rly Bd letter no 2004/LML/18/30 dated 13.05.2016, Rly Bd letter no 2004/LML/18/30 dated 27.04.04 and Rly Bd letter no 83/W2/LM/18/87 dated 03.03.87 to be followed.<br>Note:<br>1. This excludes functions related to religious activities<br>2. All other cases of licensing such as temporary |

Page 3 of 4 Sanjeeb Kumar Jeetendra Singh

| S.N | Model SOP 2018 – Part/Item No | Corrigendum |
|---|---|---|
| | | shops, exhibitions, carnivals or circus shows, held for commercial purposes, will continue to require GM's personal approval as per existing procedure. |
| 14. | **Part D (Stores Matters) Item 4 (E) -** To Place orders against rate/ running contracts/LTC of RB/PUs/ZR/other centralised agencies | **Existing entry under column 3 is deleted and following is added**: "PCMM - Full Powers" |
| 15 | **Part D (Stores Matters) Item 9 (B) -** Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/scrap handling, loading/unloading, Shipping clearance/export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/ quotation. | **Following Remark is added in Remarks column**:<br>"For Transportation of Imported Items at HQ level (for Zonal Railways nominated for receipt of Imported consignments):-<br>Direct Acceptance: Calling of Quotations and Direct acceptance without Tender Committee from the panel of Registered firms without finance concurrence. Empanelment of firms to be finalised subject to GCC for Service Contracts in consultation with PCMM and PFA.<br>DyCMM/Shipping - Rs 50 Lakh<br>SMM/Shipping - Rs10 Lakh" |
| 16 | **Part D (Stores Matters) Item 9 (C) –** For printing work by outside press | **Following empowerment is done**:<br>AMM and SMM are also given powers up to limit of their purchase powers as with other officers. |

Page 4 of 4

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 16.10.2018**

**General Manager**
**North Western Railway**
**Jaipur**

**Sub: ToT Workshop on Child Rights & Protection at ZRTI, Udaipur on 25 & 26 Oct' 2018**

**Ref: CRB's DO Letter No 2018/Trans/Cell/E/Child Protection dated 4.6.2018 to all GMs**

Ministry of Railways in collaboration with National Commission for Protection of Child Rights (NCPCR) has launched a campaign to increase awareness and build capacity amongst officials and stakeholders for ensuring care and protection to vulnerable children coming in contact with Railways. CRB's DO (ref above) may please be referred.

2. One of the activities under the campaign is to organize workshops for "Trainers" of Railways of Commercial and RPF departments on different aspects of child rights and related legal provisions and the Guidebook, through NCPCR to enable the trainers to train their own trainees in these matters. CRB has approved that first Training of Trainers (ToT) workshop may be organized at Zonal Railway Training Institutes (ZRTI) in Udaipur, NWR on **25 & 26 October 2018** and trainees may be nominated from NWR, WR, CR and NR to attend it.

3. **Salient features of ToT workshop are as under**:

i. **Objective**: To impart training to "Trainers" or "potential Trainers" of Railways of Commercial and RPF departments on different aspects of child rights and related legal provisions and the Guidebook and enable them to train their own trainees to provide care and protection to children coming in contact with Railways.

ii. **Participants**: 30 Trainers (Commercial & RPF department) – 10 from NWR, 7 from WR, 7 from CR and 6 from NR.

iii. **Venue**: Zonal Railway Training Institute (ZRTI), Udaipur

iv. **Date & Timings**: 2 days: 25 & 26 Oct' 2018 (9:30 AM – 5:45 PM)

v. **Modalities**: Workshop to be organized by NWR at ZRTI, Udaipur. NCPCR would provide trainers/resource persons, technical support, audio visual, training & resource material and conduct the training sessions. NWR will organize the logistics like venue, stay arrangement for trainers and trainees, food etc.

vi. Tentative program for Workshop is enclosed

4. It is requested to organize the workshop in coordination with NCPCR.

DA/- Tentative Programme & Details for ToT Workshop

16/10/18

**(Jeetendra Singh)**
**Executive Director/Transformation**

**Copy:**

**1. GM/NR, GM/CR, GM/WR may please nominate Trainers to attend the ToT Workshop as mentioned in para 3 (ii) above**

**1. Ms Rupa Kapoor, Member NCPCR, 5th Floor, Chandralok Building, 36 Janpath, New Delhi (may please coordinate with NWR to organize the ToT Workshop)**

**Annexure –I**

## Tentative Programme & Details
## Training of Trainers (TOT) For Railways on Child Rights and Child Protection At Zonal Railway Training Institute, Indian Railways
**(25 & 26 October, 2018)**

Many vulnerable children come in contact with Railways as passengers or as abandoned, trafficked, run away children separated from their family. These children are occasionally noticed travelling in train or living on the platforms and in and around the railway stations. Whenever a distressed child is found at the railway station, there is need to take care of the child and make sure that the child does not fall in wrong hands. For this purpose, it is important, therefore, to strengthen the existing child protection mechanisms at railway stations.

A **"Guidebook for Creating a Child Friendly and Protective Environment for Children in Contact with Railways'**, developed by National Commission for protection of Child Rights (NCPCR) in collaboration with Railway Children India, was launched by **the Chairman Railway Board, Chairman, NCPCR and DG (RPF)** on 16th May,2018 to serve as a guiding document for railway staff at non SOP stations..

It may be noted that **'The Standard Operating Procedure for Railways to ensure Care and Protection of Children in Contact with Railways'** (herewith SOP) by Indian Railway, MWCD and NCPCR to address the protection of 'children who are in contact with railways' in 2015 served as a pioneering document in successfully protecting children at 88 SOP Stations. The number of SOP stations is being increased. However, there are large number of stations where the SOP is still to be launched. The Guidebook will bridge this gap.

The Guidebook provides a framework to develop child friendly environment at non-sop Railway Stations. The Guidebook recommends formation of child help group (CHG) as an important child protection mechanisms at the railway stations and ensure care and protection of children at and around railway stations. Training/orientation for Railway personnel is one of the key components of this Guidebook.

In the line of the above, a series of capacity building programmes on Child Protection in context of 'Guidebook' for Railway personnel were conducted at 6 locations of India i.e. Delhi, Mumbai, Kolkata, Guwahati, Secunderabad and Varanasi in August, September and October 2018.

The Training of Trainers (TOT) for Railways Personnel on the Child Rights and Child Protection, laws and legislations in context of implementation of 'Guidebook' has been designed for the Trainers of Railways' Training Institutes or potential trainers of the Railways to gain an insight on the issues of children and legal framework in India and institutionalise it in the Railway Training Institutions.

**Objectives of the Training of Trainers (TOT)**

To enable the "trainers" of Railways to understand different aspects of child rights and related legal provisions in the country.

- To facilitate the trainers to reflect and understand why it is important for the Railways officials to protect the rights of children

- To help them understand how they can do the same by using Guidebook for Creating a child friendly and Protective Environment for Children In Contact with Railways
- **To enable Railways trainers to reflect and evolve methodologies to facilitate the above understanding, in turn, to their own trainees.**

**Expected outcomes of the training**

1) Participants are expected to internalize the
   - Child Rights and Child Protection issues
   - Need for working with street children/children in contact with Railways
   - International legal Provisions viz-UNCRC
   - Constitutional provisions and various laws relating to children viz; JJ Act, 2015, POCSO Act 2012 etc
   - Guidebook for Creating a Child Friendly and Protective Environment for Children in Contact with Railways
   - Steps in collaborating with different stakeholders in the field
2) Participants will develop positive attitude while dealing with children in need of care and protection in trains and at railway premises.

**Methodology of the training**

The training sessions will be conducted in participatory methods with the use of exercises, role plays, case study sharing etc. The trainer will build participants' level of knowledge by seeking their views and opinions on various issues. Plenary and group discussions methods will be used to explore various subjects followed by presentations by the trainers as necessary. The presentations and sharing will also include the relevant examples from the field.

**Participants:**

**Total Participants:** 30 who are already trainers at ZTI and RPF ZTC or have potential to become a trainer.

**Training Schedule (Tentative)**

| **Day 1** | | | | |
|---|---|---|---|---|
| **Time** | **Unit** | **Content** | **Methodology** | **Facilitator** |
| 09.15 – 09.30 | | Registration | | NCPCR |
| 09.30 -09.45 | | Inauguration | | NWR |
| **Section 1 – Introduction and Preparation** | | | | |
| 09.45 - 11.15 | 1.1 | Ice breaking (45 mins) | Paired Interview Game | NCPCR/Railway Children India |
| | 1.2 | Pre –course assessment (10 mins) | Assessment with a written questionnaire | |
| | 1.3 | Setting ground rules (10 mins) | Interactive Discussion | |
| | 1.4 | Expectations (15 Mins) | Using cards / Pyramid method | |

| | | | | |
|---|---|---|---|---|
| | | Sharing the objectives and overview of the Training (10 mins) | PPT | |
| 11.15-11.30 | | Tea Break | | |
| **Section II: Understanding Children – A Socio Legal Perspective** | | | | |
| 11.30-12.00 | 2.2 | The importance of working for and with children (30 mins) | Discussion and PPT | Child Rights Expert |
| 12.00 – 12.30 | 2.3 | Understanding rights v/s needs & Provisions in UNCRC | participatory discussion and presentation | |
| 12.30 – 13.15 | 2.5 | The Legal Provisions and children & Understanding JJ Act 2015 and the amendments made so far | participatory discussion and presentation | Legal Expert |
| 13.15 – 14.00 | | Lunch Break | | |
| **Section – 3 Understanding Children – A psycho-social perspective** | | | | |
| 14.00-14.15 | | Energizer | | NCPCR |
| 14.15 – 14.45 | 3.1 | All children are in need of care and protection | Meditation and discussion | NCPCR |
| 14.45-15.30 | 3.2 | Vulnerability of children | Game / Role play | Mental Health Expert |
| 15.30-15.45 | | Tea Break | | |
| 15.45 – 16.30 | 3.3 | Why is the child on the Street | Group discussion | |
| 16.30-17.30 | 3.4 | Children are different from adults | Role play and discussion | Mental Health Expert |
| 17.30-17.45 | | Feedback and clarifications | Discussion on<br>• What was most useful?<br>• What could have been improved? How? | Railway Children India |
| **Day 2** | | | | |
| 09.30-10.00 | | Recap | each participant shares a learning and asks questions | NCPCR |
| **Section IV Children and the Railway Stakeholders** | | | | |
| 10.00-11.00 | 4.3<br>4.4 | Police/Railways and children Enemies or friends<br>Becoming a Child Friendly Railway Officer | Illustration and brainstorming | Railway Children India |
| 11.00 -11.15 | | Tea Break | | |

| | | | | |
|---|---|---|---|---|
| 11.15-12:45 | 4.5 | NCPCR's Guidebook | Discussion and PPT | Railway Children India |
| 12.45-13.15 | 5.1 | Proactive role played by Railway officials | Discussion | Railway Children India |
| 13.15-14.15 | | Lunch Break | | |
| 14.15-14.30 | | Energizer | | |
| 14.30 -15.15 | 5.2 | What you can do | Game | NCPCR |
| 15.15 – 15.30 | | Tea Break | | |
| 15.30 – 16.10 | 5.3<br>5.4 | Dealing with challenges and<br>What you can do here and now | Discussion and individual reflection | NCPCR/ Railway Children India |
| 16.10 – 17.00 | 6.1 | Guide to Trainers | Discussion and PPT | Railway Children India |
| 17.00 – 17.45 | | Post-test (10 mins)<br>Evaluating the Expectations (5 mins)<br>Final Evaluation (10 mins)<br>Feedback and Valedictory – (20 mins) | | |

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/Private Siding** **Dated: 10.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Distribution of Codal Charges between Division & HQ regarding Survey & Construction charges of private siding.**

**Ref: 1. Railway Board's letter no. 2001/E&R/400/6 dated 26.04.2006.**
**2. DRM/KUR letter no. Sr.DFM/KUR/Enhancement Power/DRM/Mod/ SOP/2018 dated 04.04.2018.**

With reference to DRM/KUR's letter at (2) and Board's letter at (1) above, Board (FC & CRB) have approved the following:

1. The 49% of the Codal Charges, deposited by the approved consultants/siding applicants under Survey Charges and Final Inspection & Passing Charges, to be utilized for creation of additional infrastructure, shall be equally divided (50%:50%) between the concerned Division & the Zonal Railway.

2. All other rules & guidelines regarding above subject as issued from Board shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

10.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/Private Siding** **Dated: 10.10.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

**No. 2018/TransCell/CRB Directives** **New Delhi, Dated: 4.10.2018**

**Director General,**
**NAIR, Vadodara**

**General Manager,**
**South Central Railway**

**Director, IRISET, Secunderbad**

**Sub: Decisions by Board (CRB) on issues pertaining to IRISET – meeting held on Sep'20, 2018**

1. Meeting was held with officers of IRISET on September 20, 2018 to discuss the inputs/empowerment needed to improve the training facilities at IRISET. A presentation was also made by Director (Looking After)/IRISET bringing out various issues and assistance required. Decisions taken by Board (CRB) on the issues are as given below:

| S.N | Issue raised by Director/IRISET | Decision by the Board (CRB) | Action to be initiated/ processed by |
|---|---|---|---|
| 1 | Officer hostel No 4 needs upgrade including leakage attention, colour scheme, furniture, proper illumination etc. | Approved | DG/NAIR |
| 2 | CUG phones may be provided to all Instructor category | Approved | AM/Tele |
| 3 | Correction is required in Training Manual to conduct online objective examination for Refresher courses | Approved | AM/Staff |
| 4 | 2 Training cars (to take trainees to various places for field training) may be allotted to IRISET as already decided by Board | Approved | AM/ME |
| 5 | One AEN may be posted exclusively to look after the infrastructure of IRISET campus. One SO (Finance), one SSE(Electrical) and one COS (personal) may be posted exclusively for IRISET | Approved | GM/SCR |
| 6 | Foreign training of only 73 probationers of 2016 batch has been organized. Training officers of remaining probationers may also be organized as this is a big motivating factor. Few more countries may be considered for training to increase the options and expedite training. | Approved | AM/Staff |

2. Further, Director/IRISET was clarified that as per Railway Board Letter No 2018/TF/CRB Directive/NAIR(Pt) dated 5.6.2018 he may exercise powers including the power for software development available to PHODs/DRMs in open line in Model SOP 2018 as required for improving the training delivery.

3. Action may please be initiated by all concerned on the decisions as indicated above.

Jeetendra Singh 4/10/18.

**(Jeetendra Singh)**
**Executive Director/Transf**
**4.10.2018**

**Copy to:**

**1. CRB, FC, ME, MT, MRS, MTR, MS, DG(Pers), DG (RPF), DG(S&T), DG(Stores), DG (RHS)**

**2. AM/Staff, AM/Tele, AM/ME, ED/Trg & MPP**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. E(G)2017/Misc/Status of AEBAS** **New Delhi, dated: 04.10.2018**

Chairman & Managing Director
RailTel Corporation of India Ltd,
Institutional Area, Sector-44,
Gurugram-122003.

General Manager,
Northern Railway,
New Delhi.

**Sub: Implementation of e-Office application over Indian Railways.**
**Ref: (i) MR's Dash Board item regarding implementation of e-Office over entire IR.**
**(ii) Northern Railway's letter No-320-Sig/FTS/HQ dated 08.03.2018.**

With a view to **implement e-Office over entire Indian Railways,** as part of digital initiative and to go paperless in the office working which would ultimately improve transparency and efficiency in the system, Board (MT, FC & CRB) and DG(S&T) have approved the following:

1. To use e-Office application developed by NIC for e-Office project over Indian Railways.
2. First rolling out of the project on each Zonal Railways with one Division, 6 PUs, RDSO and NAIR & 6 CTIs, and thereafter rolling out progressively on other divisions and seamlessly connecting the divisions with the Zonal Railways.
3. The e-Office application shall run on RailNet Network, as implemented and working at Railway Board.
4. Allotment of the project "Implementation of e-office for zonal railway (phase-I)" sanctioned at the cost of Rs 142.5 Crore in WP 15-16, to RailTel Corporation of India Ltd (RCIL) to implement the entire project.
5. RailTel to maintain the Application for five years after commissioning and ensure complete hand holddling along with support for hardware/software.
6. Hosting of application on RailTel's data centre, as done while implementing the application at Railway Board.
7. Technical support & execution at Zonal Railway/Divisions by S&T department.
8. Overall Implementation responsibility (Nodal branch) is of DGM(G)/General Branch at Zonal, PU, RDSO, NAIR & CTIs and ADRM/Admin at Divisional level. At Zonal level AGM will coordinate the initiative in each Zone and an officer of suitable Grade nominated by GMs/DGs in PUs/RDSO/NAIR and CTIs.

Board (CRB) desires that CMD/RailTel makes a presentation to Board within next fortnight to identify/firm up the areas of implementation and plan of action for its expeditious completion.

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

Kindly acknowledge the receipt and ensure compliance.

04.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. E(G)2017/Misc/Status of AEBAS** **New Delhi, dated: 04.10.2018**

**Copy to:**

1. General Managers/All Indian Railways
2. DG/RDSO/Lucknow & DG/NAIR/Vadodara
3. PFAs, All Indian Railways & Production Units
4. The ADAI (Railways), New Delhi
5. The Director of Audit, All Indian Railways

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2017/Trans/01/Policy/Pt-S** **Dated: 03.10.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Power of Purchase through GeM to Field Officers of the User Departments.**
**Ref: Railway Board's letter no. 2017/Trans/01/Policy dated 18.10.2017.**

With reference to Railway Board's letter mentioned above for Procurement through GeM by user departments, Board (FC & CRB) have approved the following delegations of power:

1. Officers of HQ, authorized by respective PHODs/CHODs of the user departments are permitted to buy goods (Non Stock Items) available on GeM, by placing direct on-line order upto Rs 25000/- in each case. This may be subject to an annual ceiling of Rs 10 lakh (Rupees ten lakh) per user department.
2. Branch Officers of field units (Divisions and Workshops) are permitted to buy goods (Non Stock Items) available on GeM, by placing direct on-line order upto Rs 25000/- in each case. This is subject to annual ceiling of Rs 1 lakh (Rupees one lakh) per Branch Officer.
3. The Concerned Officer will have to certify as:
   **"I,…….am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable cost."**
4. The Concerned Officer will ensure and certify availability of funds.
5. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 buying/bidding/reverse auction on GeM or the necessity of obtaining sanction of higher authorities required with the reference to the estimated value of the total demand.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board, and supersedes instructions Contained in Para 12 (Procurement through GeM by user departments) of the above referred letter.

Kindly acknowledge the receipt and ensure compliance.

03.10.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2017/Trans/01/Policy/Pt-S** **Dated: 03.10.2018**

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

Sanjeeb Kumar 3/10/18

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

**D.O. No. 2018/Trans.Cell/CTIs**

29 SEP 2018

**Dear General Manager,**

**Sub: Posting of essential staff in Centralised Training Institutes.**

In order to streamline the upkeep and maintenance of NAIR/CTIs, it is utmost essential that following Senior Supervisors are posted along with the posts at the earliest:

- SSE (Works)
- SSE (Electrical)
- Section Officer (Finance)
- Chief Office Superintendent

2. You may, therefore, transfer either the vacant posts or posts along with incumbent to the CTI located on your Zone. In case of transfer of a vacant post, incumbent may also be posted from the nearest Division or Headquarter or other Field Units of your Zone or priority.

3. If required, these posts may be created for the CTIs located on your Zone and ensure manning of these posts.

4. Confirmation on action taken may please be advised within next two weeks.

With best wishes,

Yours sincerely

**(Ashwani Lohani)**

**General Managers**
**CR, ER, SCR, NR & WR**

**Copy to:** **Director General/NAIR**
**Directors: IRICEN, IRIEEN, IRIMEE, IRISET & IRITM, JRRPFA**

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Go Digital** **New Delhi, dated: 28.09.2018**

MD/CRIS,
Chanakyapuri,
New Delhi- 110021

MD/IRCTC,
B-148, 11th Floor
Statesmen House
Barakhamba Road,
New Delhi- 110001

**Sub: Development of Software applications & mobile apps_Sharing of Data.**
**Ref: Railway Board letter no.2017/Transf.Cell/Go Digital dated 04.01.2018.**

As part of digital initiative of Indian Railway and to enhance the passenger experience, various IT applications and mobile apps are being developed by various Railway units/Establishments. Sometimes data from other Railway unit(s)/Establishment(s) are to be used for successful launching of the application. Following decision has been taken to facilitate these developments:

CRIS/IRCTC shall provide data and access to data to other Railway Establishments like RITES and Zonal Railways at the request of the Head of the Establishment in a secured way for development of new applications/use by existing applications.

This issues with approval of the Board (CRB).

Kindly acknowledge the receipt and ensure compliance.

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

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**NO. 2018/Trans Cell/S&T/Training** **Dated: 27.09.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Training to Contractors' Supervisors and Labours at Divisional & Zonal Training Centres.**
**Ref: (i) PCE/SER letter no. TC/P.Way/TR/PC/XV/1246 dated 03.09.2018**
**(ii) Railway Board's letter no. E(TRG)2008(22)/1-A dated 08.11.2016.**

With reference to PCE/SER's letter under reference (i), regarding 'free of cost' training to Contractors' Supervisors and Labours at Divisional Training Institute with a view to build expertise, improve quality of work, effectiveness & safety consciousness amongst them through a non- residential & short duration course, Board (ME, MS, FC & CRB) have approved the following:

1. PHODs/CHODs & DRMs are empowered to decide the fees to be charged for training on marginal/incremental cost basis for such training at any of the Divisional & Zonal Training Centre, for training Contractors' Supervisors & Labours who would be engaged in any type of railway contract (Works, Earning, and Service Contracts).
2. Zonal Railways may also design the Course Content to ensure safety and quality of work before the start of such training.
3. Necessary Certificate may be issued as a token of impart of successful training.

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

Kindly acknowledge the receipt and ensure compliance.

27.09.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**NO. 2018/Trans Cell/S&T/Training** **Dated: 27.09.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड **RAILWAY BOARD)**

**No. 2018/Trans.Cell/RB/CTIs Workshop** **New Delhi, dated: 27.09.2018**

**Sub: Records of Discussions (RoDs) and Decisions Taken at the Motivational Workshop for the faculty of IR's Centralized Training Institutes (CTIs) held on 16 Sept 2018**

**Director General, NAIR, Baroda**
**Director/IRIMEE, Jamalpur**
**Director/IRITIM, Lucknow**
**Director/IRCEN, Pune**
**Director/IRIEEN, Nasik**
**Director/IRISET, Secundrabad**
**Director/Jagjivan Ram RPF Academy, Lucknow**

An ideation and motivational workshop was held on 16 Sept 2018 for the faculty members of the following Centralized Training Institutes (CTIs) of Indian Railways:

NAIR/Baroda
IRITM, Lucknow
IRIMEE, Jamalpur
IRCEN, Pune
IRIEEN, Nasik
IRISET, Secundrabad
Jagjivan Ram RPF Academy, Lucknow

2. The workshop was aimed at motivating the trainers of the above CTIs who are responsible for training Officers from various streams of Indian Railways and also to sensitize them on the values of ethics and emotional intelligence for leadership roles.

3. Apart from the DG/Directors of the CTIs and their faculty members, the workshop was attended by **CRB**, Member Engineering, FC, DG /Personnel, DG/S&T, AM/Staff, AM/Signal, AM/Tele, AM/ME & other PEDs and EDs, including ED/Training & Man Power Planning. A list of participants is enclosed.

4. The above Workshop was conducted in two segments:

a. **Session I** – Presentation by all the Directors of the CTIs and NAIR regarding their structured training programme and good work undertaken by them and

b. **Session II** – Observations by the Board Members/DGs on the CTIs and structured training programme for officers and a motivational talk delivered by Sri Rajeshwar Upadhyaya, a visiting faculty of ISB, Hyderabad on "Importance of Emotional Intelligence for Leadership"

5. **CRB**, in his inaugural address to the faculty members of the CTIs, highlighted the need for Training Institutes to instill a sense of pride amongst the Railway Officers to ensure faster and superior delivery. This could be achieved only through simplification of the processes that go into the decision making that would lead to change in the work culture of the organization. He further stressed that the current level of reforms have to be taken to the next level beyond delegation/improvement to ensure faster delivery.

**Decisions taken on issues raised by the CTIs**

6. Following issues were raised by the CTIs during their presentations. Decision taken by the Board (CRB) on the issues raised are indicated against each item.

| Sr.No. | Issues Raised By Directors of the CTIs | Decision of the Board (CRB) | Action To be initiated/ processed by |
|---|---|---|---|
| A. | **NAIR/Baroda** | | |
| 1. | A grant of Rs 25 lakh is required for the development of sports infrastructure at NAIR. CRB desired that this money be allocated from Railway Sports Promotion Board (RSPB). Necessary action may be taken. | **Approved.** | **ED/Sports** |
| 2. | Explore the possibility of entering into MOU between NAIR and RITES for engaging National/International institutes for training of trainers and also for training foreign nationals of various Rail-Roads at NAIR and other CTIs which will increase the reach of Indian Railways overseas, and also upgrade these CTIs. The fee so charged may be utilised for upgrading the infrastructure at NAIR/CTIs | **Approved.** | **DG/NAIR to finalize it with MD/RITES** |
| B. | **IRIMEE/JAMALPUR** | | |
| 1. | Jamalpur has done good job of auditing all System Technical Schools (STS) on the direction of Member Rolling Stock. This institute was started way back in 1888, and therefore lot of infrastructure upgrade is required. Connectivity to IRIMEE is a real problem leading to poor patronization by in-service officers. | - | - |
| 2. | Remote location and connectivity is a cause of great inconvenience for the trainees and the faculty. Therefore, Director IRIME requested for diversion of Dibrugarh Rajdhani via Jamalpur at least 3 days a week. CRB desired that the proposal may be examined by Traffic Transportation (Coaching) Directorate for a solution. | **ED/Chg to process.** | **ED/Chg** |
| 3. | Officers posted in IRIMEE are not being considered by the Railways (Eastern Railway) for inclusion in the DPC. Also, a fixed tenure posting is to be mandated for various CTIs which could be up to 3 years This will ensure enriching of the faculty at the CTIs and ensure continued motivation of the officers posted as Faculty Members. Training Directorate may take necessary action. | **Approved. Immediate action to be initiated.** | **ED/Trg. & MPP** |
| 4. | In order to ensure that the training is taken seriously by In-Service Officers, there is a need to consider mandatory courses for promotion to JAG, SAG and even HAG. Training Directorate may workout the modalities, keeping in view other guidelines of the DOPT. | **To be immediately finalized.** | **ED/Trg.& MPP** |

| Sr.No. | Issues Raised | Decision of the Board (CRB) | Action To be initiated/ processed by |
|---|---|---|---|
| C. | **IRICEN/PUNE** | | |
| 1. | Software like Track Design (Bentley), Rail Wheel Interaction (NUCAR, VAMPIRE, VI etc.), Geo-5 and MIDAS for Geo technical studies and design & development for bridge and civil structures are required by IRICEN for training the officers as these are very vital for ensuring high level of efficiency and accuracy in the field. | Approved. | **Director/ IRICEN and DG/NAIR** |
| 2. | Virtual lab is being set up for imparting experiential training to the officers. IRICEN has also established web based scheduling and course planning for the faculty members. This may be replicated by other CTIs. | Approved. | **Director/IRICEN and DG/NAIR** |
| 3. | IRICEN to collect designs, drawings of already executed works from Zonal Railways and publish such plans/designs/drawings on its websites. | Approved. | **Director/IRICEN and DG/NAIR** |
| D. | **IRITM/LUCKNOW** | | |
| 1. | The Director requested for enhancement of the powers of DG/NAIR for imparting 8 weeks of training at IIMs since the cost of training per trainee is presently being charged by IIMs is higher than Rs 50,000 per trainee (existing power of DG/NAIR). CRB desired that a comprehensive proposal will be furnished by DG/NAIR for consideration of the Board. | Powers to be revised to actual for national level institutes like IIMs, ISB, IITs etc. | **DG/NAIR** |
| 2. | IRITM has initiated running a new course on Artificial Intelligence & Big data Analytics. Other CTIs may also take advantage of these courses for their probationers/officers. | Approved. | - |
| E. | **IRIEEN/NASIK** | | |
| 1. | Computer Based Training (CBT) for TRD, LHB coaches and 3 Phase locomotives will be made functional by March'2019. A 3 Phase loco model will also be ready during the next financial year. Air conditioning of the hostel has been planned. | - | - |
| 2. | IRIEEN has tied up a two week programme at IIM/Indore @ Rs 63,000 per trainee. The powers of DG/NAIR need to be suitably enhanced for sanctioning of such courses. | Approved [Item D (1) above.] | **Director/ IREEN and DG/NAIR** |

| Sr.No. | Issues Raised | Decision of the Board (CRB) | Action To be initiated/ processed by |
|---|---|---|---|
| 3. | Director IRIEEN also requested for the empowerment of the Directors to retain non-Gazetted staff beyond 5 years of their tenure in the event of non-provision of the replacement by the respective Zonal Railways. It was decided that Directors concerned will record reasons and retain the staff in such eventuality to ensure that the work of the CTIs does not suffer. | Approved. | **DG/NAIR** |
| F. | **IRISET/SECUNDERABAD** | | |
| 1. | A good computer center (40 seater) has been developed for online and computer based examination at the institute. The institute has also set up a virtual class room and it is connected with the zonal and divisional S&T training centers. | - | - |
| 2. | The institute has also brought out a handbook for the S&T engineers, similar handbook could be brought out by other CTIs for their services. | - | - |
| 3. | Time-tabling/scheduling of courses and hostel accommodation is being done through software. This also may be made use by other CTIs. | Approved. | **DG/NAIR** |
| G. | **JAGJIVAN RAM RPF ACADEMY/LUCKNOW** | | |
| 1. | The dining hall of the institute requires air-conditioning. DG/NAIR may look into it for provisioning of funds and the sanction of works. | Approved, in principle. | **DG/NAIR** |
| 2. | Director requested for a final decision on the proposal to shift the RPF from Lucknow to Maula-Ali, Hyderabad. It was pointed out by CRB that in this regard, two EDs of the Transformation Cell have already been nominated to visit Lucknow and Maula-Ali and examine the issue. Report may be put up to CRB for consideration. | EDs/Transformation Cell report to be submitted to CRB. | **PED/Transformation** |
| H. | **DG/NAIR** | | |
| 1. | DG/NAIR instructed all the Directors of the CTIs to write to the GMs to obtain their assent for auditing various processes on their Zonal Railways, if they so desire, by the CTIs in various fields. | Approved. | **DG/NAIR** |

6. Members and DGs, present during the workshop, made the following observations:

6.1 **Member (Engineering)**

- ME appreciated the efforts of bringing all the CTIs at one place through the workshop. He highlighted that it was time to go beyond the curriculum and traditional teaching if the Training Institutes have to be the Centers of Excellence. The Zonal Training School and Divisional Training Schools too have to be provided full support by the CTIs to ensure proper training of the large number of staff which are expected to be recruited shortly by the Railways. Also, the CTIs have to undertake auditing of various policy decisions taken in the past in order to evaluate its effectiveness and impact.
- ME also suggested that CTIs may be engaged in conducting computerized examination against 70%/30% quota for promotion from Group C to Group B. Based on the result, the interviews may be conducted by the respective zonal railways. This may bring in uniformity in selection process and also transparency in conduct of the examination. **CRB desired that the suggestion may please be examined by Member (Staff).**

6.2. **Financial Commissioner**

- FC appreciated the efforts in conducting such workshop and bringing all CTIs together. He, however, flagged that the content of training should enable the probationers fully so that when they are posted in the field, they should find themselves fully prepared to handle the challenges of their first posting. Therefore, a mechanism of taking feedback after six months to one year may be evolved by the CTIs to further calibrate their training inputs.

- He also suggested that the CTIs ensure proper training to the heads of the Zonal Training Schools and the Divisional Training Schools. While ensuring technical training, we must also train officers towards organizational goals to ensure alignment for greater good of the organization. Infrastructure improvement is required to ensure proper training. However, we need to be mindful of the guidelines of the GOI in respect of the powers delegated at different levels in the field. The powers delegated to DG/NAIR cannot be more than that delegated to the Ministry of Railways.

- The CTIs should concentrate on creating world class institutions and creation of knowledge by giving impetus to acquisition of knowledge by the trainers.

6.3. **DG (S&T)**

- IRISET is the only place where the technical training is imparted on signaling in the whole country as this subject is not taught in the engineering colleges. The reduction of training by six weeks recently is going to pose problem for the S&T probationers. This needs to be kept in mind by DG/NAIR.

- IRISET has taken up the issue of licensing the contractors for undertaking signaling works in the Railways on the lines of Institute of Railway Engineering UK (IRSE/UK). DG/ST mentioned that this licensing will be made mandatory after a year or so. This will ensure proper quality of work while ensuring safety.

- He also appreciated the idea of conducting this workshop and brining all CTIs under DG/NAIR. However, he requested that the S&T Directorate may be consulted to assign priority of works sanctioned under plan head 65 for Signaling and Telecommunication Directorate. He also indicated that IRISET is taking care of hand-holding of Zonal and Divisional Training Schools of the S&T discipline. It was mentioned that IRISET should develop good training infrastructure for Telecommunication on the lines of Signal Engineering. It was mentioned that this institute was set up way back in 1957 and therefore infrastructure is showing signs of neglect and needs adequate provision of works.

6.4. **DG (Pers.)**

- He appreciated the efforts for conducting this workshop by bringing all CTIs under one roof. He stressed on the need for training of the railway officers on the lines similar to Defence Personnel He also stressed on the need for selecting officers as faculty members, based on their flair and aptitude for training. Unless the best officers are picked as faculty at CTIs, the results may not be as good as we expect.

- He also highlighted that adequate delegation of power has been done to help the CTIs in improving their efficiency. Pre-promotional courses may be considered as mandatory for JAG, SAG and other grades of officers. Unless these specialized courses are made mandatory, the utilization may not improve and therefore there is a need to think about mandatory promotional courses.

7. Action may please be initiated by all concerned on the decisions as indicated above and an action taken report submitted to ED/Trg. & MPP, Railway Board.

Niraj Sahay 27/09/18

**(Niraj Sahay)**
**ED (Traffic)**
**Transformation Cell**

**Copy to:**

1. **CRB, FC, MT, ME, MRS, MTR, MS, DG (Pers), DG (RPF), DG (S&T), DG (Stores) and Secretary, Railway Board.**
2. **All AMs & PEDs, Railway Board.**
3. **ED/Trg. & MPP**
4. **ED/Chg**
5. **CMD/RITES**

## LIST OF PARTICIPANTS AT THE MOTIVATIONAL WORKSHOP FOR THE FACULTY OF IR'S CENTRALIZED TRAINING INSTITUTES (CTIS) HELD ON 16 SEPT. 2018

1. CRB
2. ME
3. FC
4. DG/NAIR
5. DG/S&T
6. DG/PERSONNEL
7. AM/STAFF
8. AM/SIGNAL
9. AM/TELE
10. AM/ME
11. PED/TRANSFORMATION
12. PED/Accounts
13. PED/Workshop
14. ED/TRG & MPP
15. ED/E (G)/TRANSFORMATION
16. ED/TRAFFIC/ TRANSFORMATION
17. ED/ELECT/ TRANSFORMATION
18. ED/ACCOUNTS/ TRANSFORMATION
19. ED/CE/ TRANSFORMATION
20. ED/S&T/ TRANSFORMATION
21. DIR/CC

FACULTY MEMBERS OF THE CTIs

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

**No. 2018/Trans.Cell/Health/MR review** **New Delhi, dated: 14.09.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Provision of CCTV & Wi-fi systems at Divisional and Zonal Hospitals.**

1.0 Hon'ble Minister of Railways (MR) had reviewed the Health Care System on IR on 29.08.18 with Board (CRB, MS) and DG (RHS). Following cause of action needs to be taken:

(a) Provide CCTV at all Zonal and Divisional Hospitals to monitor cleanliness, security and other activities.
(b) Provide Wi-Fi facility at all Zonal and Divisional Hospitals to facilitate doctors & patients to exchange the medical records, provide ease in consultation, enable tele-video chat/conference with specialists in higher centres for better overall patient care.

2.0 In view of the above, Board (MS, CRB) and DG/S&T have approved the following:

(a) Zonal Railways, PUs & RDSO may sanction necessary works and provide the facilities as indicated in 1(a) and 1(b) above.
(b) The type of the system & its specifications may be decided by the Zonal Railways (PCSTEs in HQ/DRMs in division).

3.0 These works may be completed in all respect by Dec 31, 2018.

Kindly acknowledge the receipt and ensure compliance.

14.9.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/MR review** **New Delhi, dated: 14.09.2018**

Copy to:

1. PS to MR, MOS(S), MOS(G) -for kind information.
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers) -for kind information.
3. PCSTEs & PCMDs- All Indian Railway
4. DRMs-All Indian Railway

14.9.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**GOVERNMENT OF INDIA (BHARAT SARKAR)**
**MINISTRY OF RAILWAYS (RAIL MANTRALAYA)**
**(RAILWAY BOARD)**

**No. F(E)I/2016/AL-28/68** **New Delhi, dt.13.09.2018**

**General Manager,**
**Northern Railway,**
**New Delhi.**

**Sub**: Delegation of powers to permit Air Travel in connection with the officers posted on USBRL Project.

**Ref**: Northern Railway's letter No.98-G/Model SOP/RB/Corrs/2018 dt. 30.07.2018.

In terms of Board's letter No. F(X)II/2015/PW/7, dt. 12.06.2017 followed by letter No. 2017/Trans/01/Policy, dated 18.10.2017, powers had been delegated to GM to permit Air Travel on duty to officers not below Junior Scale level subject to certain terms and conditions.

Further, in terms of Board's letter of even number dated 09.11.2016 and letter No.2017/Trans/01/Policy, dated 09.01.2018, certain delegations of powers w.r.t. sanction of Air Travel have been made in connection with USBRL Project.

Now, Northern Railway's above referred proposal regarding delegation of powers to permit Air Travel in connection with Udhampur-Srinagar-Barmulla Rail Link (USBRL) Project has been examined in Board's office and it has been decided with the approval of Board (FC) that:

(i) The power to permit Air Travel on duty on Delhi-Jammu-Srinagar-Delhi circuit, for officers of all Grades (JS, SS, JA & SAG and above) posted in USBRL project may now be delegated to CAO/C/USBRL for officers under his administrative control as a special case for a period upto 30.09.2019.

(ii) This will be subject to the ceiling limit of allotted budget for Air Travel.

(iii) This will also be subject to the other Terms & Conditions/instructions issued from time to time by Board's office on 'Air Travel'.

**(Jitendra Kumar)**
**Dy. Dir. Finance(Estt.)**
**Railway Board.**

**No. F(E)I/2016/AL-28/68** **New Delhi, dt.13.09.2018**

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan, New Delhi.

for Financial Commissioner/Railways.

contd/...

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

**No. 2018/Trans.Cell/S&T/Contractual Staff** **New Delhi, dated: 12.09.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Fixing of Remuneration in favour of Re-engaged Retired Employees covered under NPS.**
**Ref: (1) Board's letter No. E(NG)-II/2007/RC-4/CORE/1 Dated- 16.10.2017.**
**(2) DRM/TVC's Letter No. V/G.157/DRM/Re-engagement dated 28.08.2018.**

With reference to DRM/TVC's letter at (2) and Board's letter at (1) above, Board (MS, FC & CRB) have approved that the remuneration of re-engaged retired employees covered under NPS may be suitably dealt with, on merit on case to case basis.

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

Kindly acknowledge the receipt and ensure compliance.

12.9.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/S&T/Contractual Staff** **New Delhi, dated: 12.09.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No 2018/Trans/01/Policy

Dated 10th Sept.,2018

**Dear General Managers,**

**Sub: Filling up of JS, SS and JAG vacancies in Divisions.**

Over the last one year emphasis has been on empowering the field units in order to improve Service Delivery. In this process, significant administrative and financial powers have been delegated to Divisions covering various aspects of railway working. As a matter of fact, significant work has shifted from Headquarters to the Divisions.

It is important to simultaneously augment the capacity of Divisions so that they effectively execute the enhanced powers and efficiently deliver the services. Posting of additional ADRMs (at least 2 ADRMs in every Division) is a step in this direction. Further, I would like all GMs to ensure that there are no vacancies in JS, SS and JAG levels in the Divisions. Efforts be made to fill up the JS, SS and JAG posts in the Divisions at the earliest, if required, by transferring officers from Headquarters.

I would like all GMs to strictly review the scenario. Please let me know the action taken in the matter through your next PCDO.

With best wishes,

Yours sincerely,

**(Ashwani Lohani)**

**General Managers**
All Indian Railways

Copy to:

**ME, MRS, MTR, MT, MS, FC**
**DG/P, DG/RHS, DG/RPF, DG/S&T, DG/RS**
**PS to MR** for kind information of **Hon'ble MR**

**All Divisional Railway Managers**

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Professional Services** **New Delhi, dated: 10.09.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: The scheme to Call Medical Consultants to Railway Hospitals for providing professional services on case to case basis- Payment for Surgical procedure**
**Ref: (1) Railway Board letter no. 2005/H-1/12/34.Pt. dated 05.05.2006.**

With reference to above and Board's letter under reference, Board (MS, FC & CRB) have approved the following:

1. The rate of payment of surgical procedure package for calling Medical Consultant to Railway Hospital on case to case basis as per the type of the surgical procedure required in a particular Railway Hospital will be decided by the PCMD of the Zonal Railways or the CMO of Metro Railway/PUs/RDSO in consultation with associate finance depending upon the local rates of the City/Town & the Doctor. While fixing such rates, the adjoining Railway Zone/Unit in the same City shall be consulted.

   The Surgical Procedure Package Rate shall Contains:
   - Pre Operation one check up
   - The Surgical Operation
   - Post operative follow up for 3 days (Excluding the day of operation).

2. All other terms & conditions of the scheme to Call Medical Consultants to Railway Hospitals for providing professional services on case to case basis shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

10.9.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/ Professional Services** **New Delhi, dated: 10.09.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 4.9.2018**

**General Manager**
**Eastern Railway, Northeast Frontier Railway, South Central Railway,**
**North Eastern Railway**

**Sub: Workshop on Child Care & Protection in collaboration with NPCR**

**Ref: CRB's DO Letter No 2018/Trans/Cell/E/Child Protection dated 4.6.2018 to all GMs**

Ministry of Railways in collaboration with National Commission for Protection of Child Rights (NCPCR) has launched a campaign to increase awareness and build capacity amongst officials and stakeholders for ensuring care and protection to vulnerable children coming in contact with Railways. CRB's DO (ref above) may please be referred.

2. One of the activities under the campaign is to conduct training and capacity building workshops at 6 centres: viz Delhi, Mumbai, Secunderabad, Kolkata, Guwahati and Varanasi. Workshops have been held in Delhi on 16 August and in Mumbai on 31 August 2018. CRB has approved that remaining four workshops may be organized by ER, NFR, SCR & NER as per following schedule:

**(i) Workshop by ER at Kolkata on 13 Sep'2018 (officials of SER in Kolkata may also be invited)**
**(ii) Workshop by NFR at Guwahati on 20 Sep'2018**
**(iii) Workshop by SCR at Secunderabad on 25 Sep'2018**
**(iv) Workshop by NER at Varanasi on 5 Oct'2018 (officials of NR in Varanasi may also be invited)**

3. Salient features of workshop are as under:

i. **Objective**: To impart training to Railway officials on issues and concerns of vulnerable children in contact with railways and to orient them on their roles and responsibilities

ii. **Participants**: Approx 200 in each workshop (target participants - SS/SM/ASM, CTI, TTE/TC, RPF/GRP and other concerned officials from different divisions) (major participation may be from stations where Standard Operating Procedure (SOP) is not implemented)

iii. **Tentative Timings**: 10:30 AM - 4:15 PM

iv. **Modalities:** NCPCR and concerned State Commission (SCPCR) would provide trainers/resource persons, technical support, audio visual, training & resource material and conduct the training session whereas Railways will organize the logistics like venue, food etc.

v. The workshop may be opened/closed by GM.

vi. Tentative Program for the workshop is enclosed.

3. It is requested to organize the workshop in coordination with NCPCR.

DA/- Tentative Programme for Workshop

Jeetendra Singh 4/9/18
**(Jeetendra Singh)**
**Executive Director/Transformation**

**Copy:**

**1. Ms Rupa Kapoor, Member NCPCR, 5th Floor, Chandralok Building, 36 Janpath, New Delhi**

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 31.8.2018**

**General Managers**
**Northern Railway, Northeast Frontier Railway,**
**East Central Railway, Western Railway, North Western Railway**

**Sub: Pilot for setting up Short Stay Shelters adjacent to six railway stations for care & protection of vulnerable children coming in contact with Railways by RWWCO**

**Ref: 1) Rly Bd Letter No. 2018/TransCell/E/Protection of Child Rights dated 24.08.2018**
**2) RWWCO letter no 2018/RWWCO/CHD dated 19.07.2018**
**3) RWWCO letter no 2018/RWWCO/CHD dated 27.08.2018**

1. Vide ref 1 above, approval of Board was conveyed to take necessary action to identify 2000 sq feet accommodation at/adjacent to each of the five stations locations viz Delhi, Guwahati, Danapur, Samastipur and Ahmedabad as brought out above for allotment to RWWO and work out other modalities to take forward the initiative of setting up of Short Stay Shelters and Child Help Desks (CHDs). Other terms and conditions are mentioned in para 2.1 to 2.4 of the above referred Board's letter.

2. Further, vide ref 3 above, RWWCO has mentioned that it wants to set up Short Stay Shelter and CHD at one more Station viz Jaipur and has requested to allot accommodation for this location also. RWWCO has also mentioned that they have conceived this initiative in association with the **'Prayas JAC Society',** a national level, child centric, non-profit organization, which is reaching out to large number of marginalized, vulnerable, destitute, distressed and deprived children and children coming in contact with the Railways through its multiple child centric programs. RWWCO has mentioned that it wants to partner with 'Prayas JAC Society', which has a strong track record of child care services to take up the initiative of providing holistic services to the children coming in contact with the Railways through 'Short Stay Shelter' and 'Child Help Desk' at these railway stations. Prayas has been running such Short Stay Shelters in railway premises in Delhi and Samastipur in the past. RWWCO would sign MOU with Prayas JAC Society for this purpose. Prayas will obtain the license to run the shelter and also undertake all legal and operational responsibilities for running the Shelters/CHD according to the Juvenile Justice (Care & Protection of Children) Act 2015/Model Rules 2016 and respective State Government regulations for ensuring proper running of the shelter as per law. All the expenditure required for running the Short Stay Shelter would be provided by Prayas.

3. The proposal of RWWCO mentioned in para 2 above has been considered and following has been approved by CRB:

*"RWWCO may be allotted the accommodation at/adjacent to Jaipur station also in addition to the five stations viz Delhi, Guwahati, Danapur, Samastipur and Ahmedabad i.e. total six stations to undertake the initiative of setting up Short Stay Shelters and CHDs on a pilot basis. CHD will be set up only at those Railway Stations where it is yet not functional with support from "Child line India Foundation" (CIF) and Ministry of Women and Child Development (MWCD). RWWCO may partner with Prayas ("NGO concerned") for implementing this pilot initiative at the six stations (Delhi, Guwahati, Danapur, Samastipur, Ahmedabad & Jaipur). The NGO concerned will need to obtain the license to run the shelter and also undertake all legal and operational responsibilities for running the Shelters/CHDs according to the Juvenile Justice (Care & Protection of Children) Act 2015/Model Rules 2016 and respective State Government regulations for ensuring proper running of the Shelter/CHD as per law. All the expenditure required for running the Shelters/CHDs would be provided by the NGO concerned. The Short Stay Shelters and CHDs will become operational only after all necessary clearances and licenses are received from the State Government and will remain operational during the validity of these clearances/licenses. Due care will be taken by the Oversight Committee to ensure all terms and conditions at the time of signing of MOU between RWWCO and NGO concerned."*

4. In line with above approval, necessary action may be taken to identify and allot suitable 2000 sq feet accommodation and 6X6 feet space for CHD at/adjacent to each of the six stations (Delhi, Guwahati, Danapur, Samastipur, Ahmedabad and Jaipur) to RWWCO to take this pilot initiative ahead. Ministry of Women and Child Development has been requested to provide requisite support to RWWCO and Prayas ("NGO concerned") for running the Short Stay Shelters and CHDs (copy of OM No 2018/TransCell/E/Protection of Child Rights dated 31.08.2018 is enclosed).

DA/- As above

**(Jeetendra Singh)**
**Executive Director/Transformation**

Copy to:
Divisional Railway Managers, Delhi, Guwahati, Danapur, Samastipur, Ahmedabad and Jaipur

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RPF)
3. EDCC
4. Secretary/RWWCO in reference to letter no 2018/RWWCO/CHD dated 27.08.2018

**(Jeetendra Singh)**
**Executive Director/ Transformation**

Page 2 of 2

No. 2018/TransCell/E/Protection of Child Rights

भारत सरकार GOVERNMENT OF INDIA

रेल मंत्रालय MINISTRY OF RAILWAYS

रेलवे बोर्ड RAILWAY BOARD

Annexure

**Rail Bhawan, New Delhi**
**Dated: 31.8.2018**

## OFFICE MEMORANDUM

**Subject: Pilot for setting up of Short Stay Shelters adjacent to six railway stations for care & protection of vulnerable children coming in contact with Railways by RWWCO**

1. The undersigned is directed to convey that **Railway Women Welfare Central Organization (RWWCO), a NGO registered under Cooperative Societies' Act along with 'Prayas JAC Society' - leading NGO running multi child centric projects across the country** has approached Ministry of Railways (MOR) requesting assistance from MOR and Ministry of Women and Child Development (MWCD) in enabling RWWCO to set up and run a Short Stay Shelter and Child Help Desk (CHD) at/adjacent to each of the following six railway stations: Delhi, Guwahati, Danapur, Samastipur, Jaipur and Ahmedabad, to protect vulnerable children coming in contact with Railways. Each Shelter would be approx 2000 sq feet of accommodation and would be able to accommodate up to 25 children and will provide immediate relief to the child by way of providing basic services such as nutrition, psycho-social support, medical aid and would be used as transit in restoring the children with their families by following laid down process in Juvenile Justice (JJ) Act, 2015, Model Rules 2015 and other statutory provisions. CHDs will run as 24X7 contact point to identify distressed, runaway, separated, trafficked and other vulnerable children. To enable RWWCO to undertake this welfare activity, RWWCO has requested MOR to allot accommodation and space for the Short Stay Shelter and Child Help Desk (CHD) to RWWCO.

2. MOR has agreed to support the aspiration of RWWCO to serve this noble cause in the overall national and social interest and to allocate accommodation to RWWCO to implement this initiative on a pilot basis at the six stations. MOR has agreed to allot approx 2000 sq feet of accommodation from its existing infrastructure to RWWCO for this purpose at/adjacent to the six stations mentioned in para 1 above. Details of the accommodation are as follows: Dormitory - 1000 sq feet for 25 children, Sickroom/First Aid Room - 75 sq feet, 2 Toilets - 25 sq feet, 2 Bathrooms – 25 sq feet, person in charge room/counseling room/office room – 500 sq feet and Store room – 125 sq feet. One care taker will also be provided by the Railway Division to guard the property and look after assets. RWWCO will enter into MOU with Prayas ("NGO concerned") to run these facilities. Instructions have been issued to General Managers of the concerned zones to identify and allot 2000 sq feet accommodation for Shelter and 6X6 feet space for CHD to RWWCO. CHD will be set up only at those Railway Stations where it is yet not functional with support from "Child line India Foundation" (CIF) and Ministry of Women and Child Development (MWCD).

Page 1 of 2

3. Other modalities agreed by MOR are as under:

3.1 Ownership of land and building assets of the accommodation will remain with Railways and RWWCO into MOU with the NGO concerned will only have the right to use the land and building space for this purpose of running Short Stay Shelters. Allotment of accommodation will be done to RWWCO initially for a period of 5 years, extendable by another 5 years at the end of first 5 years. The NGO concerned will have to obtain the license to run the shelter and also undertake all legal and operational responsibilities for running the Shelters/CHD according to the Juvenile Justice (Care & Protection of Children) Act 2015/Model Rules 2016 and respective State Government regulations for ensuring proper running of the shelter as per law. All the expenditure required for running the Short Stay Shelter would be provided by the NGO concerned. The Short Stay Shelters and CHDs will become operational only after all necessary clearances and licenses are received from the State Government and will remain operational during the validity of these clearances/licenses.

3.2 An Oversight Committee comprising following would be constituted by the concerned Divisional Railway Manager (DRM) of each of the concerned Divisions to keep an oversight to ensure optimum standards of care and protection at the Shelter and CHD: - Members of concerned Child Welfare Committee (CWC), Members of concerned District Child Protection Unit (DCPU), concerned Station Master/Station Superintendent, concerned RPF Post In-charge, concerned Inspector GRP, representative from RWWO of concerned Division, representative of the nominated NGO and a Personal Officer & Assistant Engineer to be nominated by DRM. This oversight mechanism would be in addition to the mechanisms set up under the J.J (Care & Protection of Children) Act 2015/Model Rules 2016 and respective State Government for ensuring proper running of the Shelters/CHDs as per law by the NGO concerned. Due care will be taken by the Oversight Committee to ensure all terms and conditions at the time of signing of MOU between RWWCO and NGO concerned

3.4 Day to day petty maintenance of the building and electricity and water would be provided by Railways. However, charges for water and electricity consumed would need to be paid by the NGO concerned/RWWO to Railways. All other expenditure required for running the Short Stay Shelter will be provided by the NGO concerned.

4. MWCD is requested to support this pilot initiative of RWWCO to set up the Short Stay Shelters/CHDs at six railway stations (Delhi, Guwahati, Danapur, Samastipur, Jaipur and Ahmedabad) and communicate to the concerned State Governments to provide the requisite assistance to RWWCO and Prayas ("NGO concerned") in serving this noble cause of protecting vulnerable children.

5. This issues with the approval of Chairman Railway Board.

Jeetendra Singh

**(Jeetendra Singh)**
**Executive Director/Transformation**
Tel: 23047542

**To,**
**Secretary, Ministry of Women and Child Development**
**Shastri Bhawan, New Delhi**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 30.08.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Debit and Credit note for treatment of patient (Railway Medical Beneficiary) to other Railway Hospital with or without referral_ Simplification of process.**

It has been reported that the treatment of patient (Railway Medical Beneficiary) has been delayed because of the demand of debit note by Railway hospital where patient has been referred or reported, from the Railway/Unit/Hospital to which the patient belongs. In order to facilitate easy treatment of Railway Medical Beneficiaries, Board (MS, FC & CRB) have approved the following:

1. **Referral Case**: A Railway Hospital referring the patient (Railway Medical Beneficiary) to other Zonal Hospital will include a note in its referral form/letter that it will accept debit raised on the treatment of the patient at Railway Hospital and/or further onward referral of the patient to empanelled hospitals and/or to non empanelled hospitals by making advance payment. All the necessary sanctions, if required, will be taken at the referred Railway itself.
2. **Reported without Referral**: In case patient (Railway Medical Beneficiary) has reported to the hospital of other Railway/unit without referral – treatment will be provided by the hospital – in house and/or referral to empanelled hospital and/or non-empanelled hospital as advance payment case, as the need be after ascertaining the valid identity of patient (Railway Medical Beneficiary) thru Medical ID Card / ID Card /Pass / PTO etc. All the necessary sanctions, if required, will be taken at reported Railway itself.
   Meanwhile the reported Railway/Unit/Hospital will inform the concerned Railway/Hospital/Unit to which the patient originally belongs.
3. The patient (Railway Medical beneficiary) will be given the treatment as per the medical condition by the referred or reported Hospital and after treatment is over, then the debit will be raised on the concerned Zonal Railway/Unit/Hospital to which the patient originally belongs.

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

Kindly acknowledge the receipt and ensure compliance

30.8.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 30.08.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list enclosed

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

No: 2018/Trans. Cell/Civil/RPF

29th August, 2018.

**Dear General Manager,**

**Sub: Development of RPF Barracks**
**Ref : D.O. No. 2018/Trans Cell/01/Policy dated 01.07.2018**

During a review taken by me with DG/RPF on July 10, 2018, serious difficulties with regards to up keep of the existing RPF barracks and non availability of RPF barracks at key location were highlighted.

Infact a need for 100 additional barracks for the RPF/RPSF personnel was highlighted by DG RPF. In phase-I, 10 locations have been shortlisted for expeditions construction of the barracks. The list of such locations is enclosed.

As the requirement of RPF/RPSF is essential for the secured and safe operation of Railways, the shortlisted barracks may be constructed on priority and included in ongoing big/mega projects (New lines, Doubling, RE & Gauge Conversion) on your Railway within your existing limits of sanction/material modification as considered appropriate. Assistance of PSUs may also be sought.

This will help us tide over the crisis being faced by RPF/RPSF personnel. You may take necessary action and advise DG/RPF, the plan of your action.

With best wishes,

Yours sincerely

31/8

**(Ashwani Lohani)**

**General Managers,**
NFR, NR, ECR, SECR, ER & ECoR

**Copy to-** CMD/RVNL, MD/DFCCIL, MD/IRCON } Zonal Railways may co-ordinate with the Railway PSUs for seeking assistance wherever required.

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

## List of Locations for RPF/RPSF Barracks on priority (Phase-1)

| SL | Location | No. of beds | Detail |
|---|---|---|---|
| 1 | New Jalpaiguri, (4th Bn, RPSF) | 200 | Immediately required for stay of RPSF jawans at RPSF 4th Bn, HQ |
| 2 | Lumding (1st Bn, RPSF) | 100 | Barrack for Jawans with all basic amenities and Mess required at 1st Bn, RPSF |
| 3 | Kishanganj, Delhi (NR) | 250 | Facilities required for RPSF staff deployed to protect railway system in Delhi/NCR area viz. stations, vital installation, track patrolling in theft prone areas. |
| 4 | New Delhi (NR) | 200 | |
| 5 | Raipur, (SECR) | 120 | Staying facilities at Raipur will further boost deployment of staff in sensitive areas including LWE affected sections. |
| 6 | Danapur, (ECR) | 100 | **Stay of Train Escort Party-** Barrack for escort parties RPF/RPSF is required at Danapur to boost security of passengers in the trains. |
| 7 | Danapur- (ECR) | 100 | **Stay of ladies-** Barrack for RPF/RPSF Lady staff is required to boost security of women passengers. |
| 8 | Kolkata Terminal, Sealdah, (ER) | 80 | Ladies staff have been deployed for safety and security of women passengers however no staying facilities are available for ladies personnel. |
| 9 | Lumding (NFR) | 180 | Barrack complex to accommodate 130 men, 30 women and 20 supervisory of NFR will improve living conditions of RPF personnel of NFR. |
| 10 | Rayagada (ECoR) | 100 | Provision of stay facilities for RPF staff at Rayagada, ECoR is required for smooth strengthening of security in sensitive sections affected with LWE. |

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No 2018/TransCell/CRB Interaction** **New Delhi, Dated: 27.8.2018**

**The General Managers,**
**All Indian Railways**

**Sub: Record Note of Discussions of the interactive session of Officers from various zones/divisions with CRB on 01.08.2018**

Please find enclosed Record Note of Discussions of the interactive session of officers from zones/divisions with CRB on 01.08.2018 for necessary action please.

DA/- As above

27/8/18
**(Jeetendra Singh)**
**ED/Transformation**
**27.8.2018**

**Copy:**

**GM/CLW, GM/DLW, DRMs - All Indian Railways**

**AM/Staff, AM/Works, AM/ME, PED/Vigilance, PED/Accounts, ED/E&R, ED/Civil/Transf, ED/Accts/Transf,**

**ED/CC, Dir/CC**

**ME, MTR, MRS, MS, MT, FC, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T) – for kind information**

**OSD/CRB – for kind information of CRB**

**Record Note of Discussions of interactive session of Divisional officers with CRB on 1.08.2018**

1. List of officers who attended the meeting is at **Annex-I**

2. Based on issues raised by officers and deliberations held, it was decided that action may be taken on the following items by concerned officers indicated, for seeking necessary approvals on file and its implementation thereafter:

| S.N. | Item | Action By |
|---|---|---|
| 1 | Redesign KPIs for RDSO officials. KPIs to interalia include papers published/presented in international/national level journals/conferences, patents filed etc. | DG/RDSO<br>ED/E&R |
| 2 | Explore possibilities to market RDSO testing facilities to other departments/industry on payment basis | DG/RDSO |
| 3 | Common training of all controllers (section controller, crew controller, traction loco controller, traction power controller etc) to be organized at zonal/divisional level for better coordination | All GMs |
| 4 | Rate contract (RC) for high value locomotive spares to be done by CLW/DLW and zonal railways to place order on RC | DG/RS<br>GMs CLW/DLW |
| 5 | Age bar for JICA training may be reviewed | AM/Staff |
| 6 | Policy for Online booking of rest houses is already issued. To be implemented on priority in Delhi area. | MD/CRIS<br>ED/Civil/Transf |
| 7 | Automatic refund of EMD through IREPS to be done on priority | MD/CRIS<br>ED/Civil/Transf,<br>ED/Accts/Transf |
| 8 | Prepaid cards for imprest to be issued to imprest holders wherever yet not issued | All GMs |
| 9 | LPC to be issued online through AIMS | PED/Accounts |
| 10 | In a case where Disciplinary Authority (DA) has given a reasoned speaking order either exonerating or imposing certain punishment, Vigilance should not insist on changing the order of the DA during vetting | PED/Vigilance |
| 11 | Protective Gear to be provided to ART staff | AM/ME |
| 12 | Removal of expenditure neutrality for issue of SIM to eligible category may be explored | DG/S&T |
| 13 | Housing to be provided to essential staff on way side stations | All GMs |
| 14 | In view of shortage of houses for officers in Delhi area, Ministry of Urban Development may be approached to get vacant houses in Khelgaon for Railway officers. | AM/W |
| 15 | Issues arising due to differences in minimum wages of Centre and that followed by States may be examined and addressed. | AM/W, AM/ME |

3. Meeting ended with a vote of thanks to the Chair.

**Annex –I**

## Interactive session of officers from zones/divisions with CRB on 1.08.2018

Following officers attended the meeting:

| Officers from Railway Board | Officers from Zonal Railways |
|---|---|
| 1. Mr Ashwani Lohani, Chairman Railway Board<br>2. Mr Sudheer Kumar, PED/Transformation<br>3. Mr A.K.Chandra, EDME/Trans<br>4. Mr Sanjeeb Kumar, ED/Accts/Trans<br>5. Mr A.S.Khati, ED/E(G)<br>6. Mr T.K.Pandey, ED/Civil/Trans<br>7. Mr Niraj Sahay, ED/Traffic/Trans<br>8. Mr Jeetendra Singh, ED/E/Trans<br>9. Mr Umesh Balonda, ED/S&T/Trans<br>10. Mr V.Arun Kumar, Director/Stores/Trans<br>11. Mr Rakesh Chaudhary, Director/CC | 1. Mr Shravan Kumar, Sr DME/MGS, ECR<br>2. Mr Ravi Ranjan Kumar, Sr DFM/Ratlam, WCR<br>3. Mr Rahul Pachori, Sr DEE/TRS/TKD, WCR<br>4. Mr Abhishek Kesarwani, Sr DPO/ASN, ER<br>5. Mr Deepak Mulchandani, Sr DOM/BRC, WR<br>6. Mr Binay Kumar, Sr DEE/OP/BRC<br>7. Mr Vineet Singhal, Director/Admin, RDSO<br>8. Mr Shiv Om Dwivedi, Dy CE/CON/NR<br>9. Mr Kuldeep, Sr DSTE/UBL/SWR<br>10. Mr Sanjay Angothu, Dy CME / Furnishing / ICF<br>11. Ms Megha Agrawal, Sr DFM/Raipur/SECR<br>12. Ms Abhilasha Jha Misra, Sr DFM / Jaipur, NWR<br>13. Mr S.K.Gupta, Sr DFM/SPJ, ECR<br>14. Mr Md. Manzarul Hasan, Sr DFM/DNR, ECR |

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 24.8.2018**

**General Managers**
**Northern Railway, Northeast Frontier Railway,**
**East Central Railway, Western Railway**

**Subject: Setting up of Short Stay Shelters adjacent to railway stations for care & protection of vulnerable children coming in contact with Railways**

1. Railway Women Welfare Central Organization (RWWCO) has requested Ministry of Railways (MOR) to assist RWWCO in setting up and running a Short Stay Shelter and Child Help Desk (CHD) at/adjacent to five railway stations (**one station in Delhi area, Guwahati, Danapur, Samastipur and Ahmedabad**) through a child centric NGO to protect vulnerable children coming in contact with Railways. Each Shelter would be approx 2000 sq feet of accommodation and would be able to accommodate up to 25 children and will provide immediate relief to the child by way of providing basic services such as nutrition, psycho-social support, medical aid and would be used as transit in restoring the children with their families by following laid down process in Juvenile Justice (JJ) Act, 2015 & Model Rules 2015. CHDs will run as 24X7 contact point to identify distressed, runaway, separated, trafficked and other vulnerable children. For this purpose Railway Women Welfare Organization (RWWO) of concerned divisions of Railways will partner with child centric NGOs. To enable RWWCO to undertake this welfare activity, RWWO has requested MOR to allot space and building infrastructure for the Short Stay Shelter and Child Help Desk (CHD) to RWWO, who in turn will enter into MOU with a child centric NGO to be nominated by MWCD to run these facilities.

2. Board (ME, FC and CRB) has approved the following:

2.1 Ministry of Railways will support the aspiration of RWWCO to associate with MOR, MWCD and child centric NGOs for this noble cause of setting up Short Stay Shelters and Child Help Desks in the overall national and social interest. 2000 sq feet of accommodation may be allotted to RWWO from the existing infrastructure of Railways for this purpose at/adjacent to each of the five stations mentioned in para 1 above. Details of the accommodation are as follows: Dormitory – 1000 sq feet for 25 children, Sickroom/First Aid Room – 75 sq feet, 2 Toilets – 25 sq feet, 2 Bathrooms – 25 sq feet, Person in charge room/counseling room/office room – 500 sq feet and Store room – 125 sq feet. One care take will also be provided by the Railway Division to guard the property and look after assets. 6X6 feet space may also be allotted to RWWO at each of these identified stations for CHD. CHD will be set up only at those Railway Stations where it is yet not functional with support from "Child line India Foundation" (CIF) and Ministry of Women and Child Development (MWCD).

2.1 **Ownership of land and building assets of the accommodation will remain with Railways and RWWO will only have the right to use the land and building space for the purpose of running Short Stay Shelters.** Allotment of accommodation will be done initially for a period of 5 years, extendable by another 5 years at the end of first 5 years.

2.2 Ministry of Women & Child Development (MWCD) will nominate child centric NGOs who will man and operate the CHD and Short Stay Shelters. **NGO will be entirely responsible for providing the protective care and basic services to these children as per law.**

2.3 RWWO of the concerned Division in which the CHD/Short Stay Shelter is located will enter into a MOU with the nominated NGO for running the CHD and the Shelter. An Oversight Committee

comprising following would be constituted by DRM of each of the concerned Divisions to keep an oversight to ensure optimum standards of care and protection at the Shelter and CHD: - Members of concerned Child Welfare Committee (CWC), Members of concerned District Child Protection Unit (DCPU), concerned Station Master/Station Superintendent, concerned RPF Post In-charge, concerned Inspector GRP, representative from RWWO of concerned Division, representative of the nominated NGO and APO & AEN to be nominated by DRM. **This oversight mechanism would be in addition to the mechanisms set up by MWCD and respective State Government for ensuring proper running of the shelter as per law by the nominated NGO and the responsibility of running the Short Stay Shelter and CHD would be that of the nominated NGO.**

2.4 Day to day petty maintenance of the building and electricity and water would be provided by Railways. However, charges for water and electricity consumed would need to be paid by the concerned NGO to Railways. All other expenditure required for running the Short Stay Shelter would be provided by MWCD or the nominated NGO as decided by MWCD.

2.5 Railway PSUs may also be approached to provide maintenance/equipment/furniture and other support to these Shelters from their CSR funds.

3. **MWCD has been requested to nominate suitable NGO for running the Short Stay Shelters and CHDs and chart out funding pattern for running the Shelters and CHDs by the NGOs.**

4. While NGO nominations are received from MWCD, necessary action may be taken to identify 2000 sq feet accommodation at/adjacent to each of the five stations locations as brought out above for allotment to RWWO of concerned divisions and work out other modalities to take this initiative ahead.

5. This issues with concurrence of Associate Finance of Transformation Cell.

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 24.8.2018**

1. PFA, Northern Railway, Northeast Frontier Railway, East Central Railway, Western Railway
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director/Accounts/Transformation**

Copy to:
Divisional Railway Managers, Delhi, Guwahati, Danapur, Samastipur and Ahmedabad

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RPF)
3. EDCC
4. Secretary/RWWCO in reference to letter no 2018/RWWCO/CHD dated 19.07.2018

**(Jeetendra Singh)**
**Executive Director/ Transformation**

Page 2 of 2

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 24.08.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement of Honorary Visiting Specialists (HVS) in Railway Hospitals – Visiting Hours.**

**Ref: (1) Railway Board letter no.2014/h-1/12/8/HVS/Policy dated 19.06.2018.**
**(2) CMD/WCR's letter no. WCR/HQ/H/G/0101 dated 08.06.2018.**

With reference to CMD/WCR's letter under reference (2), Board (MS, FC & CRB) have approved the following:

1. Honorary Visiting Specialist (HVS) may be engaged for 4 hours or 2 hours for 6days/4days/2days per week, depending upon the workload of the hospital in the desired specialty which will be decided by the concerned MD/CMS/CMO of the hospital.

2. Following options of the visiting hours are added in Para 6 of the Railway Board's letter under reference (1) above:

   2.1 Average of 4 hours every day/6 days/week.
   2.2 Average of 4 hours every day/4 days/week.
   2.3 Average of 4 hours every day/2 days/week.

3. **Honorarium to be paid:** Following are added in the Honorarium table at Para 8 of the Railway Board's letter under reference (1) above:

| Hours of Duty | Specialist | Super Specialist |
|---|---|---|
| 4 hours a day for 6 days/week | Rs. 78,000/P.M. | Rs. 96,000/P.M. |
| 4 hours a day for 4 days/week | Rs. 48,000/P.M. | Rs. 60,000/P.M |
| 4 hours a day for 2 days/week | Rs. 24,000/P.M. | Rs. 30,000/P.M |

(P.M- Per Month)

4. **Daily Rate of deduction of remuneration:** Following are added in the Daily Rate of deduction of remuneration table at Para 11 of the Railway Board's letter under reference (1) above:

| Hours of Duty | Specialist | Super Specialist |
|---|---|---|
| 4 hours a day for 6 days/week | Rs. 3250/P.D. | Rs. 4000/P.D. |
| 4 hours a day for 4 days/week | Rs. 3000/P.D. | Rs. 3750/P.D |
| 4 hours a day for 2 days/week | Rs. 3000/P.D. | Rs. 3750/P.D |

(P.M- Per Day)

5. All other terms & conditions of the scheme for engagement of HVS shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance

24.8.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 24.08.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list enclosed

# GOVERNMENT OF INDIA
# MINISTRY OF RAILWAYS
# RAILWAY BOARD

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 24.08.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement of Contract Medical Practitioners (CMPs) - Age limit**
**Ref: (1) Railway Board letter no.93/E(GR)II/9/1 dated 15.2.1993.**
**(2) Railway Board letter no.2014/E(GR)II/1/1 dated 13.6.2017.**
**(3) CMD/WCR's letter no. WCR/HQ/H/G/0101 dated 08.06.2018.**

With reference to CMD/WCR's letter under reference (3) and Board's letter at (1) & (2) above, Board (MS, FC & CRB) have approved the following:

1. Entry level age limit of candidates for appointment as Contract Medical Practitioners (CMPs) has been raised from 50 years to 53 years with effect from the date of issue of this letter.
2. The maximum age limit is also raised from 60 years to 65 years or 12 terms whichever is earlier, and each term of engagement shall not exceed more than one year, with effect from the date of issue of this letter.
3. All other terms & conditions on the above subject shall remain unchanged and as modified from time to time.

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

Kindly acknowledge the receipt and ensure compliance.

24.8.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/Medical Issues** **New Delhi, dated: 24.08.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list attached.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 23.8.2018**

**General Managers**
**All Indian Railways**

**Sub: Utilization of station imprest for meeting child care and protection expenses at SOP stations**

A State Level Conference on safeguarding rights of vulnerable children coming in contact with Railways was organized by Uttar Pradesh Police in Lucknow on August 11, 2018. CRB along with DG, U.P. Police participated in the Conference. An issue was raised during the event regarding utilization of imprest available with Station Master for child care and protection activities where "*Standard Operating Procedure (SOP) for Railways to ensure Care and Protection of Children in Contact with Railways of 2015*", is implemented

2. In this regards it is clarified that the SOP permits the use of station imprest for this purpose. The instructions in para 4.4 of the SOP are reiterated below for ready reference:

"***The Station Master will be permitted to use the station imprest for providing meals, taking photographs of the child by RPF, meeting medical expenses, if any and production of Child to CWC by RPF through NGO at Child Help Desk/ Kiosk and towards sundry incidental expenses. He should also get the Child photographed with assistance of RPF and place his photograph in the aforesaid Register, against his name, so that his/her parents are able to identify and locate him/her without any difficulty***."

3. CRB has directed that awareness may be created amongst all concerned officials regarding the above mentioned provision in SOP so that care and protection of vulnerable children does not suffer on this account.

4. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 23.8.2018**

1. PFA, All Indian Railways
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

**(Sanjeeb Kumar)**
**Executive Director/Accounts/Transformation**

Copy:
Divisional Railway Managers, All Indian Railways
DG/RPF, Railway Board

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

सं. 2017/Trans.Cell/S&T/CUG(3238063) नई दिल्ली, दिनांक: 21/08/2018

## TELECOM CIRCULAR NO. 04/2018

**General Managers,**
**All Indian Railways.**

**Sub: Delegation of Power for CUG facility to DRMs.**
**Ref: 1. Board's letter No. 2004/Tele/TN/3 dated 07.06.2006.**
**2. Board's letter No. 2006/Tele/TN/1 dated 27.07.2007.**

****

Vide letter referred above at (1), General Managers were empowered to sanction CUG facility on the principle of expenditure neutrality, with the help of PCSTE & concurrence of PFA through economic measures mentioned in the letter.

2. Board (CRB& FC) has now decided to delegate Power of CUG sanction to DRMs also with following conditions:-

(i) This delegation shall only be applicable to the notified categories as issued by the Board. No new category shall be added.

(ii) It shall be based on revenue neutrality.

(iii) The division shall take into account employees who have been given the SIM cards and are retiring/have retired. They shall be taken back and offset against new requirement.

(iv) The powers shall be exercised personally by DRMs with specific recommendations of Sr.DSTE/DSTE (in-charge of the division) and personal concurrence of Sr.DFM/DFM(in charge of division).

3. This has the concurrence of Finance Directorate of the Ministry of Railways.

4. Please acknowledge the receipt.

(हरीश पवारिया)
निदेशक/दूरसंचार
दूरभाष:011-23388504, 030-44613
ई मेल:dtele@rb.railnet.gov.in

सं. 2017/Trans.Cell/S&T/CUG(3238063) नई दिल्ली, दिनांक:21/08/2018

Copy to:

1. PFAs, All Indian Railways& Production Units.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

**For Financial Commissioner/Railways**

Copy to:

1. F(X)-II & Budget Branches, Railway Board.
2. PCSTEs/ All Indian Railways for information.
3. DRMs/All Indian Railways for information.
4. Sr.DSTE&Sr.DFM/All Indian Railways for information.

Note: 2018/Trans.Cell/IROAF

**Sub:** Record Notes of Meeting of CRB with IROAF & Transformation Cell on 16.08.2018

**Officers Present**

| From IROAF | From Railway Board |
|---|---|
| Mr Chetram, CAO | Sri B K Agrawal, AM (PU) |
| Mr S K Sagar, CME/BD | Sri Sudheer Kumar, PED/Transformation |
| Mr Vinay K Srivastava, CME/G | & the Undersigned |

| SN | Item | Action By |
|---|---|---|
| 1. | **Blending of Bio-Diesel** to HSD is not happening in spite of an assurance given to Railway Convention Committee (Para-41 of 14th Report of the Committee on Railways in regard of Green Energy Initiatives in Indian Railways).<br><br>As per Para 2.2 of the National Policy on Biofuels (Circulated vide Gazette of India Extraordinary, New Delhi 4th June 2018.), biodiesel blending percentage in diesel is less than 0.1%. This has to be scaled up to 5% by 2030. All zonal railways are directed to ensure compliance of the National Policy. Cost of biodiesel should not be a consideration as this blending would be from the standpoint of environment. | **AM (PU)<br>CAO/IROAF** |
| 2. | **Solar powered Guard Comfort Kit** for 750 BVZI wagons at total cost Rs. 8.47 Cr (PB Item No 742 of 2018-19) and Fuel cell assisted Green Power Unit for 300 BVZI at total cost Rs. 12 Cr (PB Item No. 841) has already been sanctioned. Out of this 50 BVZIs have already been fitted with the Comfort Kits.<br><br>CRB directed that Comfort Kits should be fitted on priority in all the remaining BVZIs and work for the remaining should be processed for sanction immediately. | **AM (PU)<br>CAO/IROAF<br>EDME/Freight** |
| 3. | In order to replace Industrial gases like Dissolved Acetylene, LPG, BMCG and Furnace Oil / HSD oil with environment friendly Natural Gas, proliferation of CNG is to be implemented expeditiously. To achieve this, **IROAF** and **M/s GAIL (India) Limited** may enter into a **Memorandum of Understanding (MOU)**<br><br>The pilot projects at Matunga & Kota Workshop have been commissioned and supply of Natural Gas has commenced. Their expected savings are Rs 14 lakh & Rs 21 lakh per annum respectively<br><br>**CMD/GAIL has agreed for the MOU to be signed at the earliest at Railway board office.** | **AM (PU)<br>CAO/IROAF<br>PED/Trnsf<br>ED/Transf** |
| 4. | IROAF had commissioned a Waste to Energy Plant at Kishanganj in Delhi Division. Operation of the plant was entrusted to the same agency that set up the plant.<br><br>The plant is not functional primarily due to non availability of organic waste @ 1TPD.<br><br>CRB directed to examine the feasibility of setting up such plant near Base Kitchens of IRCTC in order to ensure constant supply of organic waste including food waste. | **CAO/IROAF** |
| 5. | CAO/IROAF requested for delegation of power at par with CAO/COFMOW & CAO/DMW. CAO also requested for powers to approve air travel to eligible officer.<br><br>CRB kindly agreed to examine the requests. | **Secretary/RB<br>PED/Transf** |

21/8/18

(A K Chandra)
ED/Transformation

Distribution: As given over leaf

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 16-08-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Inspection of Branded Items
**Ref:** (i) RB letter no. 2000/RS(G)/379/2 dt. 27-05-2008
(ii) RB letter no. 2000/RS(G)/379/2 dt. 30-09-2009
(iii) RB letter no. 99/RS(G)/709/4 dt. 05-11-2015
(iv) RB letter no. 2000/RS(G)/379/2 dt. 06-09-2017

During interactions with field officers, the need for exemption from third party inspection irrespective of value for procurement of items like air conditioners, televisions, computers, refrigerators etc. has been expressed.

The matter has been considered and it has been decided with the approval of Board (CRB) that even within the framework of existing rules and procedures, purchase officers are competent to procure items on consignee inspection provided adequate justification is recorded and due diligence is exercised. The existing instructions in this regard are summarized as under:

*Pre-inspection of supplies by third parties is mandatory (Ref: i) for all purchase orders valuing more than Rs 5 lakh (Ref: iv). However, for ISI marked products, if the order is placed on an ISI certified manufacturer, the material can be accepted on firm's WTC (Ref: iii). In other cases, consignee inspection can be considered at the tender stage, duly deliberating and justifying the need with the approval of Tender Accepting Authority (not below JAG). For change in inspection clause at the post contract stage, approval of authority competent to approve post contract amendments (not below SAG) must be obtained duly deliberating and justifying the need(Ref: ii).*

In case of SS/JS stores officers working as independent in-charges, approval for consignee inspection may be obtained from ADRM/CWM concerned. These powers may be exercised by tender accepting authorities after arriving at a reasoned decision to exempt items (branded or otherwise) from third party inspection.

16-08-18
**(Mahesh Chandra)**
**Executive Director / RS(G)**

16/8
**(V. Arun Kumar)**
**Director / Transformation Cell**

Copy – As per list enclosed

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 6.8.2018**

**General Manager**
**Central Railway**

**Sub: Workshop on Child Care & Protection in Mumbai, CR on 31 August, 2018**

**Ref: CRB's DO Letter No 2018/Trans/Cell/E/Child Protection dated 4.6.2018 to all GMs**

Ministry of Railways in collaboration with National Commission for Protection of Child Rights (NCPCR) has launched a campaign for increasing awareness and building capacity amongst officials and stakeholders for ensuring care and protection to vulnerable children coming in contact with Railways. CRB's DO (ref above) may please be referred.

2. One of the activities under the campaign is to conduct training and capacity building workshops at 6 centres: viz Delhi, Mumbai, Secunderabad, Kolkata, Guwahati and Varanasi. CRB has approved that a workshop may be organized by Central Railway in Mumbai on **31 August, 2018**. Salient features of workshop are as under:

i. **Objective**: To impart training to Railway officials on issues and concerns of vulnerable children in contact with railways and to orient them on their roles and responsibilities

ii. **Participants**: Approx 200 in each workshop (target participants - SS/SM/ASM, CTI, TTE/TC, RPF/GRP and other concerned officials) (major participation may be from stations where SOP is not implemented)

iii. **Tentative Timings**: 10:30 AM - 4:15 PM

iv. **Modalities:** NCPCR and concerned State Commission (SCPCR) would provide trainers/resource persons, technical support, audio visual, training & resource material and conduct the training session whereas Railways will organize the logistics like venue, food etc.

v. The workshop may be opened/closed by GM.

vi. Tentative Program for the workshop is enclosed.

3. It is requested to organize the workshop in coordination with NCPCR.

DA/- Tentative Programme

Jeetendra 6/8/18.

**(Jeetendra Singh)**
**Executive Director/Transformation**

**Copy:**

**Ms Rupa Kapoor, Member, NCPCR, 5th Floor, Chandralok Building, 36, Janpath, New Delhi**

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No.2018/Trans.Cell/Mech/Contractual Staff

Dated: 02.08.2018

**My dear General Managers,**

**Sub: Encouraging Railway employees and contractual staff of OBHS, Cleaning, Catering & other labour intensive contracts to enrol under PMSBY and PMJJBY.**

**Ref: Meeting with Secretary Financial Services, Govt. of India on 31st July, 2018 to increase insurance coverage among workers**

Reference above, following insurance schemes have been launched by Hon'ble Prime Minister:

(1) Pradhan Mantri Suraksha Beema Yojana (PMSBY)
(2) Pradhan Mantri Jeevan Jyoti Beema Yojana (PMJJBY)

As these schemes are of national importance, we should encourage our employees and also contractual workers to join the schemes and avail the benefits. AM/Staff has been nominated as the nodal officer for Railway employees and PED/Transformation for the contractual workers for this purpose. Summary of eligibility, premium, validity and risk coverage etc. under both the schemes is enclosed.

We should strive to ensure maximum possible coverage of contractual workers of OBHS, Cleaning, Catering & other labour intensive contracts under the above schemes.

Please nominate a "Nodal Officer" in your zone to co-ordinate with the Service Providers and other stakeholders to facilitate maximum possible coverage.

Feedback on action taken and an **Action Plan** may please be communicated to the undersigned by 8th August 2018. A copy may also be emailed to edme.trans@gmail.com.

With best wishes,

Yours sincerely

Encl: As above

(Ashwani Lohani) 2/8/2018

**General Managers,**
All Indian Railways

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/E/Protection of Child Rights** **New Delhi, Dated: 2.8.2018**

**General Manager**
**Northern Railway**

**Sub: Workshop on Child Care & Protection in Delhi, NR on 16 August, 2018**

**Ref: CRB's DO Letter No 2018/Trans/Cell/E/Child Protection dated 4.6.2018 to all GMs**

Ministry of Railways in collaboration with National Commission for Protection of Child Rights (NCPCR) has launched a campaign for increasing awareness and building capacity amongst officials and stakeholders for ensuring care and protection to vulnerable children coming in contact with Railways. CRB's DO (ref above) may please be referred.

2. One of the activities under the campaign is to conduct training and capacity building workshops at 6 centres: viz Delhi, Mumbai, Secunderabad, Kolkata, Guwahati and Varanasi. CRB has approved that a workshop may be organized on Delhi Division on **16 August, 2018**. Salient features of workshop are as under:

i. **Objective**: To impart training to Railway officials on issues and concerns of vulnerable children in contact with railways and to orient them on the Guide Book and their roles and responsibilities

ii. **Participants**: Approx 200 in each workshop (target participants - SS/SM/ASM, CTI, TTE/TC, RPF/GRP and other concerned officials) (major participation may be from stations where SOP is not implemented; officials from adjacent divisions in NR may be included in the training)

iii. **Tentative Timings**: 10:30 AM - 4:15 PM

iv. **Modalities:** NCPCR and concerned State Commission (SCPCR) would provide trainers/resource persons, technical support, audio visual, training & resource material and conduct the training session whereas Railways will organize the logistics like venue, food etc.

v. The workshop may be opened/closed by GM.

vi. Tentative Program for the workshop is enclosed.

3. It is requested to organize the workshop in coordination with NCPCR.

DA/- Tentative Programme for Workshop

7/8/18.
**(Jeetendra Singh)**
**Executive Director/Transformation**

**Copy:**

**1. DRM/Delhi Division**

**2. Ms Rupa Kapoor, Member, NCPCR, 5th Floor, Chandralok Building, 36, Janpath, New Delhi**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No 2018/TransCell/CRB Interaction** **Delhi, Dated: 1.8.2018**

**The General Manager,**
**All Indian Railways**

**Sub: Record Note of Discussions of the meeting of DGM (G)s taken by CRB on 26.07.2018**

Please find enclosed Record Note of Discussions of the meeting of DGM (G)s of Zonal Railways taken by CRB on 26.07.2018 for necessary action please.

DA/- As above

Jeetendra Singh 1/8/18

**(Jeetendra Singh)**
**ED/Transformation**
**1.8.2018**

**Copy:**

**DRMs, All Indian Railways**

**AM/Staff, PED/Coaching, ED/Pay Commission, ED/E/G, ED/CE(G), ED/E&R,**

**ED/CC, Dir/CC**

**ME, MTR, MRS, MS, MT, FC, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T) – for kind information**

**OSD/CRB – for kind information of CRB**

# Record Note of Discussions of the meeting of DGM(G)s of Zonal Railways taken by CRB on 26 July 2018

1. List of officers who attended the meeting is at **Annex-I**

2. Based on issues raised by officers and deliberations held, it was decided that action may be taken on the following items by concerned officers indicated, for seeking necessary approvals on file (where required) and their implementation there after:

| S.N. | Item | Action By |
|---|---|---|
| 1. | DGM (G) should act as agent of change and pilot the reforms in their Railways. This would interalia include implementation of all empowerment and reform circulars issued from Transformation Cell and other Directorates of Railway Board. Zonal Railways may form their own Transformation Cell with DGM (G) as convener. DGM(G)s may periodically visit field installations and interact with officers to assess the effectiveness of process reforms and further improvements required. | All GMs |
| 2. | It came to notice that at times instructions issued from Railway Board are getting implemented in field with a time lag. Instructions need to be implemented with immediate effect. Necessary instructions have been issued vide Rly Bd Letter No 2018/Trans/01/Policy dated 26.07.2018. | All GMs |
| 3. | DGM/G would act as a nodal officer for grievance redressal of all officers in his zone. Proper mechanism may be put in place by GMs | All GMs |
| 4. | DGMs informed that pursuant to empowerment and delegation over past few months, there is substantial reduction in files coming from Divisions to Head Quarters for approval/sanction. A quantitative analysis may be done by the zones for the last 6 months period to assess its impact. | All GMs |
| 5. | Zones should also analyze the references being made from Division to Headquarter and from Headquarter to Railway Board. This analysis may be carried out for the last 6 month period. Based on this analysis, further delegations needed may be done by zones to expedite decision making. | All GMs |
| 6. | Maintenance and upkeep of zonal Head quarter offices needs to be improved, as good office environment is a big motivator for employees. Inputs | All GMs |

| | | |
|---|---|---|
| | in the form of modular furniture, compactors for files, improved lighting etc. may be considered within the available budget. A visible improvement needs to be attempted in all zonal headquarter offices over next 3 months | |
| 7. | Monitoring of arbitration cases may be assigned to Secy/AGM as now all the powers regarding arbitration lie with AGM. | All GMs |
| 8. | Arbitration cases are taking unusually long time to award judgments, and as a result number of pending cases is increasing. The entire process may be reviewed so that process of decision making can be expedited. Appointment of Retired Officers as Sole Arbitrators in works contracts for disputes/Claims on the pattern similar to that in Stores may be examined. | ED/CE(G), Rly Bd |
| 9. | Countersigning of APARs of officers needs a review | Secretary, Rly Bd |
| 10. | Line boxes of locomotive pilots and guards are being replaced by trolley bags and e-tablets on a pilot basis in SCR, NR and WR. Keeping in view the benefits and encouraging results, other Zonal Railways may also carry out similar pilots within the available budgetary resources and assess its impact. | All GMs |
| 11. | MCDOs coming from GMs may be reviewed to make them concise and crisp (two pages) | ED/E&R |
| 12. | In case of death of an officer, the family is allowed to stay in the same accommodation for two years and thereafter as per the eligibility of the compassionate appointee, suitable quarter is allotted. In some cases, family has to shift to quarter below Type IV. Policy may be reviewed to consider extending the period from two years to three/four years and also to ensure that minimum Type IV house is given in all such cases. | ED/E/G |
| 13. | System of logging/delogging of punctuality of trains may be reviewed so that logging/delogging is finalized at the divisional level (at the level of ADRM/OP) only. | All GMs & DRMs<br>PED/Coaching, Rly Bd |
| 14. | 60% passing criteria in promotional examinations may be reviewed | AM/Staff<br>EDE(G) |
| 15. | Bunching benefit of 7th CPC has not been extended to officers of various batches of all services of Indian Railways (including 2001 batch). This may be examined and same maybe extended to officers as due. | AM/Staff<br>ED/Pay Commission |

**Annex –I**

## Meeting of DGM (G)s of Zonal Railways taken by CRB on 26.07.2018

Following officers attended the meeting:

| Officers from Railway Board | Officers from Zonal Railways |
|---|---|
| 1. Mr Ashwani Lohani, Chairman Railway Board<br>2. Mr Sudheer Kumar, PED/Transformation<br>3. Mr A.K.Chandra, EDME/Trans<br>4. Mr Sanjeeb Kumar, ED/Accts/Trans<br>5. Mr T.K.Pandey, ED/Civil/Trans<br>6. Mr Niraj Sahay, ED/Traffic/Trans<br>7. Mr Jeetendra Singh, ED/E/Trans<br>8. Mr Umesh Balonda, ED/S&T/Trans<br>9. Mr V.Arun Kumar, Director/Stores/Trans<br>10. Mr Rakesh Chaudhary, Director/CC | 1. Ms. E. Vijaya, DGM(G) & CPRO/SWR<br>2. Mr. Anshoo Pandey, DGM(G)/NCR<br>3. Mr. Shashi Kiran, DGM/NWR<br>4. Mr. Vinamra Mishra, DGM(G)/NR<br>5. Mr. Rajesh Tiwari, DGM(G)/NER<br>6. Mr. S. Subramanian, DGM(G)/SR<br>7. Mr. Prakash Chandra Tripathi, DGM (G) & CPRO/SECR<br>8. Mr. K. Singson, DGM(G)/NFR<br>9. Mr. Sachin Shukla, DGM(G)/WCR<br>10. Mr. T. Sahoo, DGM(G)/E.CoR<br>11. Mr. S. K. Srivastava, DGM(G)/ER<br>12. Mr. Sunil Sharma, DGM(G)/SER<br>13. Mr. Alok Kumar Jha, DGM(G)/ECR<br>14.Mr.Parikshit Mohanpuria, DGM(G)/WR<br>15. Mr. Prasun Chakraborty, DGM(G)/SCR<br>16. Mr. Dinesh Vashishha, DGM(G)/CR |

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 30.7.2018**

The General Manager,
All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Implementation of instructions issued from Railway Board**

**Ref: This office letter No 2018/Trans/01/Policy date 26.07.2018**

Please refer to this office letter No 2018/Trans/01/Policy dated 26.07.2018 on the above subject. The date of interaction session mentioned in the first line of the letter may be read as "26.07.2018" rather than "26.10.2018".

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 30-7-2018**

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**

Copy: As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Medical Card** **New Delhi, dated: 30.07.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Issue of Medical ID card to Retiring Employees.**

**Ref: Railway Board letter no. 2018/Trans.Cell/Health/Medical Card dated 08.06.2018.**

With reference above, Board (MS, FC & CRB) have approved that Medical Identity Card to the retiring employees and its dependent shall be issued at the time of retirement or before (effective from the next day of retirement) by the respective personnel department.

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

30.7.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

No. 2018/Trans.Cell/Health/Medical Cards New Delhi, dated: 30.07.2018

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

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, New Delhi

Copy to:

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

30.7.18
**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 26.7.2018**

The General Manager,
All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Implementation of instructions issued from Railway Board**

During an interactive session of Dy GM (G)s with CRB on 26.10.2018 , it has come to notice that at times instructions issued with approval of Competent Authority from Railway Board get implemented in the field with a time lag.

2. The following has been approved by CRB:

" *Instructions issued from Railway Board with the approval of Competent Authority interalia including process reforms and empowerments, should be implemented with immediate effect from the date of issue of the instructions, unless otherwise specified. In case the instructions involve modification in Schedule of Power of a Zonal Railway, the instruction may take effect without waiting for a formal correction slip. The necessary correction slip should be issued within reasonable time*".

3. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 26/7/18

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 26-7-2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director/Accounts/Transformation**

Copy: As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/S&T/NIT Period** **New Delhi, dated: 26.07.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Tender Notice Period-Works Contracts.**

**Ref: (1) Railway Board letter no.2017/CE-I/CT/10-Procurement Cycle dated 23.10.2017.**
**(2) ECR's letter no. ECR/ADM/MSOP Modification/Note '10' Para 05/Part 'A'/Works Matter dated 21.06.2018.**

With reference to ECR's letter under reference (2) above and in supersession of Board's letter at (1) above, Board (ME, FC & CRB) have approved the following:

1. The changes in existing para 1238 of Engineering Code as:
   **1238. Tender Notice**: Sufficient notice should be given for the submission of tenders, which in the case of large works **should not be less than 21 days**. The above prescribed tender notice period may be **reduced** from 21 days in the exceptional circumstances in consultation with the Principal Financial Adviser.
   However
   (i) For tenders valued upto and including Rs 2 crore invited through e-tendering, the tender notice period can be reduced upto 14 days in consultation with associate finance.
2. For works in remote locations or of specialized nature or amount higher than Rs 50 crore, adequate tender notice period (not less than 21 days) should be given for preparation to the potential bidders in order to ensure competitive and well informed bidding.
3. The tender validity period shall be kept three times the tender notice period. However, the tender validity period in case of self certification of credentials will continue as per railway board's letter no. 2017/Trans/01/Policy dated 08.02.2018.
4. The minimum tender notice period shall be reckoned from the date the tender is published on the e-tendering website. The publication in newspaper will continue as per the present practice and the effective date of tender notice will be the date of uploading on e-tendering website.

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

26.7.18

**(Umesh Balonda)**
**Executive Director/S&T**
**Transformation Cell**

No. 2018/Trans.Cell/S&T/NIT Period New Delhi, dated: 26.07.2018

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 24.7.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Model Schedule of Powers 2018**

**Ref: This office letter No 2017/Trans/01/Policy dated 26.10.2017**

Vide reference above, Model Schedule of Powers (SOP) was issued in October, 2017.

2. The document has been revised with the approval of Board (FC & CRB) and "Model SOP 2018" is being issued. It supersedes the Model SOP of October 2017. A copy of the Model SOP 2018 has been uploaded on website http://www.indianrailways.gov.in/railwayboard/ for implementation.

3. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 24/7/18

**(Jeetendra Singh)**
**Executive Director/ Transformation**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 24-7-2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts/Transformation**

Copy: As per list enclosed

Government of India
Ministry of Railways
Railway Board

**No. 2018/Transf. Cell/Conclave** **New Delhi, Dated: 18.7.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMWIPatiala, COFMOWINDLS, RWP/Bela, IROAF

**Sub: Sampark-Samanvay-Samwad - Presentation by Committee on Refurbishment *of Coaches every 06 years* (during 4th *POH)***

**Ref: (i) Board's letter No-20171Transf.Cell/Conclave dt. 26.02.2018**
**(ii) Presentation by RDSO before full Board on 06,03.2018**
**(iii) RDSO's Letter No. MC/World Class/Coach dated 18.04.2018**

As per the decision taken during the **Conclave - Sampark, Samanvay, Samvad** held *on* 16th December, 2017 *at* New Delhi, Railway Board advised DG/RDSO to prepare guidelines for refurbishment of Coaches. Accordingly, RDSO prepared guidelines vide their letter No. MC/World Class *Coach* dated 06.02.2018 and also made *a* presentation *to* full Board *on 6th* March 2018.

Based on the deliberations and presentation made by DG/RDSO, Board (MRS, FC & CRB) has approved the following:

(i) Refurbishment of only Air Conditioned Class coaches shall be undertaken in the first phase for both LHB & ICF Coaches.
(ii) The refurbishment shall be done *every* 6th *year* along with the POH schedule.
(iii) Cost of refurbishment shall be limited to maximum of Rs.10 lakhs.
(iv) The work of refurbishment shall be done along with the POH and within the time allowed for POH.

Detailed guideline on the subject shall be issued by concerned Directorate.This issues with the concurrence of Associate Finance of Transformation Cell.

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

**No. 2018/Transf. Cell/Conclave** **New Delhi, dated: 18.07.2018**

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

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETAR
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No. 2018/Trans Cell/01/Policy

18 JUL 2018

**My dear General Manager,**

**Sub: Improvement in the work environment of RPF personnel.**

During the last review taken with DG/RPF on July 10, 2018, some of the basic deficiencies were brought to my notice which need to be made good on priority. This will certainly help us in improving our service delivery towards the ultimate customer.

2. There are 744 barracks across IR for RPF/RPSF personnel, categorized as 'essential category' for the purpose of residential accommodation. The barracks need to be improved on top priority, and I would like to see a perceptible change over the next 3-4 months, especially in respect of the following-

- Provision of a Industrial Grade RO for improved drinking water.
- Renovation/construction of toilets in the barracks as per laid down norms.
- Outsourcing of the House Keeping in the barrack which may be coordinated by the concerned Commandant of the Division.

3. Quite a substantial powers have been delegated to the divisions for hiring of vehicles and also the procurement of two wheelers for use by RPF personnel.

During the review, I was informed that there are 740 posts and 527 out-posts of RPF all across the Indian Railways. It needs to be considered that **posts** are provided with a four wheeler and **out-posts** with two wheeler, in order to improve the mobility of the RPF as a whole, which will help us in taking better care of Railway property and help improve passenger services.

4. GMs may take necessary action on the above lines and give me a feedback.

With best wishes,

Yours sincerely

**(Ashwani Lohani)**

**General Managers**
All Indian Railways

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/policy Part - III** **New Delhi, Dated: 17.07.2018**

The General Manager
All Indian Railways

**Sub: Delegation of Powers to ADRMs by DRMs**

Issue of delegation of powers to ADRMs was raised during CRB's meeting with divisional officers on 18th June 2018 at Mumbai. Accordingly, Board (CRB) has approved the following:

***"Divisional Railway Managers can delegate only administrative powers to any of the ADRMs based on their administrative necessity. Financial powers, however cannot be delegated except for commercial matters"***

DRMs shall use their own wisdom while delegating such powers based on the workload of various ADRMs.

**(A.K.Chandra)**
Executive Director (Transformation)

1. PFAs, All Indian Railways
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways
4. ADG(PR)/Railway Board

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 16.07.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Empowerment to GMs on engagement of government security agencies like Home Guards for Core Areas**

**Ref: 1. Railway Board Letter No 2018/Trans/01/Policy dated 9.4.2018**
**2. GM/ECR DO Letter No E/P/Homeguard-Deployment/18 dated 14.05.2018 to CRB**

Vide reference 1 above Directive No 36 issued vide Rly Bd Letter no 2010/Sec(Spl)/6/9 dated 21.04.2017 was reviewed and interalia following additional empowerment was given to GMs: "*GMs are empowered to engage government security agencies like Home Guards, Maharashtra Industrial Security Force etc. (and not private agencies) in Core Areas of railway security to the extent of vacancy in RPF and till such time these vacancies are filled up, for a period of up to 90 days at a time or as and when the need arises e.g during summer rush, festive season etc.", in consultation with PCSCs and with concurrence of PFA*" (para 2 of letter in ref 1 above).

2. GM/ECR vide reference 2 above has brought out that difficulties are being faced in deploying government security agencies like Home Guards with the period of deployment limited to 90 days. GM/ECR has requested that GMs may be empowered to engage government security agencies without any limitation of period.

3. The above proposal of GM/ECR has been considered and Board (MS, FC & CRB) have approved that the limitation of 90 (ninety) days on engagement of government security agencies like Home Guards by GMs may be removed and GMs be empowered to hire these agencies for such periods as required.

4. In view of approval of Board mentioned in para 3 above, para 2 of Railway Board Letter No 2018/Trans/01/Policy dated 9.4.2018 is modified as under:

"*GMs are empowered to engage government security agencies like Home Guards, Maharashtra Industrial Security Force etc. (and not private agencies) in Core Areas of railway security to the extent of vacancy in RPF and till such time these vacancies are filled up, for such periods as required as and when the need arises e.g during summer rush, festive season etc.", in consultation with PCSCs and with concurrence of PFA*".

Other terms and conditions of Railway Board Letter No 2018/Trans/01/Policy dated 9.4.2018 will remain unchanged.

5. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 16-7-2018**

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**

Copy: As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/S&T/Contractual Staff** **New Delhi, dated: 13 .07.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement of staff against posts of Engineering, Electrical and S&T departments of Railway Electrification organization by re-engagement of retired personnel and by engagement on contract basis.**

**Ref: 1. No. 2018/Trans Cell/S&T/Contractual Staff dated 16 .03.2018**
**2. PCPO/CORE letter No. E/Gaz/CORE/Policy dated 22.06.2018**

In view of the difficulties being experienced by Railway Electrification (RE) Organizations due to shortage of technical manpower, Board (ME, MTR, MS, FC & CRB), has approved the following:

1. Filling up of posts of technical manpower, at Level-6 and Level-7, in Engineering, Electrical and S&T departments of Railway Electrification organization is permitted by re-engagement of retired employees as a first preference. The re-engagement of retired employees may be done with the approval of respective PHOD in RE organization. Extant guidelines including the ones contained in Letter no. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 may be followed.
2. Only if retired employees are not available, filling up of posts of technical manpower, on contract basis against non-promotional quota against Level-6 and Level-7 posts, in Engineering, Electrical and S&T departments of RE organization is permitted except SSE/JE (Signal) on terms and conditions enumerated in Annexure enclosed.

2.1 This scheme is launched on experimental basis and is valid for two years from the date of issue of this letter.

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

DA: Annexure in 2 pages

13/7/18
**(Anand S. Khati)**
**Exeutive Director**
**Establishment (G)**

13.7.18
**(Umesh Balonda)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans Cell/S&T/Contractual Staff** **New Delhi, dated: 13 .07.2018**

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

Sanjeeb Kumar 13/7/18
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Terms and conditions for filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering, Electrical and S&T departments (Except SSE/JE (Signal)) of Railway Electrification (RE) organization:

1. These engagements should be done with the prior approval of respective PHOD in RE organization subject to fulfillment of eligibility & other conditions governing such engagements.
2. Educational Qualifications and Age Limit of such contract engagements should be in accordance with those prescribed for direct recruitment.
3. These contract engagements should be made against clear vacancies (against non-promotional quota) for a maximum period of one year or availability of a regularly selected candidate, whichever is earlier. Suitable break should invariably be given between successive contracts (if any).
4. The selection process and selection criteria may be decided with the concurrence of PFA in consultation with PCPO and approval of General Manager.
   Such engagements should be made by screening, based on the selection criteria approved by General Manager, by a selection committee of JAG officers nominated by respective PHOD, including one officer from concerned department (ie. Engineering or Electrical or S&T) and one from Personnel department.
   The engagements should be made by inviting applications and the advertisement should be published in local and national newspapers and also put on Railway website(s).
5. Representation of SC/ST and OBC categories as per vacancies reserved for them should be ensured as per extant guidelines in force.
6. Candidates will have to undergo medical examination (as applicable for direct recruitment for SSE/JE of Engineering/Telecom/Electrical department) and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway hospital.
7. The candidates recruited on contract basis will not be entrusted with the duties of quality certification, safety certification, Stores in-charge, certification of measurements in Measurement Book and the like. However, they may assist the regular Railway supervisors in these works and in performance of other day to day duties. Detailed duty list may be drawn by RE organization.
8. The candidates recruited on contract basis may be given training/orientation in rules, regulations and practices related to safety, technical and other areas before they are deputed on work. Period and content of such training/orientation may be determined by respective PHOD/CHOD in consultation with PCPO/CPO(RE organization) but should not be less than 10 working days. After completion of training/orientation, the candidate should be adjudged for suitability/competency before deputing him on field job.
9. The candidates recruited against Level-7 posts may be designated as Senior Technical Associate (RE/Works or RE/P-way or RE/OHE or RE/PSI or RE/Tele, etc.) and the

candidates recruited against Level-6 posts may be designated as Junior Technical Associate (RE/Works or RE/P-way or RE/OHE or RE/PSI or RE/Tele, etc.).

10. Duty pass may be provided for stretch of the journey involved on duty. They may be entitled to IInd Class 'A' duty pass.
11. The contractual staff may be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sundays and National Holidays for which Compensatory Rest may be given later. In addition, Contractual staff may be granted two days leave for each completed month of engagement in Railway. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).
12. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees must be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.
13. The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.
14. Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organization on their engagement.
15. All statutory requirements shall be complied with by Railways.
16. It should be a full time contract and their remuneration should be on monthly basis as given here under:

| Monthly remuneration for technical manpower of Engineering, Electrical and Telecom recruited on contract in RE organization (in Rupees) | | | |
|---|---|---|---|
| Level (7th Pay Commission) against which recruited | Class of city in which posted | | |
| | 'Z' class | 'Y' class | 'X' class |
| Level -6 | 25000 | 27000 | 30000 |
| Level -7 | 32000 | 34000 | 37000 |

17. They may be paid Daily Allowance when on tour as admissible, at the rate of Rs. 500/-.
18. Any other condition as considered essential in line with any other policy governing such engagements may be considered/included with the approval of PCPO, PFA and GM.

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 11-07-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Powers of Purchase through GeM

**Ref:** (i) RB letter No. 2017/Trans/01/Policy dt. 26-10-2017
(ii) RB letter no. 88/RS(G)/779/14 Pt. dt. 06-01-2017
(iii) RB letter no. 2017/Trans/01/Policy/Stores dt. 29-12-2017

Vide letter under reference (i), Board has issued model SOP document to be followed by Zonal Railways with the twin objectives of increased delegation to field units as well as bringing uniformity of practices. Some Railways have represented that the delegation of powers of purchase of field stores officers through GeM is highly inadequate and needs to be made at par with Direct Acceptance powers of stores officers.

The matter has been considered and competent authority has accordingly approved the following revised delegation:

| SN | Level | Existing Value Limit | Revised Value Limit |
|---|---|---|---|
| 1 | Sr DMM / Dy CMM (Depot) | Rs 5 lakh per case | Rs 50 lakh per case |
| 2 | DMM / SMM (Depot) | Rs 2 lakh per case | Rs 10 lakh per case |
| 3 | ADMM / AMM (Depot) | Rs 1.5 lakh per case | Rs 5 lakh per case |

This issues with the concurrence of Finance Directorate of Railway Board.

11.07.18
**(Mahesh Chandra)**
**Executive Director / RS(G)**

11/7
**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 11-07-2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/Health/Consultation Fee** **New Delhi, dated: 10.07.2018**

The General Manager
All Indian Railways/PUs, NF(Con), CORE

The DG/RDSO/Lucknow, DG/NAIR/Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Consultation fee for medical aid to passengers**

As per para 628 of IRMM, a Railway doctor attending a passenger afflicted with sudden illness or injury (other than as a result of a railway accident in which case it is the duty of the Railway administration to provide free medical attendance and treatment facilities) is allowed to recover a consultation fee at the rate of Rs. 20/- irrespective of the grade of the attending Medical Officer.

It has been decided by Board (MS, FC and CRB) that the Consultation fee for above purpose be revised from Rs. 20/- to Rs. 100/-. The rest of the para 628 of IRMM will remain unchanged.

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

10.07.18
**(Rajesh Gupta)**
**Executive Director/Transformation**

**No. 2018/Trans Cell/Health/Consultation Fee** **New Delhi, dated: 10.07.2018**

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

Sanjeeb Kuma
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

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

No.2018/Transf. Cell/MR Dash Board/Motivation Dated: 09.07.2018.

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR /Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Incentive Scheme for Railway Employees.
Ref: (i) This office letter of even No. dated 27.12.2017
(ii) Presentation made to the Board on 06.03.2018
(iii) This office letter of even No. dated 23.03.2018

Pursuant to the presentation made by the GM/NWR to full Board on 06.03.2018, recommendations of the Committee have been considered by the Board (ME, MT, MS, FC, CRB). Following key recommendations have been approved by CRB.

1. At the time of exercising option for fixation of pay the employee shall be provided with two options for calculation of pay so that he is able to pick up the best. As the employee would be exercising the option in a more informed manner, a wider window be provided to them, if they seek to change the option, and Master Circular for the pay fixation should be suitably amended.

2. Zonal Railways can consider providing accommodation (not leased) strictly for family of field level staff at a nodal station generally within 50-100 kms of the way side station where he or she is posted. The Zonal Railway may chose the nodal station on their own where they want to operate this scheme as per feasibility and allot vacant quarters at the nodal stations on the first come fist serve basis. If required some of the way side station quarters can be converted into transit camp or dormitories at the discretions of Zonal Railways. This would alleviate a major concern of our field staff who face problems on this account. GM's may take necessary action based on the above.

3. It would be better to provide resting facility with toilets at manned level crossings for use by the trackmen and other field staff. This facility can be a temporary structure made up of porta cabins and be provided within the sanctioned budget of the Zonal Railways.

4. All other items which are apparently of general nature may be taken up as a pilot project by GM/NWR for which he is being fully authorized. The result of the pilot project be sent to Board for further action.

Concerned Directorates will issue necessary detailed instructions in respect of items at 1,2 & 3 above in particular and other items listed in the Annexure wherever necessary.

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

**(A.K.Chandra)**
**Executive Director**
**Transformation**

No.2018/Transf. Cell/MR Dash Board/Motivation Dated: 09.07.2018.

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

**Annexure**

Presentation was made by GM/NWR to Board on 06th March 2018. Following decisions were taken:-

1. Development of E-HRMS by CRIS needs to be expedited. CRIS should consolidate the features of various applications developed by Zonal Railways and PUs. The E-HRMS should also have interface with the existing applications like IPAS, ARPAN, Nivaran etc.

2. Mobile phones of all the employees may be captured in the database of IPAS and should be used for disseminating information relevant for employee. GM/NWR may introduce it in one of the divisions.

3. Employees charter should be extended to including the other service departments like Medical, Finance, Housing, Electrical etc.

   GM/NWR may finalise and adopt on NWR as a pilot.

4. Railway Residents Management Association should be formed in all major colonies, members of RRMA should necessarily be residents of those colonies.

   These RRMA should decide the priorities of the works to be undertaken in the available budget for the maintenance of houses. RRMA would also finalize the priority of works for finalization under Demand-16.

   RRMA should also monitor the works being carried out by the existing agencies. GM/NWR may take necessary action and advise other zones to follow these guidelines.

5. Emergency Helpline for security/fire and medical should be established at all major railway colonies.

   The helpline number should be displayed at vantage points in the colonies as well as in the telephone directory.

   All the zonal railways may implement this scheme.

   Rehabilitation of coaches/rolling stocks is charged to Capital (PH-21), periodical major repairs to railway houses also needs to be done through planned outlay from Capital. ME mentioned that this initiative will be taken forward and a concept paper will be put up for consideration of the Board shortly.

6. National Institute of Design should be asked to design "Indian Railway Brand" Badge for all officers and staff, wearing of uniform or a logo at work on one day a week.

   GM/NWR may take this initiative forward.

7. Mentoring scheme should be started in Indian Railway. Officers, Supervisors and Sr. Level workers who have necessary skills to be selected as Mentors should be trained as mentors proficiently.

7.1 Each Mentors should have around 10-12 staff to look after for Mentoring.

7.2 Whenever new employees join, they should be given all necessary information through the Indian Railway Website/RRB Website giving contact details, process of medical, documents required, and forms to be filled & general information about IR etc.

7.3 Successful RRB recruits to be provided with an information booklet containing all above details. MS to decide on the format to be developed for such information booklet/brochure.

7.4 These booklets should also be printed and given to these employees as they report to the respective units.

GM/NWR may firm up modalities and implement on NWR.

8. Service records verifications must be carried out at regular intervals of 10 years. A system needs to be started for creating alerts for service record verifications of employees due retirement in next one year.

This was also approved in principle. GM/NWR may implement it on NWR. Others to follow.

9. Minimum Essential Amenities for workplaces, houses, colonies etc must be defined.

GM/NWR may further work it for a pilot on one of the locations on NWR and send the proposal to ME and MTR for consideration.

10. Contract conditions for giving hospitality contracts for Rest Houses, Holiday Homes should be modified to include the eligibility criteria for the tenderers so that only qualified hospitality chains are able to compete.

GM/NWR may implement it on NWR as a pilot.

11. Railway premises must be secured with fencing/ boundary wall along with enhanced lighting & CCTV cameras.

GM/NWR may try to do a pilot at one central location and furnish feedback.

12 Psychological counsellors may be hired on contract basis for major railway colonies for counselling of the staff and their families.

GM/NWR may do it as a pilot in one of the zonal hospital on NWR and furnish feedback.

13. Skill Gap analysis must be carried out every 5 years for all categories to identify the need of training of different categories of employees & ensure that they are abreast of the technology.

    GM/NWR may do it as a pilot on NWR.

14. Employee satisfaction survey may be carried out through a professional agency to gauge the effectiveness of railway welfare skills/programmes. The future welfare inputs should be based on the employees satisfaction survey. GWNWR may do it as a pilot at NWR.

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

No.2018/Transf. Cell/Mech./Contractual Staff Dated: 04.07.2018.

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR /Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Corrigendum to Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographer/PAs.
Ref: This office letter of even No. dated 03.07.2018

Para 3 of the letter under reference, should be read as under:-

**Para 3** "The entry level of Stenographers is level-4. Accordingly, the remuneration of such contractually engaged staff should be worked out in the same way as that of JE engaged on contract basis (as per letter No. 2018/Trans. Cell/S&T/Contractual Staff dated 16.03.2018) based on the work assigned to such contractually engaged stenographer/data entry operators/ Digital Office Assistants".

General Managers, are however free to decided the remuneration in level-4 in consultation with PCPO & PFA on the basis of work which can be assigned to them.

**(A.K.Chandra)**
**Executive Director**
**Transformation**

No.2018/Transf. Cell/Mech./Contractual Staff New Delhi dated: 04.07.2018.

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**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Transf. Cell/Mech/Contractual staff** **New Delhi, Dated: 03.07.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs**

**Ref: Transformation Cell letter No. 2018/Trans Cell/S&T/Contractual Staff, dated 16.03.2018**

In order to mitigate problems arising out of acute shortage of Stenographers/PAs affecting efficient functioning of office, Board have approved hiring of Data Entry Operators or Executive Assistant or Digital Office Assistant against an existing vacancy of Stenographer on the same lines as engagement of staff against posts of SSEs/JEs(Works) in Construction organization by re-engagement of retired personnel or by engagement on contract basis issued vide No. 1018/Trans Cell/S&T/Contractual Staff, New Delhi, dated 16.03.2018 subject to the following:

1. General Managers will finalize the number of persons to be hired against such vacancies in consultation with PCPO & PFA after confirming that the vacancies are not earmarked for surrender or frozen as a policy.
2. The proposed remuneration shall be commensurate with general work schedule of such hired personnel.
3. The entry level of Stenographers is Level-6 i.e. same as the Junior Engineers. Accordingly, the remuneration of such hired/engaged staff may be kept at the same level as that of Junior Engineers on contract basis as circulated vide letter under reference.
4. General Managers may frame terms and conditions of such engagement on contract basis in consultation with PCPO & PFA.

This issues with the approval of Board (MS, FC & CRB) and concurrence of Associate Finance of the Transformation Cell.

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

**No. 2018/Transf. Cell/Mech/Contractual Staff** **New Delhi, dated: 03.07.2018**

**Copy to**
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

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

29 JUN 2018

DO No 2018/TransCell/E/Child Protection

**My dear Station Incharge & RPF Post Incharge,**

**Sub: Care & Protection of distressed children in contact with Railway.**

Many distressed children who are homeless, runaway, missing or separated from their families often come in contact with Railways at railway stations or in trains. These children are at a great risk of falling in wrong hands. Children are our future and it is our foremost duty to protect them.

A nationwide campaign has been launched across the entire railway system, in collaboration with National Commission for Protection of Child Rights (NCPCR) to increase awareness on this subject of ensuring care and protection of vulnerable children. A Standard Operating Procedure (SOP) to ensure child care and protection is already in operation at 88 important stations. Some more stations will be added in due course. Irrespective of the stations under SOP, there is a need to sensitize all stations on this issue. Station in-charge and RPF post in-charges who are at the forefront of public contact will need to play a pivotal role in our drive to protect our children.

A guidebook recently prepared by NCPCR serves as a ready reckoner for steps to be taken to protect such children. I hope you have received this guidebook.

In order to make all the railway stations child friendly, I would urge you to go through the guide book and take such actions on your part like educating and sensitizing all staff at the railway stations and in trains, other stakeholders like vendors, coolies and auto drivers and also the general public on this critical issue, disseminating information of child help desks at the station (if available) and prominently displaying help line number of all emergency services and especially of CHILDLINE 1098 etc.

I would like you to take up this **noble** cause in right earnest as a mission under the leadership of your DRM.

Best wishes,

Yours sincerely

**(Ashwani Lohani)**

**Station Incharges & RPF Post Incharges**
All Indian Railways

Copy to:

GMs and DRMs
All Zonal Railways and All Divisions

Copy to:

FC, ME, MRS, MS, MT, MTR
DG/P, DG/RHS, DG/RPF, DG/S&T, DG/RS
PS to MR for kind information of Hon'ble MR

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Zonal Hospitals** **New Delhi, dated: 13.06.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegations of powers on Medical matters**

**Ref: Railway Board letter no. 2017/Trans/01/Policy dated 18.10.2017**

For smooth and more effective functioning of Zonal and other Railway hospitals, it has been decided by Board (MS, FC and CRB) to delegate the following powers-

| S.No. | Item Description | Powers Delegated |
|---|---|---|
| 1 | Transportation of dead bodies of Railway beneficiaries, who die in Railway Hospitals, in indigent cases | MD (Zonal Hosp) and CMS/CMO of divisional/workshop/PU hosp<br>Upto Rs. 5,000/- in each case |
| 2 | To sanction reimbursement of medical expenses for treatment including pacemaker of railway servants / RELHS-97 and members of their families for treatment taken in emergency without proper reference by authorized Railway Medical Officer<br>(i) Private non-recognized hospitals<br>(ii) In Government hospital including Autonomous body hospitals that are fully funded from Govt. funds but given autonomy for administrative purposes like AIIMS, NIMS (Hyderabad) etc.)<br>[Item 5b of Model SOP, Medical matters] | MD (Zonal Hosp)<br>Rs. 2 lakh per case without annual ceiling subject to associate finance concurrence |
| 3 | Referral of Rly. Beneficiaries to Non-Railway Medical Institutions for PET Scan<br>[Item 20b of Model SOP, Medical matters] | For all officers to whom powers are delegated:<br>1. Limit of Sanction: Limited to NABL/Non-NABL rate specified by CGHS for the city/nearby the city where PET scan is to be/has been got done.<br>2. In exceptional cases, to be recorded in writing, where PET scan rates exceed prescribed CGHS rates and no hospital is agreeing to conduct PET scan on CGHS rates, then three quotations shall be called for and PET scan be allowed to be done by Medical Board at the institution/ |

Sanjeev Kumar

13.06.18

| S.No. | Item Description | Powers Delegated |
|---|---|---|
| | | hospital quoting the lowest rate with concurrence of the associate finance and with the approval of CMD of Zone/ CMO of PU. |
| 4 | Replacement/addition of small medical equipment, apparatus, appliances including instruments, spares and accessories for Hospital and Dispensaries chargeable to revenue<br>[Item 23 of Model SOP, Medical matters] | MD (Zonal Hosp)<br>Up to Rs.2 lakh<br>Per item<br>(Unit Rate)<br>CMS/CMO<br>Up to Rs.2 lakh<br>Per item<br>(Unit Rate)<br><br>Exercise of powers is subject to budget provisions. Finance concurrence is necessary, if the cost of an item exceeds Rs. 25, 000/-. |
| 5 | To organize refresher/ induction courses for Doctors/Para-Medical/ Health staff.<br>[Item 38 of Model SOP, Medical matters] | MD (Zonal Hosp)<br>Rs. 10,000/- for each course subject to a maximum limit of Rs. 2 lakhs per Annum<br>(with finance concurrence) |
| 6 | Procurement of VVI Pace – Maker<br>i. As Reimbursement - To a beneficiary on production of valid documents and on the recommendations of A.M.O. in case the implantation has been done at govt./Pvt. Hospital in emergent circumstance.<br><br>ii. Single Chamber Pace Maker with or without Rate Response (Including Pacemaker; Leads; Accessories & all associated Hospital Charges.<br><br>iii. Double Chamber Pace maker: with or without Rate Response (Including Pacemaker; Leads; Accessories & all associated Hospital Charges<br><br>[Item 52a of Model SOP, Medical matters] | MD (Zonal Hosp)<br><br>Up to Rs. 60000/- in each case.<br><br>Should not exceed Rs. 1 Lakh<br><br>Should not exceed Rs.2.0 Lakh<br><br>Finance concurrence will be necessary. |
| 7 | Referral of patients for treatment, investigations etc to the private empanelled and other Government hospitals | For Zonal hospitals, MD(Zonal Hosp) or one of the SAG medical officer of Zonal hospital nominated by him can sanction referral |
| 8 | Engagement of doctors as contract medical practitioners (including part-time dental surgeons)<br>[Item 59 of Model SOP, Medical matters] | MD(Zonal Hosp)<br>Full Powers<br><br>MD will exercise powers based on recommendations of the committee |

Sanjeev Kumar

13.06.18

| S.No. | Item Description | Powers Delegated |
|---|---|---|
| | | headed by One SAG doctor nominated by MD, Dy.CPO(HQ), Dy.FA&CAO(HQ); (One member not below JA Grade of SC/ST may be co-opted if not already on the committee to be nominated by MD) |

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

13.06.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/Zonal Hospitals** **New Delhi, dated: 13.06.2018**

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

Sanjeeb Kumar 13.06.18

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy to: As per list attached

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

No. 2018/TF/Civil/works New Delhi, dated: 12 - 06- 2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms – Project Cell in Divisions and Delegation of Powers.**
**Ref:**

1. Railway Board's letter No F(X)II-2015/PW/7 dtd 12.06.2017
2. Railway Board's letter No. 2015/CE-I/CT/O/20/1 dtd 14.09.17
3. Railway Board's letter No. 2017/Trans/01/Policy New Delhi, dtd: 18.10.17
4. Railway Board's letter no 2017/Trans/01/Policy dated 26-10-2017
5. Railway Board's letter No. 2017/Trans/01/Policy/Pt-S dated 02-02-2018

In order to expedite execution of works, in partial supersession of instructions issued vide letters referred above, following are issued with the approval of Board (ME, FC & CRB).

## 1.0 Project Cell in Divisions

1.1 Large number of works require close coordination within a division, especially those relating to Traffic Facility like yard remodeling, Passenger Amenity at the stations involving FOBs, Platforms, Lifts, Escalators, S&T works including Panel Interlocking, Electronic Interlocking, and RE works in the yards. As the execution of these works is closely linked to train operations, safety and punctuality, divisions are much better equipped to execute such woks with suitable augmentation/ strengthening of the organization.

1.2 Depending upon the need, a Project Cell may be created in the division. ADRM (Infra) should function as head of the Project Team. The officers and staff for the Project Cell may be arranged by the Zonal Railway/Division by suitable redeployment of existing Strength. Detailed Guidelines/Procedure may be formulated by the General Managers. Project Cell may comprise of all or some of the following.

- Sr DEN/Special assisted by one DEN/ADEN and SSE/JE
- Sr DSTE/Special or a DSTE/Spl with supporting officer and staff
- Sr DEE/Spl or DEE/Spl with supporting officer and staff
- DOM/Spl with supporting staff
- Sr DFM/Spl or a DFM/Spl **OR** any JAG/SS Officer of Finance nominated by PFA of the Railway with supporting officer and staff

1.3 The Project team shall work as a team and all tendering, planning work may be done in-house, without creating any extra burden on the existing workload of other divisional officers, as they are already engaged in safety, punctuality and train operations. For the planning, estimation, tendering, drawing, designs, software and consultancies etc this project team shall be self sufficient with suitable outsourcing, chargeable to the assigned projects. The project cell will have a well equipped "Design and Drawing Office" catering to the needs of all the Branch Officers of division.

Sanjeeb Kumar

12/06/18

1.4 During the works review meetings the decision to allot any particular such work to division may be taken by GM. While allotting the work, allotment should also be accompanied with posting of the required officers to execute the work.

1.5 As Regards the Tender acceptance, and sanction of Detailed Estimates, following has been approved.

| Sr No | Powers of Acceptance of Works Tender (for each tender) | Accepting Authority |
|---|---|---|
| 1 | Above Rs 20 Crore and upto Rs 50 Crore | DRM / CWM |

| Technical sanction of Detailed Works Estimates | | |
|---|---|---|
| 1 | Technical sanction of Detailed Works Estimates | DRM / CWM (upto Rs 75 Crore) |

## 2.0 Nomination of Tender Committee Members

Presently GMs are empowered to decide the level of tender Committee, in accordance with extant instructions of the Board. The constitution of Tender Committee may be modified accordingly by GMs wherever considered necessary.

## 3.0 Direct Acceptance of E-Tenders of value upto and including Rs 50 lakh:

Electronic-Tenders valuing upto and including Rs 50 lakh may be directly accepted as per Railway Board's letter no 2017/CE-I/CT-9 dated 11.09.2017. If the accepting authority considers need for negotiation with the lowest tenderer, the negotiation may be conducted by the Accepting Authority himself following the extant procedure for conducting negotiations and Tender Acceptance, as applicable in Works matters and applicable for the normal Tender committee cases.

## 4.0 Contract Variations

4.1 Clause 42 (4), 2 (a) of Indian Railway Standard General Conditions of Contract, is modified to read as under:

*"Operation of an item by more than 125% of the agreement quantity needs the approval of **Tender Accepting Authority not less than a JA grade"***

## 4.2 Introduction of new NS item in a Works Contract;

*(a) SG/JAG officer has complete power to sanction NS item-upto Rs 5 lakh or 10% of the cost of contract, whichever is less, without finance concurrence and beyond that with Finance concurrence.*

(b) In order to streamline the management of NS Items, as a one time exercise, all NS items operated in the past may be examined & consolidated & converted into appropriate scheduled items. Thereafter it may be done on yearly basis by Zonal railways.

## 5.0 Special Repairs to Officers Bungalow/ Accommodation:

**Para 1904 of Engineering Code is deleted.** Regarding repairs of the Railway houses, instructions issued from the Transformation Cell vide letter no 2018/TransCell/Process Reform/Estt dated 05.04.2018 may be followed. DRM/PHOD will have full powers for incurring expenditure keeping in view the status and the works required to be undertaken as per extant instructions of Railway Board.

Sanjeeb Kumar

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

Kindly acknowledge the receipt and ensure compliance.

21/06/18

(T. K. Pandey)
Executive Director, Transformation

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

Sanjeeb Kumar

(Sanjeeb Kumar)
Executive Director (Accounts), Transformation

Copy to

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railway Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.
11. 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.
12. CMD/MD of all Railway PSUs

**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

**Copy to:**

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

(T. K. Pandey)
Executive Director, Transformation

भारत सरकार
(Government of India)
रेल मंत्रालय (रेलवे बोर्ड)
Ministry of Railways (Railway Board)

No. 2018/Heritage/Misc/1 New Delhi; Dated: 12.06.2018

**General Manager(s)**
**All Indian Railways**

Sub: **Contractual engagement of retired railway staff on "Consultant-cum-Coach" basis for preservation of Railway Heritage.**

For meaningful preservation and revival/restoration of railway heritage items like steam locomotives, vintage coaches, steam cranes, semaphore signals, station equipment, steam powered equipment etc., Board (MS & FC) has approved contractual engagement of retired railway staff on "Consultant-cum-Coach" basis as per following stipulations initially for a period of one year:

(i) Principal HODs (PHOD) of Zonal Railways shall be empowered to engage retired railway employees having adequate skills for consulting and guiding the process of revival and preservation of heritage items like steam locomotives, vintage coaches, steam cranes, semaphore signals, station equipments, steam powered equipments etc.

(ii) PHODs shall be empowered to 'Search' & 'Select' appropriate retired railway staff for aforesaid engagement keeping in view his/her good health and level of his/her relevant skills/ knowledge.

(iii) The engagement will be purely on contractual short term basis with a maximum tenure of six months at a time and not against vacancies for doing regular work.

(iv) Number of retired staff and period of engagement will be decided by concerned PHOD in consultation with PFA & PCPO depending upon the actual workload. PHODs can engage up to a maximum of 10 (Ten) retired railway staff (considering that there may be more than one location in the Railway like Workshops, Museums etc. where such engagements are needed concurrently) at any point of time.

(v) The retired railway staff will be paid Rs. 1200/- (Rupees One Thousand Two Hundred only) per day on consolidated basis. However, in no case the remuneration for retired staff shall exceed last pay drawn when added to pension. No other remuneration like OT, TA, DA, accommodation or transport will be admissible.

(vi) The upper age limit for engagement of retired railway staff shall be 65 years.

12-6-18
(Subrata Nath)
Executive Director/Heritage
Railway Board

12/06/18
(A K Chandra)
Executive Director/ Transformation Cell
Railway Board

**No. 2018/Heritage/Misc/1** **New Delhi; Dated: 12 .06.2018**

1. PFAs/PCPOs, All Indian Railways
2. The Deputy CAG (Railways), Rail Bhawan, New Delhi.
3. The Director of Audit, All Indian Railways

**For Financial Commissioner (Railways)**
**Railway Board, New Delhi**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/Medical Cards** **New Delhi, dated: 08.06.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Medical Identity Cards – Uniformity and renewal**

For bringing uniformity in the Medical Identity Cards issued to employees and other beneficiaries on Indian Railways, Board (MS, FC & CRB) have approved the following.

1. The Medical Identity Card should be a plastic based card, the size of which should be same as that of the debit/credit cards issued by banks.

2. A strip at the top of the card should have different color for serving and retired employees and their dependents as per extant instructions on color of Medical Identity Cards.

3. A separate Medical Identity Card, with unique all India number, should be issued to the employee as well as each dependent. The card of the dependent may also bear the Medical Card number of the primary serving/retired employee. The numbering scheme is to be decided by Establishment Directorate.

4. The level of entitlement of employee, which indicates the level of facilities to be provided to the beneficiaries, should be indicated on the card. The pattern being used by CGHS may be adopted with suitable modifications, if required. Health directorate may decide the same.

5. The Medical Identity Card for beneficiaries upto the age of 15 years should be made valid for 5 years, after which these should be renewed. For beneficiaries above the age of 15 years, the Medical Identity Card should be renewed on attaining the age of 40 years and at the time of retirement. The Medical Identity Card should also be reissued on change of level of entitlement.

6. Only bare minimum information of the beneficiary may be visible on the card. The following data may be printed on the card:
   a. The name of the Railway
   b. Medical Card Number
   c. Name & Medical Card Number of the Primary holder in case of card of dependent
   d. Name of the card holder
   e. Year of Birth
   f. Date of validity of the card
   g. Level of entitlement of medical facilities

Sanjeeb Kumar

08.06.18

h. Health Unit
i. Blood Group
j. Photograph
k. Signature/LTI of the beneficiary
l. Signature/Designation of issuing authority
m. Electronic card reading may be incorporated where such systems are implemented.

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

08.06.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/Medical Cards** **New Delhi, dated: 08.06.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy to: As per list attached

भारत सरका **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Transf. Cell/Traffic/ Policy** **New Delhi, dated: 08.06.2018**

**General Managers,**
**Indian Railways**

**Sub: Train Captain as overall leader and in-charge of all on board railway personnel and outsourced staff**

Long distance Mail/Exp trains have a large group/team of railway personnel and outsourced staff on board for offering various services to the passengers and to provide maintenance on run. In order to introduce the concept of a single person/leader responsible for coordinating the entire team and facilitating all services during the complete journey of the train, it has been decided to introduce the concept of Train Captain.

2. In trains like **Rajdhani/Shatabdi/Duranto and other trains where a Train Superintendent (TS) is on end to end basis, TS shall be nominated as "Train Captain"** and made responsible for all the facilities on train. He/she should be provided with a **badge of Train Captain** to be worn on the uniform. All on board railway personnel and supervisors of all outsourced agencies shall report to the Train Captain for effective control and supervision to ensure improvement in on-board services offered by Railways. Zonal Railways shall issue necessary directives to all on board staff to ensure strict compliance of directions of the Train Captain to address the issues concerning complaint free travel of passengers failing which action may be initiated against the staff not following directions of the Train Captain.

3. In **all other trains, where TS is not present, zonal railways may nominate the senior most Ticket checking staff as Train Captain**, who will wear the badge of Train Captain and shall be responsible for all facilities in the train as mentioned above. This badge will be handed over to the senior most ticket checking staff of the next leg of journey who will then act as Train Captain till the next leg and so on. The Train Captain must be provided with the mobile number of the on board staff so that he/she is able to contact them when their services are required.

4. Zonal railways may also ensure that the name and contact number of the Train Captain is made available to the passengers through reservation charts before departure of the train. During the journey, on board announcement at convenient timings must be ensured to provide the name and contact number of the Train Captain to the travelling passengers.

This issues with the **approval of Board (MT and CRB)**.

Niraj Sahay 08/06/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf. Cell/Traffic/ Policy** **New Delhi, dated: 08.06.2018**

1. PCCMs, Indian Railways
2. PCOMs, Indian Railways
3. PCMEs, Indian Railways
4. PCEEs, Indian Railways
5. PFAs, Indian Railways
6. CSCs, RPF, Indian Railways
7. The ADAI (Railways), New Delhi
8. The Director of Audit, All Indian Railways

Copy - As per list enclosed

भारत सरका **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Transf. Cell/Traffic/ Policy** **New Delhi, dated: 07.06.2018**

**General Managers,**
**Indian Railways**

**Sub: Fixation of reserve price without finance vetting for parking of cycle/two wheelers/non commercial light motor vehicles and pay & use toilets in railway premises**

Concerns have been raised from various quarters regarding the system of fixation of reserve price after finance vetting before calling of tenders for parking contracts of cycle/two wheelers/non commercial light motor vehicles and pay & use toilets in railway premises. Since these activities are largely undertaken to cater to passenger amenities and to maintain orderliness within station premises, the procedure for fixation of reserve price for these activities has been amended in consultation with Traffic (Commercial) and Finance (Commercial) Directorates with the approval of Board (FC and CRB).

2. Fixation of reserve price will be done without finance vetting on the basis of recommendations of an **Empowered committee of supervisors** of the concerned departments in the manner given below:

a. **Sites/Lots where the current contract is coming to an end**

i. In this case there is fair idea of the potential of the lot and such would not require an *abinitio* determination of the same.

ii. The Empowered Committee would carry out a survey of the parking lot to assess the revenue potential and determine the reserve price which would be used for the auction/bid.

iii. Composition of the Empowered Committee – Supervisors from Commercial and Accounts and the SS/SM of the concerned station.

b. **Sites/Lots that have been freshly identified for commercial utilisation**

i. These should be looked at in conjunction with similar lots at different locations in the division for which the institutional memory would be at the Divisional Level and not at the beat level. The recommendations of the empowered committee in these cases for fixation of reserve price shall be approved by a Branch Officer level committee of the Commercial and Accounts departments of the Division.

ii. Composition of the Empowered Committee – Supervisors from Commercial and Accounts and the SS/SM of the concerned station.

3. Regarding other smaller earning contracts, mode of and procedures leading to the award of contract can be determined locally. However, care may be taken as far as practicable,

Sanjeeb Kumar Nirj Sahay 07/06/18

not to award contracts by nomination. In the event of receipt of bids below reserve price, Sr.DCM may refix the same with the approval of DRM and invite fresh bids.

4. This supersedes all previous instructions issued on the subject matter.

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

Niraj Sahay 07/06/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2018/Transf. Cell/Traffic/ Policy** **New Delhi, dated: 07.06.2018**

1. PCCMs, All Indian Railways
2. PCOMs, All Indian Railways
3. PCEs, All Indian Railways
4. PFAs, All Indian Railways
5. The ADAI (Railways), New Delhi
6. The Director of Audit, All Indian Railways

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**ED/Accounts**
**Transformation Cell**
**Railway Board**

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**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/Health/SR & JR** **New Delhi, dated: 06 .06.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Terms & conditions for engagement of Senior Residents & Junior Residents in Railway Hospitals**

**Ref: Railway Board letter no. 1988/H/2-1/9 dated 21.04.2017 & 24.06.2008**

On the basis of feedback received from one of the zonal hospitals, the matter of terms and conditions for engagement/extension of Senior Residents and Junior Residents in Railway Board has been re-considered and the Board (MS, FC & CRB), has approved the following amendments-

| S.No. | Current Provision | Modified Provision |
|---|---|---|
| 1 | **Appointing Authority of Senior Residents (SR):** Appointing Authority for Senior Resident will be Principal Chief Medical Director of the zone. In case of any administrative delay in finalizing the selection process, extension of the term of present incumbent upto one month may be granted with the approval of GM. | Appointing Authority for Senior Resident will be Principal Chief Medical Director of the zone. In case of any administrative delay in finalizing the selection process, extension of the term of present incumbent upto one month may be granted with the approval of Medical Director (Zonal Hospital)/ CMS/CMO. The extension, whenever granted, should be intimated to respective PCMD. |
| 2 | **Appointing Authority and Extension approval Authority of Junior Residents:** Appointing Authority of Junior Residents (House Surgeons) will be General Managers of the respective Railways. These powers should not be re-delegated to an authority below the rank of PHOD i.e. PCMD of the Railways. The extension of tenure beyond two years will be done only after the approval of DG(RHS). | Appointing Authority of Junior Residents (House Surgeons) will be PCMD. The extension of tenure beyond two years will be done only after the approval of PCMD. |

6/6/18 06/06/18 Sanjeev Kumar

| | | |
|---|---|---|
| 3 | **Age limit for appointment of Senior Residents:**<br>Railway may be allowed to relax age limit from 33 years to 40 years, as done by Institutions like AIIMS in a particular specialty where they normally find difficult to have Senior Residents. This should be done with approval of General Manager.<br><br>However, they should clarify in the advertisement that relaxation of age will be considered only if there is no candidate or applicants who satisfy the laid down age limit of 33/35 years (PG/DM).<br><br>Further relaxation for SC/ST/OBC and physically handicapped as per government of India notification will apply. | Railway may be allowed to relax age limit from 37 years to 40 years, as done by Institutions like AIIMS in a particular specialty where they normally find difficult to have Senior Residents. This should be done with approval of PCMD.<br><br>However, they should clarify in the advertisement that relaxation of age will be considered only if there is no candidate or applicants who satisfy the laid down age limit of 37 years (PG/DM).<br><br>Further relaxation for SC/ST/OBC and physically handicapped as per government of India notification will apply. |

Other terms and conditions of the extant policies shall remain unchanged.

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

6/VI/18

**(Anand S. Khati)**
**Executive Director**
**Establishment (G)**

06/6/18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans Cell/Health/SR & JR** **New Delhi, dated: 06 .06.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans.Cell/Health/CMP & PTDS** **New Delhi, dated: 06.06.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement/Re-engagement of Medical Practitioners on Contract basis (CMPs) including Part-time Dental Surgeons, Classification of operations and reimbursement of expenditure on Dental treatment**

**Ref: 1. Railway Board letter no. 2017/Trans/01/Policy dated 18.10.2017**
**2. Railway Board letter No. 2017/H-1/25/2/Dental/Policy dated 23.03.18**

Based on the feedback provided by doctors in the field, the matter of engagement/re-engagement of CMPs including Part-time Dental Surgeons, classification of operations into major, minor, special etc and re-imbursement of Dental treatment has been reconsidered and the Board (MS, FC & CRB) have approved the following.

**1. (a) Engagement of Medical Practitioners on Contract basis (CMPs) including Part-time Dental Surgeons:**

(i) Full powers for engagement of CMPs including Part-time Dental Surgeons were delegated to DRMs vide reference 1 above. DRMs will exercise these powers based on recommendations of the committee headed by CMS, Sr.DPO and Sr.DFM (One member not below JA Grade of SC/ST may be co-opted if not already on the committee to be nominated by DRM)

(ii) Full powers for engagement of Contract Medical Practitioners (CMPs) including Part-time dental surgeons for Workshops are delegated to CWMs (SAG) who will exercise these powers based on recommendations of the committee headed by One SAG doctor nominated by CWM, One JAG personnel officer & One JAG finance officer (One member not below JA Grade of SC/ST may be co-opted if not already on the committee to be nominated by CWM). If the officers of required grade are not posted under CWM, the officers from the nearest division may be got nominated from the DRM of that division. These powers are limited to CWMs having hospitals under their control.

(iii) Full powers for engagement of Contract Medical Practitioners (CMPs) including Part-time dental surgeons for PUs are delegated to GM(or CAO) of PU/DG(RDSO) who will exercise these powers based on recommendations of the committee headed by CMO, One JAG personnel officer & One JAG finance officer (One member not below JA Grade of SC/ST may be co-opted if not already on the committee to be nominated by GM(or CAO) of PU/DG(RDSO)).

(iv) For engagement of Part-time Dental Surgeons, an IRMS Dental Surgeon not below the rank of JAG will be included in the committee.

Sanjeeb Kumar
6/4/18 06.06.18

**(b) Re-engagement of Medical Practitioners on Contract basis (CMPs) including Part-time Dental Surgeons:**

The re-engagement of CMPs including Part-Time Dental Surgeons for additional terms not exceeding one year each may be done with the approval of MD/Zonal Hospital for Zonal Hospitals and with the approval of DRMs/CWMs/GM(or CAO) of PU for hospitals in Divisions/Workshops/PUs. The approval for re-engagement of CMPs/Part-time Dental Surgeons may be considered on the basis of recommendation of a nominated SAG level Medical officer for Zonal Hospital or CMS/CMO for Division/Workshop/PU. The proposal shall be submitted to associate Personnel office who shall process for recommendation, finance concurrence and sanction of competent authority in the Division/Workshop/Zonal Hospital/PU.

**(c)** The conditions of maximum number of terms for re-engagement, age and other terms and conditions as per extant policy shall remain unchanged.

**2. Classification of operations:**

The classification of operations into Major, Minor, Special etc be reviewed by Health Directorate and new operations may also be added to the list.

**3. Reimbursement of expenditure on Dental treatment:**

The reimbursement of expenditure, incurred on Dental treatment of Railway beneficiaries, is permitted as per Railway Board letter No. 2017/H-1/25/2/Dental/Policy dated 23.03.18. This arrangement, which was being extended every year is made permanent .

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

6/4/18

**(Anand S. Khati)**
**Executive Director**
**Establishment (G)**

06.06.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans.Cell/Health/CMP & PTDS**

**New Delhi, dated: 06.06.2018**

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

Sanjeeb Kumar.

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy to: As per list attached

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

No.2018/TF/CRB Directive/NAIR(Pt.) New Delhi,5.06.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow; DG/NAIR/Baroda,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDSLS, RWP/Bela
Directors/CTIs/ All Indian Railways

Sub: Empowering NAIR & CTIs - Revision of Honorarium for Guest Faculty.
Ref: PMS & Secy to DG/NAIR's letter No. NAIR/05/02/0007 dated 22.05.2018.

1. In order to give a boost to quality of training being imparted to officers of Indian Railways, a need was felt to revise the rate of Honorarium to Guest Faculty being invited by NAIR & CTIs. DG/NAIR & Directors of CTIs strongly expressed this need during their meeting with CRB on 14.05.2018 at Railway Board.

Based on the recommendations of NAIR & CTIs, Board (MS, FC & CRB) have approved the following rates of honorarium to Guest Faculty:

| Description of Item/ Nature of Power | As approved by Board for NAIR & CTIs |
|---|---|
| Facilities for visiting lecturer<br><br>Rate of honorarium to visiting lecturers | (a) Up to Rs. 15000/- per session of **two hours** for Guest Faculty of Eminence (non-railway/ serving or retired) only if there are reasons to justify such payment, which should be duly recorded in writing by DG/NAIR & Directors/CTIs.<br><br>No Finance concurrence is required.<br><br>(b) Up to Rs. 5000/- per session of up to **two hours** to the Govt. / Railway Officer (serving and retired) of SAG and above rank.<br><br>No finance concurrence is required.<br><br>(c) Rs. 2500/- per session of up to **two hours** duration to the visiting lectures other than (a) & (b) mentioned above.<br><br>No finance concurrence is required. |

NAIR & CTIs shall have to stay within the allotment of fund while exercising this power.

2. In addition to the above, Board (CRB) has also approved the following:

(a) DG/NAIR shall exercise full powers of the General Manager, as applicable to the Institutes.

(b) Directors of CTIs shall exercise shall exercise full powers of DRMs & PHODs as applicable to the Institutes.

This issue with the approval of Board & concurrence of Associate Finance of Transformation Cell of Railways Board

05/06/2018

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

No.2018/TF/CRB Directive/NAIR(Pt.) New Delhi,5.06.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways) New Delhi
3. The Director of Audit, All Indian Railways
4.

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director/ Accounts**
**TransformationCell**

Copy: As per list enclosed

1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. 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-A, & AIRPFA - Room No. 256-D Rail Bhavan

Copy to:

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, PEDs & EDs of Railway Board

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

DO No. 2018/Trans.Cell/E/Child Protection

04 JUN 2018

**My dear GMs & DRMs,**

**Subject: Care and protection of children in contact with Railways.**

A large number of vulnerable children come in contact with Railways as passengers or abandoned, trafficked, run away children separated from their family. These children are occasionally noticed travelling in trains or living on the platforms and in and around the railway stations.

2 Whenever a distressed child is found at the railway station, there is need to take care of the child and make sure that the child does not fall in wrong hands.

3. To address the issue of protection of such children 'The Standard Operating Procedure (SOP) for Railways to ensure Care and Protection of Children in Contact with Railways' was launched in March, 2015 by Indian Railway with support of Ministry of Women and Child Development (MWCD) and National Commission for Protection of Child Rights (NCPCR). I am told that this SOP is being implemented successfully at 88 Railway Stations.

4. There is a need to spread awareness across the entire railway system to sensitize all the railway officials, passengers and other stakeholders on this important issue. NCPCR has developed a ***"Guidebook for Creating a Child Friendly and Protective Environment for Children in contact with Railways".*** A Copy of the Guidebook is enclosed.

5. I would like all GMs and DRMs to give wide publicity to this **Guidebook.** A large-scale awareness campaign may be launched across all Railway Stations ASAP. NCPCR will provide technical/Information Education and Communication (IEC) support for this. Capacity building and sensitisation workshops for key railway personnel like Station Master/Station Superintendent, TTE/TC, RPF, GRP, and other commercial and technical railway staff may also be organized. Support of secondary stakeholders like coolie/porters, vendors at stations, passengers etc will also be very useful.

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

I would like you to provide strong leadership to this **noble cause.** Feedback may be compiled at the zonal level and I may be kept apprised of the success of the programme.

Yours sincerely

**(Ashwani Lohani)**

**General Managers & DRMs**
All Zonal Railways & All Divisions

Enclosure: Guidebook for Creating a Child Friendly and Protective Environment for Children in Contact with Railways.

Copy to:
FC, ME, MRS, MS, MT, MTR
DG/P, DG/RHS, DG/RPF, DG/S&T, DG/RS
PS to MR for kind information of Hon'ble MR.

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy New Delhi, dated: 31 - 05- 2018

**Managing Director**
**CRIS**
**New Delhi**

**Sub: Online allotment of Railway: Officers Rest Houses, Holiday Homes, Community Centers/Halls**

A Director's committee was constituted by the Board on the above subject. Keeping in view the recommendations of the committee, Board (MS, FC & CRB) have approved the following for implementation on IR:

1.0 CRIS will develop an online booking system with automated allotment facility for a specified percentage of rooms for the following categories:-

(i) Staff/ Supervisors rest rooms
(ii) Holiday Homes (Officers/Staff)
(iii) Community Centers/Halls
(iv) Officers Rest House

2.0 The automated online allotment system may inter alia consider the following.

2.1 **Master Data at the backend**

2.1.1 **Personal information of the staff/officers**. – Name, Designation, Grade pay, Grade, Mobile number/CUG, E-mail ID etc. be linked to IPAS by CRIS. This will generate a password and username. Ideally AADHAR Number may be used. For retired Employees ARPAN may be used and for employees on deputation, the lien Railway may be asked to verify and generate username and password.

**The Software to be developed by CRIS may have the provision for feeding and storage of above details, to be fed by the users.**

2.1.2 **Rest house detail and its inventory** – Location of rest house (Zone , Division, State, District or Place, Address), type of facility (ORH, Staff/Supervisor rest house, Holiday Home, Community Hall), type of rooms (Double Bed, Multiple Beds, Dormitory, Suite with AC or Non AC classification), location on Google map with photographs may be provided.

**The Software to be developed by CRIS should have the provision for feeding and storage of above details, to be fed by the Railways.**

2.1.3 **Structure of 'Admin' for the allotment and monitoring**:- There will be a 'Super Admin' at Board level and 'Admin' at Divisional level for allotment, operation and monitoring. DRM office will have control on allotment for rest houses in open line ,CAO/C office for rest houses in Construction organization and GM office for Production Units.

**3.0 Policy /Procedural issues**

3.1 **Advance booking period** – At present there is no uniform policy in practice across IR. Advance booking period of one month for Rest House facilities and two months for Holiday Home and Community Halls may be provided for in the software by CRIS.

31/05/18

3.2 There shall be an **Automatic allotment (software generated)** of rooms/beds upto 70% of the total numbers, truncated to lower integer. For example in case rooms are 7, then 70% would be 4.9, this would be truncated to 4 for automatic and 3 for manual allotment called emergency allotment. Rooms against emergency allotment are to be allotted only after rooms against automatic allotment are booked.

3.3 **Online payment facility and uniform room rent policy** – Following room rents have been approved for uniform implementation across IR, depending upon the city and type of the room. The payment for the rest house shall be made online for all rooms with automatic allotment. The manual facility may also be continued for some time. For 70% auto allotment, advance online payment may be made compulsory. **Payment Gateway may be provided by CRIS for this purpose.**

The Room rents per day for Officer Rest Houses/holiday Homes are as under:

| Category of Stations /Cities | ON DUTY | | ON Private Account | | For Guests | |
|---|---|---|---|---|---|---|
| | AC room | Non AC Room | AC Room | Non AC Room | AC Room | Non AC room |
| A | Nil | Nil | 300 | 240 | 930 | 400 |
| B | Nil | Nil | 200 | 160 | 600 | 240 |
| C | Nil | Nil | 100 | 80 | 480 | 160 |

- Dormitory on private account – Rs. 50/Bed.

3.4 **Online check-in and check-out facility–** This will improve the rest house availability as room will be instantaneously available after checkout. Check in and checkout may be done by the official himself or the Supervisor/Caretaker of the facility.

3.5 **Multiple ORH at big place-** Many facilities are available at big cities and booked by different agencies like GM Office, DRM Office, and Construction Organization etc. Also one rest house is booked by multiple agencies like Rail Nivas, New Delhi. In partial modification of the existing instructions, it has been decided that the DRM office of the station will be single point office, for allotment of all facilities except Construction ORH, which will have the 'Admin' in construction organization.
In case of more than one DRM office at one place like Mumbai, Hyderabad, Kolkata, Nagpur each one will control it in specific divisional area, this will be clearly indicated on the website.

3.6 **Maximum rooms to be allotted-** Not More than three rooms per official at a station based on availability may be alloted. Peak and lean season will be defined by the 'Admin' of the facility.

3.7 **Maximum duration for allotment** – Not More than five days in lean season and three days in Peak season will be the duration of the allotment.

3.8 **Prevention of Multiple Bookings:** In case of multiple rest houses in a city, the system shall be able to allot the rooms as per the maximum allotment permissible at the station among all the facilities of the city.

3.9 **Cancellation and Modification**: Officials will be allowed to modify the request and also to cancel the request. The online amount paid for booking will not be refunded for the

31/05/18

facilities except Community centers/ halls. The system will also have waiting list and in case of cancellation, the allotment will be as per the waiting list.

An official may be allowed to cancel the booking of holiday homes only three times in a year. After this a no consideration period of six months for auto allotment of that facility may be imposed on the official. But the official may be permitted to get booking done on manual allotment basis.

In case of administrative requirement, 'Admin' may cancel the booking. In case of special occasion like marriage, special booking through 'Admin' may be made.

3.10 **Feedback and Rating:**

Feedback as a one click system (star rating) at the time of checking out, may be made. It will also have provision for remarks, visible to all users.

4.0 **CRIS** may consider the above and develop the application software and put it on trial for two months for obtaining feed back and making corrective action if any in consultation with Transformation cell.

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

Kindly acknowledge the receipt and ensure compliance.

31/05/18

**(T. K. Pandey)**
**Executive Director, Transformation**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director (Accounts), Transformation**

Copy to

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railway Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.

11. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
12. CMD/MD of all Railway PSUs

**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

**Copy to:**

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

21/05/18

**(T. K. Pandey)**
**Executive Director, Transformation**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/Health/Study Leave** **New Delhi, dated: 28.05.2018**

The General Manager
All Indian Railways/PUs, NF(Con), CORE

The DG/RDSO/Lucknow, DG/NAIR/Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Grant of Study Leave/EOL for study purpose to Medical Officers**
**Ref: 1. Railway Board letter no. F(E)III/2005/LE-1/1 dated 23.02.2005**
**2. AGM/SCR letter no. G.AGM/Misc./2018 dated 22.05.2018**

Vide letter referred to above (ref 1), the limit on number of Medical Officers who can be granted study leave in a year was conveyed.

The matter has been reconsidered and it has been decided by Board (CRB) that the General Managers of Zonal Railways/PUs are empowered to decide the number of doctors who may be sent on study leave/EOL in consultation with PCMD.

All other provisions stipulated in Board's letter No. F(E)III/89/LE-1/5 dated 19.02.90 shall remain unchanged.

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

28.05.18
**(Rajesh Gupta)**
**Executive Director/Transformation**

**No. 2018/Trans Cell/Health/Study Leave** **New Delhi, dated: 28.05.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/ Tender Committee** **New Delhi, dated: 25 .05.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Nomination of Tender Committee members from locally available officers of divisions/other organizations**

The construction/project organizations experience difficulties in convening Tender Committee meetings as the place of posting of the Convener, the Finance Member and the Third Member is not same in a number of cases. In order to reduce the time consumed in convening Tender Committee meetings and expedite finalization of tenders, Board (ME, FC & CRB) have decided that the General Managers of Zonal Railways are already empowered to nominate members of the Tender Committee from amongst Construction/Project/Division officers if the situation requires that the nominated members have posting at the same station. They may exercise this option in consultation with PFA.

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

25/05/18
**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans Cell/Tender Committee** **New Delhi, dated: 25.05.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)** 25/05/18
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

No. HQ/HR/8/Foreign Visits Dated: 24.05.2018

**All GGMs/GMs/CPMs**
**DFCCIL**

**Sub: Vigilance /D&AR clearance for going abroad on Duty**

Railway Board vide their letter No. 2017/Trans/Process Reforms/Estt. dated 29.11.2017 have issued the following instructions with the approval of CRB: -

***"Vigilance/D&AR clearance is not required in case of officers/staff nominated to go abroad on Duty".***

The above instructions will be implemented in DFCCIL.

This issues with the approval of MD, DFCCIL.

**(Hari Krishan)**
**General Manager / HR**

Copy to:

1. Secy to MD, for kind information of MD
2. Director/OP&BD, Director/Finance, Director/Infra, Director/PP, CVO
3. Dy CVO – For information and necessary action.

R.B.E. No. 70 /2018

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

No. E(NG)I-2017/TR/24

New Delhi, dated 21 .05.2018

The General Manager(P)s,
All Zonal Railways and Production Units.
(As per Standard list).

Sub : Implementation of Hon'ble Supreme Court's judgment dated 31.10.2013 in WP(C)82/2011–Postings/Transfers on Railways–Corrigendum-Regarding

In continuation of Board's letter No. E(NG)I-2013/TR/7 dated 21.09.2015, it has further been decided to replace para 2(iii) of Board's letter No. E(O)III-2014/PL/03 dated 10.06.2014 as under :-

**(iii) For officials of the level II and above in Zonal Railway Headquarters:-**

(a) One officer of Personnel Branch at least one scale below the Cadre Controlling Authority (minimum junior scale).
(b) One officer of the concerned Department at least one scale below the Cadre Controlling Authority (minimum junior scale).
(c) One officer outside the Department at least one scale below the Cadre Controlling Authority (minimum junior scale).

**Competent Authority** : The competent authority to accept the recommendations of the above Placement Committee shall be the concerned HOD.

**2.** Simultaneously, in supersession of Para 12 of Board's letter No. E(O)III-2014/PL/03 dated 29.08.2014, it is hereby clarified that mutual transfer and one-way request transfer cases may be kept out of the ambit of Placement Committees.

(This disposes of Eastern Railway's letters No. E.1140/0/Pt.III dated 04.08.2017 and dated 06.10.2017)

Please acknowledge receipt.

Hindi version will follow.

(M.K. Meena)
Deputy Director Estt.(N)
Railway Board

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 03-05-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Correction Slip No 6 to Model SOP issued vide letter no 2017/Trans/01/Policy dated 26.10.2017 - regarding ex gratia payment - RPSF**

In Railway Board Model SOP (issued vide Railway Board letter No 2017/Trans/01/Policy dated 26.10.2017), Part F, "Establishment Matters", Non Gazetted, item no 63, DRMs have been given Full Powers to sanction ex-gratia payment to the dependents of railway employees who die in performance of their bonafide official duties.

In addition to the above empowerment, Board (MS, FC & CRB) has approved that **"PCSC/RPSF is given Full Powers to sanction ex-gratia payment to the dependents of RPSF employees who die in performance of their bonafide official duties, with the concurrence of the associate finance of the bill paying unit of the RPSF employee"**.

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

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 3/5/18

**(Jeetendra Singh)**
**Executive Director/Transformation**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 03-05-2018**

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

Sanjeeb Kumar.

**(Sanjeeb Kumar)**
**Executive Director/Accounts/Transformation**

Copy – As per list enclosed

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/Trans/01/Policy** **New Delhi, dated: 27-04-2018**

The General Manager All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara

**Sub: Decisions taken on the Report of the Committee on "right powering/single window supervision/graded punctuality of coaching trains", constituted during conclave Sampark Samanvay Samvad**

Committee convened by GM/CR on **"right powering/single window supervision/graded punctuality of coaching trains"** formed during conclave "Sampark, Samanvay, Samvad" presented its Report to Board on Feb 21, 2018. Board (MTR, MT, FC & CRB) have approved the following:

2. **Right powering of coaching trains**: Board has already legislated Horse Power to Ton (HP/TL) ratio of 2.0 for freight operations. Mobility directorate of Railway Board has recommended HP/TL ratio of 8-10 for coaching trains. However, this would need to be implemented in a phased manner keeping in view the availability of passenger locomotives. Central Railway may identify 5-10 passenger trains (Rajdhani/Shatabdi/Duronto) for right powering and evaluate the results for further decision.

3. Trials may also be undertaken by Western Railway on HNZM - Bandra Rajdhani with a locomotive each in front and rear (push pull operation). This would indicate savings in time. Based on this further trains may thereafter be tried.

4. **Single window supervision for all on board amenities**: Central Railway may implement the scheme (proposed by GM/CR) of Service Captain on five trains. **However, existing Train Superintendent should serve as Service Captain.** Based on the experience, the scheme will be reviewed and further action taken.

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

**(Jeetendra Singh)**
**Executive Director/Transformation**
**Railway Board**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 27-04-2018**

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**
**Railway Board**

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

No. 2017/Transf. Cell/Go Digital Dated: 26.04.2018

**General Managers**
**All Zonal Railways**
**Indian Railways**

Sub: Launch of E-Inspection Module under "Encourage People to Go Digital" – An initiative on MR's Dashboard
Ref: CRB's DO Letter on the subject of even no dated 23.04 2018

"Encourage People to Go Digital" is a "Top Priority" initiative on MR's Dashboard. As a part of this digital initiative, responsibility of developing following digital initiatives was assigned to Delhi Division:

1. E-Inspection- Software, Module Application(App) and Web Portal
2. Rail Passenger Grievance Redressal & Management System (RPGRAMS) - Software, Module Application(App) and Web Portal
3. Railkarmi – Mobile App Software & Web Portal

E-Inspection Software, Mobile App and Web Portal are ready for pan-India release. By using this software, we will be able to eliminate paper based reporting of inspections. It would also be an excellent tool for MIS. It collates all the data from various inspections and generates periodical managerial reports on various aspect of sections, stations and trains by assigning numerical rankings and enabling identification of weak areas

The Instruction Manual as well as the User ID and Password for about 3300 officers (Branch Officers in the divisions and Deputy HODs and above in the Headquarters) have been created. One officer in each Zone (Sr EDPM) and Division (Sr EDPM) shall have the status of an 'Admin' and they are required to fill the master data for division [sections (for footplate inspection), train and station data].

For a wet run of the application, it is essential that actual data of inspection carried out by officers are entered into the system. It is requested that the data for the following type of inspections are entered into the system:

1. Footplate Inspections
2. Station Inspections
3. On Board Inspections
4. Level Crossing Inspections
5. Pre-departure Inspections
6. Running Room Inspections

Data since January 1' 2018 may kindly be entered into the system within next 02 weeks for improving the system and analyzing and rectifying bugs and other shortcomings if any.

Nominated 'Admin' of the zones and divisions may kindly be directed to get in touch with Sr EDPM/Delhi at rohitamishra@gmail.com and feedback may kindly be given to Mr A K Chandra, EDME/Transformation on edme.trans@gmail.com (Mob-9717646228).

26/4/18
(Sudheer Kumar)
PED/Transformation

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, dated: 25.04.2018**

**The General Manager,**
**All Indian Railways**

**Sub: Review of Policy on "Pay & Use" Toilets**

**Ref: Decision taken in Board meeting held on 2 February 2018 circulated vide this office letter of even No. dated 24.04.2018**

Kindly refer to the above letter wherein it was conveyed that the full Board in its meeting held on 2 February 2018 had decided that Pay & Use Toilet Policy will be examined afresh and a simplified policy will be issued by Transformation Cell.

2. Accordingly, the policy on "Pay & Use" toilets has been re-examined in consultation with Traffic Commercial Directorate. In this regard, it may be recalled that Board has already issued instructions vide letter No. 2013/TG-IV/16/SAN/43/Pol.Cl. (Commercial Circular No.39 of 2015) dated 30.06.2015 whereby Zonal Railways have been authorized to finalize their own policy regarding operation and maintenance, including cleanliness, of toilets at various categories of stations. It may be noted that the above policy guidelines issued vide Commercial Circular No.39 of 2015 remains valid and shall continue to be followed.

This issues with the approval of Board (MT, FC and CRB).

Niraj Sahay 25/04/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 25.04.2018**

1. PCCMs, All Indian Railways
2. PCOMs, All Indian Railways
3. PCEs, All Indian Railways
4. PFAs, All Indian Railways
5. The ADAI (Railways), New Delhi
6. The Director of Audit, All Indian Railways

Copy - As per list enclosed

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

No. 2017/Transf. Cell/Go Digital Dated: 24.04.2018

Dear General Manager,

Sub: Encourage People to Go Digital – Launch of E-Inspection Module.

A novel E-Inspection Software and Mobile Application has been developed by Delhi Division under the overall guidance of the Transformation Cell. This will obviate the need for paper based reporting of inspections. This is capable of generating MIS reports in various forms and will build a database of inspections and the shortcomings noticed during inspection.

This is ready for launch but you need to fill up data of actual inspection carried out during this year so far (calendar year). Further details will be provided to you by PED/Transformation.

You may please direct all your officers to familiarize themselves with the nuances of the application and start using them.

With best wishes,

Yours sincerely,

(Ashwani Lohani)

**General Managers**
**All Zonal Railways**
**Indian Railways**

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

GOVERNMENT OF INDIA/भारत सरकार

MINISTRY OF RAILWAYS/रेल मंत्रालय

(RAILWAY BOARD)

No. 2018/E&R/10(10)/5 New Delhi, dated 24.04.2018

General Manager All Indian Railways/ PUs
DG/RDSO, DG/NAIR
CAO DMW/Patiala, RWP/Bela, IROAF
Director/IRICEN, IRISET, IRITM, IRIMEE

**Subject: 'Good Work done' practices reported by Railway units**

Ref: (i) CRB's D.O. letter no. 2018/Transf. Cell/Good Works Portal dt. 16.01.2018
(ii) PED(Transformation)'s letter no. 2018/Transf. Cell/Good Works Portal dt. 17.01.2018

Vide reference (i) above, ZRs, PUs, RDSO and CTIs were instructed for active sharing of the "Good Works" being done by Railway units on 'Rail Good Works Portal' hosted on the website of IR. In compliance, an overwhelming response of 1250 entries has been received from Railway units. Out of the total entries posted on the portal, 25 Good Work practices have been identified for initial mass scale implementation across Railway units wherever applicable. List of these 25 identified entries is enclosed as Annexure and the details of these can be seen at 'Rail Good Works Portal' on IR website.

It is requested that these identified 25 entries may be widely circulated among the Railway units. It is further requested that the implementation report of these identified 25 entries may please be furnished to E&R directorate in 03 months time, with details of the units where implemented and a feedback on the actual benefits or problem faced, if any.

This has been issued with the approval of CRB.

24/4/18

(Vikas Arya)
Executive Director (E&R)
Email: erdirectorate@gmail.com

Encl: DA

Copy to: PED/Transformation
: All Board Members
: OSD to CRB for kind information of CRB

## IDENTIFIED 'GOOD WORKS DONE' PRACTICES POSTED ON IR WEB-PORTAL

1. **Mobile jig for attention of Centre Pivot of WAG-7 locos without lifting the loco** - Electric Loco Shed/Vijayawada is maintaining 142 WAG-7 Locomotives. In WAG-7 locomotives, during overhauling and un-schedule repairs centre pivot block assembly needs to be removed and provided back after attention. Prior to this innovation, loco used to be lifted. Post lifting of loco for removal & related activities of Centre Pivot attention, 02 nos. staff were required along with 4 nos. staff for supporting heavy Centre Pivot Block. It was a strenuous and unsafe practice. ELS/BZA has developed a movable hydraulic Jig for removal/provisioning of centre pivot block, which can be operated by one person and whole work of assembly & provision can be done by 2 persons without lifting the locomotive. In case of un-schedule repair work, work can be done in inspection bay itself without lifting the loco. (Cost Reduction)

2. **Successful introduction of Common Mini Line (CML) Box in place of individual Loco Pilot's line box** - Till now each Loco Pilot is being supplied with individual line box equipped with various tools and other safety items. This individual line box is owned by each Loco Pilot and same is being loaded & unloaded at every crew change point. Now these individual line boxes have been replaced with Common Mini Line (CML) Box on all divisions of South Central Railway w.e.f. 16.01.2018. South Central Railway is the first zonal railway where Common Mini Line (CML) Box has been introduced in all six divisions at a time duly replacing old practice of providing individual line boxes of Loco Pilots in both coaching and freight trains. (Cost Reduction & Operations Improvement)

   Similarly, WR has also implemented named as Tool Box in passenger locos of BRC shed. BRC division of WR has also provided a Tablet PC containing the digital record of all the books/ manual required.

   Thus the Loco pilot /Guard line Box may be replaced by fixed Tool Box and trolley Bag with Tablet PC with Loco pilot & Guard.

3. **Provision of Conventional Rotary Switch in 3-Phase Locos** - M/s Siemens make Rotary switch used in conventional loco is provided as configuration switch (160) in Loco No.31162/WAG9 on trial basis and working satisfactorily. This switch is very robust and avoids failures like hard operation in 3phase locos. Cost of 3phase loco configuration switch is Rs.15000/- and the cost of rotary switch of conventional loco is Rs.4000/-. Thus provision of rotary switch as configuration switch saves Rs.11, 000/- per switch. (Cost Reduction)

4. **M/s INDFOSS Precision Range Pressure Switch For Brake Cylinder Circuit Of E70 Brake System** - Pressure switch provided in brake cylinder circuit of E70 brake system is having a working pressure setting of Cut in 0.65 Kg/Cm2 and Cut out 0.2 Kg/Cm2. The pressure switch for this provided by FTIL is of SQUARE-D make is having operating range of 0.1 to 5 bar with minimum differential pressure of 0.2 bar. The cost of the pressure switch also high. This pressure switch is causing erratic behavior due to low range of operation and low differential pressure setting. In view of this, better working and proven Pressure switch of INDFOS make RT-112X has been provided in 20 locomotives since 24.11.15 and these switches are working satisfactorily and superior to SQUARE-D type switches. (Cost Reduction)

5. Outsourcing of Ambulance for the Transportation Of Railway Patient at Divisional Railway Hospital Pratap Nagar- Vadodara - Divisional railway hospital Pratap Nagar Vadodara has out sourced patient ambulance from contract for the improvement of services rendered to railway beneficiaries. (Cost Reduction)

6. **Laying of released / unused PRC sleeper at goods sheds for improving goods shed surface** - Improvement of goods shed surface by laying released PRC sleepers has been done at Vikramanagar goods shed of Ratlam division. (Cost Reduction)

   Thus, the released PRC sleepers may be used for surface improvement, Boundary wall and boundary demarcation.

7. **Manually operated Coach Window rod Snapper Tool for removing window Rod & Quick rescue of Passengers at Accident Site** - Hubli Division of South Western railways has developed a very effective Rescue Device i.e Manually operated Coach Window rod Snapper Tool for removing window rods quickly which helps in evacuating passengers from coach at Accident Sites quickly . This aims to overcome the slow rod cutting problem with Hydraulic Cutters. (Cost Reduction)

8. **Indian Railways e-Locos TSD App** - This mobile app which can be downloaded from Playstore is a very useful tool for all Electrical (AC) Loco Pilots of Indian Railways in quick troubleshooting of loco faults/unusual situations encountered online thus considerably reducing the impact of mid section loco failures and other abnormalities, and minimizing train detention and its cascading effect on punctuality, mobility, turnaround, line capacity. (Operations Improvement)

   To spread the benefits of above good work done, the SCR shall now include all type of Locos i.e. Electric and Diesel in this app, by involving all stake holders and details may be given to all ZRs for use.

9. **Wheel Changing Gadget** - Wheel changing gadget without detachment of wagon from the formation. (Operations Improvement)

10. **Gadget to attend Door channel bent repairs** - A no. of wagons are attended for door channel bent repairs and the wagons are moved to sick line to attend door channel repairs by cutting the bent door channel of the wagon. This is resulting not only in detention to wagons and also utilization of more man hrs. (Asset Management and Maintenance)

11. **Gadget to find the worn out of side frame jaw from the center line of Axle of BLC wagons** - The longitudinal clearance to be maintained between wide jaw adaptor and side frame jaw of BLC bogie is 10mm and if this clearance is more, liners have to be welded. However, exact measurement is very difficult and was left to discretion of staff. To overcome this difficulty, a gadget has been developed to find out worn out of side frame jaw from the centre line of Axle of a Casnub/LCCF 20(c) bogie. (Asset Management and Maintenance)

12. **Extraction of Brake Hanger Bushes of WAP7 Loco Brake Rigging using a JIG and Impact Wrench** - So far Bushes of Brake hangers of WAP7 loco brake rigging have been removed by hitting with crow bar. It is taking minimum 15 min of time for each bush and bush also getting damaged. For WAG9 locos it is very difficult to remove the bush. An impact

wrench was developed with buster arrangement, which was facilitated to remove the WAP7 loco brake hanger bush within 05 min and WAG9 loco bush within 10 min. (Asset Management and Maintenance)

13. **Remote monitoring of Escalators** - There are around 40 Nos of safety equipments in the escalator and all safety's make one loop. Computer checks all safety, if any safety fails then safety loop is broken immediately and from safety point of view computer in escalator stops escalator immediately to avoid any untoward incident. Escalator also stops in case of power failure as there is no power to run it. In both the cases whether the safety loop is broken or power supply is restored, escalator dose not restart automatically. As soon as stoppage of escalator is known then electrical staff goes and check that all is okay, then only he put the key and re-start the escalator. But this takes more time. In case of no information to the staff, many complaints have been published in news papers and on the tweeter that escalators are not working since long. To avoid such problems, this real time monitoring system has been adopted. (Asset Management and Maintenance)

14. **Use of data-logger for safety predictive maintenance & operation issues** - Data acquisition system named data-logger is provided for signalling maintenance & post incident analysis. It has been provided at almost all stations and widely used for signalling incidence analysis and accident analysis. As it is used in limited ways and post accident analysis, it can be used as a management input in the area of predictive maintenance, various safety aspect and operations.

(a) Safety matters:- Few input which can be used for input in safety matters are as follows:-

(i) Point not set against occupied line.
(ii) Over speed of train in loop line.
(iii) Relay room opening.
(iv) Late closure of LC gates.

(b) Predictive Maintenance:- Management inputs for predictive maintenance :-

(i) Point loose packing.
(ii) Premature release of buttons.
(iii) Daily emergency crossover operation report.

(c) Operations Management:- Inputs for operations management:

(i) Late start of train after signal is lowered (Above 15", 10"-15", 5"-10").
(ii) Late operation of home signal (Above 5").

As data-logger inputs are available but the MIS reporting system to be developed for the same. Such system has been developed by WCR and available at IP address on railnet - 10.157.16.40.

The same shall be extended to the other zonal railways by WCR.

Uses of Dataloggers are also reported by various ZRs. (Asset Management & Maintenance), (Digital Initiatives), (Operations Improvement) etc.

15. Integration of EIMWB with FOIS and improving the security of weighment System against manual intervention-

a) Previously, after weighment, the weight particulars of each wagon of a rake were punched and submitted manually by the operator on FOIS which was susceptible to errors or manipulation. To prevent the same, the direct connectivity of the weigh bridge with the FOIS has been made and data is transferred in secure mode through net to Central Server of FOIS.

b) Earlier, there was no method to ascertain whether the weighment slip of a loaded rake printed by the weigh bridge is correct or not. As such, to ascertain the same, instruction have been issued to keep the printing of last vehicle (match truck) weight enabled which is to be checked by the operator to find out whether he same falls in a stipulated range.

c) The EIMWB installed at different locations of Indian Railways are operated through external PCs. Due to accessibility of different I/O ports in such devices, the software installed on the PCs can be updated/ manipulated and the weighbridges can be compromised.

The above good work is implemented by Ranchi Division of SER which can be replicated over other ZRs. (Operational Improvement)

16. **Block Management System (BMS)-A unique, paperless, cloud based BMS has been developed by BRC division for maintenance block planning** - Block planning is integral to safety and efficient train operations. Under the BMS system, the weekly (Sunday-Saturday) block requirements are detailed in an online Google Spreadsheet by Engineering, S&T and TRD department by Wednesday. The S&T and TRD departments can work out their staff availability for Engineering block and also plan shadow blocks. On Thursday of every week the representatives of three departments along with Operating meet to finalize the blocks. Once agreed the blocks requirement is freezed. Based on the agreed weekly plan the system generates the daily block requirement. Emergency blocks may be added to daily planning also. (Operational Improvement)

17. **Introducing fully computerized pass module** - Fully computerized pass module has been introduced over Western Railway. (Digital Initiatives)

ICF has also developed a system to issue privilege pass / PTO through computer and to maintain the pass-ledger in system (Digital Initiatives)

18. **DISHA (Digital Interface for Station Help and Amenities) A Mobile Application**-DISHA (Digital Interface for Station Help and Amenities) , a Mobile App, first of its kind, launched by the Mumbai Division, for providing information on mobile phones about passenger amenities and Station assistance available at stations. (Digital Initiatives).

WR may be asked to develop this app on All India basis.

19. **Western Railway Telephone Directory App** - Helps in searching any Mobile/Landline number of WR, CR, RB and some Mumbai based PSUs by just typing name/designation. (Digital Initiatives).

WR may be asked to roll out the App for whole IR contacts.

20. On line Monitoring system for Rolling In/Out Examination - On line monitoring system for Rolling In/Out Examination is very much effective to detect the hanging, deficient parts of under gear of coaches in run condition at the nominated Rolling IN/out examination point for passing and Terminating trains. The whole is on network, so it can be accessed from anywhere by entering the IP address into a web browser. The cameras continuously capturing and stores live videos and images. The stored data will be available for monitoring, rectification and other necessary purposes throughout the time. The stored examined video will also provide the inputs for Maintenance staffs for corrective action during maintenance of trains at Pit lines which not possible in standstill condition. (Safety Improvement)

21. **Introduction of new concept to facilitate passengers hire cab services at Bengaluru**- South Western Railway Innovations: Cab Aggregator Service - A new concept to facilitate passengers hire cab services was introduced at Bengaluru (SBC) division through cab aggregators OLA & UBER wherein exclusive parking space was earmarked on open tender basis, which is first of its kind in India. This facility is provided at 12 stations (19 locations: 04 units to M/s UBER India Tech. Pvt. Ltd. and 15 units to M/s ANI Tech. Pvt. Ltd. - OLA) over Bengaluru division for a period of three years. Average earnings per annum is Rs.14,82,37,308/-. Similar facility is provided at Mysuru Railway Station over Mysuru (MYS) Division. Exclusive space has been allotted w.e.f. 27.12.2017 on quotation basis for a period of three months or till the finalisation of regular tender. Average earnings per month is Rs.84,000/-. Further, tender for App based call taxi has been called for by Mysuru division on dt.14.11.2017 to allot exclusive parking space at earmarked location for a period of three years. Tender was opened on dt.20.12.2017. Two offers have been received. Allotment of space will be finalised shortly. (Others)

22. **Fabrication of Contact wire splice jig** - Spicing of contact wire during contact wire replacement or during breakdown is important activity which takes considerable time. With newly developed splice jig this can easily be done by saving lot of power block time. (Asset Management & Maintenance)

23. **Automated Distributor Valve Test Bench** - Distributor Valve (DV) is an important safety equipment in the air brake system in any rolling stock. This innovated item is developed based on Micro Controller along with PC system to perform all the test procedures sequentially as per the make and type of Distributor Valve and generate reliable test results. Testing the distributor valves on this devise not only improves quality of the brake system but also ensure proper recording of various parameters for future reference. (Safety Improvement)

24. **Automatic single car test rig for LHB coaches** - This innovation is for testing to find efficacy of airbrake system in LHB Coaches after POH. This innovated item not only tests the efficacy of air brake system but also it records all the important test results data in a computer which can be analyzed in case of abnormality in future. (Safety Improvement)

25. **Soft Skill Training for frontline staff of Ranchi Division of South Eastern Railway** - Three days soft skill training for 20 front line staffs (i.e. Commercial, Operating, Electrical and Security Department) of Ranchi Division who are directly involve with customers dealing has been organised by Personnel Department of Ranchi Division. (HRD)

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

No. 2018/Trans Cell/Mech./SOP/Corrigendum Dated: 19.04.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDSLS, RWP/Bela

Sub: Corrigendum to Item No. 37(a) (i) of Model SOP on works matter (correction Slip-5).

Ref: (i) Relevant pages of the Model SOP
(ii) Board's letter No. 2017/Trans/01/Policy dated 18.10.2017
(iii)EDME/Fr's Note No. 2017/M(N)/733/2 dated 01.12.2017

A reference was received from Freight Directorate of Railway Board about non-inclusion of wagons in Item No. (i) of 37 (a) (i) of Model SOP Works Matter (page A-46) and about conflict in Para 37 of Model SOP on Misc. Matters (page C 31) and Para 2 of letter No. 2017/Trans/01/Policy dated 18.10.2017 issued by Railway Board.

Accordingly, necessary amendments have been done in the Model SOP in the above mentioned Paras. The existing and modified provisions of Para 37 (a) (i) (page A46 of Model SOP) and Item No. 37 of Model SOP on Misc. Matters (page C 31) are attached herewith for information and necessary action by the Zonal Railways.

This issues with the concurrence of associate finance of Transformation Cell and approval of Board (MRS & CRB).

(A.K. Chandra)
Executive Director/Transformation

No. 2018/Trans Cell/Mech./SOP/Corrigendum Dated: 19.04.2018

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

Copy: As per list enclosed

## Para 37 of Model SOP on Miscellaneous Matters (Page C 31)

### Existing

| SN | Nature of Power | PHOD/HOD | DRM/ADRM SG Officers in Field Units | Divisional Officers. Extra Divisional Officers & Officers in Headquarters. | Remarks |
|---|---|---|---|---|---|
| 37 | (A) Sanctioning of Procurement of Rolling Stock maintenance spares and consumables.<br><br>(B) Sanctioning of Procurement of maintenance spares and consumables for machinery and Plant. | PHOD<br>Beyond ₹ 15 lakhs per occasion.<br><br>HOD<br><br>Upto ₹ 15 lakhs per occasion.<br><br>PHOD/CHOD<br>Beyond ₹15 lakhs per occasion.<br><br>HOD<br>Upto ₹ 15 lakhs per occasion. | CWM<br>Upto ₹ 15 lakhs per occasion.<br><br>CWM<br>Upto ₹ 15 lakhs per occasion. | JAG Officer<br>(Mechanical/ Electrical)<br>Upto ₹ 2 lakhs per occasion.<br><br>JAG Officer<br>(Mechanical/ Electrical)<br>Upto ₹. 3 lakhs per occasion. | 1. Items other than those mentioned as chargeable to Capital vide Para -750 of finance Code- Vol. I can be processed under 'Revenue'.<br>2. Irrespective of the cost and those items listed in the said para coasting below ₹1.50 lakhs can also be processed under 'Revenue'.<br>3. Associate Finance concurrence is necessary for procurement of Rolling Stock spares and consumables in excess of ₹ 1 lakh.<br>4. Associate fiancé concurrence is required for items costing above ₹ 10,000/- for procurement of M&P spares and consumables.<br>5. Procurement to be made through Stores by planning an NS indent.<br>6. Indent vetting is required in excess of ₹1 lakh.<br>7. Counter signing the indent as per Railway Board Letter No. 2005/RS (G)/779/7 dated 28.05.07 & as per the Procedural Order issued by Cos form time to time.<br>8. Subsequent modifications issued by Railway Board on the subject shall be applicable . |

### Revised

| SN | Nature of Power | PHOD/HOD | DRM/ADRM SG Officers in Field Units | Divisional Officers. Extra Divisional Officers & Officers in Headquarters. | Remarks |
|---|---|---|---|---|---|
| 37 | Sanctioning of procurement & signing of Non stock demands for procurement of Rolling Stock maintenance spares & maintenance spares & consumable for M&P | PHOD<br>Beyond ₹ 45 lakhs per occasion.<br>HOD<br>₹15 lakhs to 45 lakhs per occasion | CWM SAG Officers<br><br>₹15 lakhs to 45 lakhs per occasion | JAG Officer<br><br>> ₹ 2 lakhs to ≤ 15 lakhs per occasion.<br>Sr. Scale Officer<br>> ₹ 25000 to ≤ 2 lakhs<br>Jr. Scale Officer<br>Upto Rs. 25000 | Authority:<br><br>No. 2017/Trans/01/Policy dated 18.10.2017 |

Sanjeeb Kumar

19/4/18

## Para 37 (a) (i) of Model SOP Works Matter (Page A 46)

| SN | Nature of Power | PHOD/HOD | DRM/ADRM SG Officers in Field Units | Divisional Officers. Extra Divisional Officers & Officers in Headquarters. | Remarks |
|---|---|---|---|---|---|
| 37 | a) Sanction of the proposal for Outsourcing:<br>i. Upkeep of coaches, locomotives<br>ii. Upkeep of stations included mechanized cleaning.<br>iii. Upkeep of running rooms.<br>iv. Rag picking and garbage disposal.<br>v. Onboard Cleaning and Hygiene Scheme (OBHS).<br>vi. Clean Train Station (CTS)<br>vii. Upkeep of coaching depots.<br>viii. Upkeep of crew lobbies including CTR data entry. Of Model SOP on miscellaneous Upkeep of offices, rest house, training institutes, hospitals, railway colonies and major installations.<br>ix. Manning of waiting halls, retiring rooms, operation of PA system , passenger information systems and face-to-face enquiry.<br>x. Supply of subsidized food in running rooms.<br>xi. Upkeep/Housekeeping including Cooking in Camp Coaches of Track machines. | PHOD<br>Full Powers | DRM/CWM<br>Full Powers | Nil | |

**Revised**

| SN | Nature of Power | PHOD/HOD | DRM/ADRM SG Officers in Field Units | Divisional Officers. Extra Divisional Officers & Officers in Headquarters. | Remarks |
|---|---|---|---|---|---|
| 37 | a) Sanction of the proposal for Outsourcing:<br>i. Upkeep of Rolling Stock<br><br>No Change in (ii) to (xii) | PHOD<br>Full Powers | DRM/CWM<br>Full Powers | Nil | Rolling Stock includes coaches, wagons, locomotives, EMU, DEMU, Trainset, MEMU, Tower Cars, SPART, ART, ARMV, other special purpose coaches & wagons and rolling stocks. |

Sanjeev Kumar

19/4/18

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans Cell/Pilot Projects** **New Delhi, dated: 17.04.2018**

The General Manager,
All Indian Railways/PUs

The DG/RDSO/Lucknow

**Sub: Pilot Project/Study – GMs empowerment**
**Ref: AGM/SCR letter no. G.AGM/Misc/2018 dated 06.04.18**

It has been decided by the Board (FC & CRB) to empower the General Managers to undertake any pilot project/pilot study, costing less than Rs. 2.5 crore in each case, on their railway in consultation with PFA and the concerned PHOD/CHOD(s) to improve safety/asset reliability/ railway earning/ service delivery, under the concerned plan-head and within the Budget allotment.

2. RDSO and Board may also be kept suitably informed in this regard.

3. The results of the pilot project/pilot study should be communicated to Board and RDSO, as the case may be, for further necessary action.

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

17/04/18
**(Rajesh Gupta)**
**Executive Director (Transformation)**

**No. 2017/Trans Cell/Pilot Projects** **New Delhi, dated: 17.04.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy: As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 12.04.2018**

The General Manager
All Indian Railways/PUs, NF(Con), CORE

The DG/RDSO/Lucknow, DG/NAIR/Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Revision of remuneration of Para-medical categories in Group – 'C' engaged on contract basis**

**Ref: 1. Railway Board letter no. E(NG)II/2004/RC-4/SC/2 dated 19.07.2005**
**2. Railway Board letter no. E(NG)II/2005/RC-4/SC/2 dated 25.06.2014**
**3. Railway Board letter no. 2017/Trans/01/Policy/Pt.I dated 17.01.2018**

Vide para (iv) of Railway Board letter referred to above (ref 3), it was advised that the monthly remuneration rates, for filling up posts in para-medical categories in Group 'C' on contract basis, are under revision.

With the approval of Board (MS, FC & CRB), it has been decided that-

1. The following emoluments, as payable to regular employees, may be paid to para-medical staff in Group C recruited on contract basis, as admissible to each category-

   a) Basic Pay
   b) Grade Pay
   c) Dearness Allowance
   d) House Rent
   e) Transport Allowance
   f) Hospital Patient Care Allowance (if admissible)
   g) Washing Allowance (if admissible)
   h) Maternity Leave (for female employees)

2. The appointment of contractual staff must be for a specified period only which should be mentioned in the appointment letter itself.

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

**(Dr. Anand S. Khati)**
**Executive Director/Establishment(G)**

12.04.18
**(Rajesh Gupta)**
**Executive Director/Transformation**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 12.04.2018**

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

Sanjeeb Kumar 24/4/18
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

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

**No. No. 2018/TF cell/EG/Policy Retention of Qtr.** **New Delhi dated 12/04/2018**

**The General Manager/All Indian Railways/PUs, NF(C), CORE**
**The DG/RDSO/Lucknow, DG/NAIR**
**CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, CAO/IROAF**

**Sub: Retention of Railway accommodation at the previous place of posting by Railway officers/staff posted to Railway Training Institutions as Faculty members.**
**Ref: Board's letter No. E(G)2014QR-1-2 dt. 12.08.15**

The issue of permitting retention of Railway accommodation in favour of the Railways officers/Staff posted as Faculty and Director in the Central Training Institutes (CTI) at their previous place of posting has been considered by the Board.

In exercise of the powers vested with the Full Board to make reasonable relaxations in public interest for a class/group of employees in all or any of the existing provisions regarding house allotment/retention the existing policy instructions on house retention in case of posting as Faculty members i the Railway Training Institutions issued vide Board's letter of even number dated 12.08.15 have been reviewed and it has been decided that retention of accommodation at their previous place of posting should be permitted for the full tenure of posting in the Training Institutes to the Faculty members & Directors of the CTIs.

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

**(Dr. Anand .S. Khati)**
**Exec Dir Estb./Transform**

**No. 2018/TF Cell/EG/Policy Retention of Qtr** **New Delhi dated 12/04/2018**

1. **PFAs, All Indian Railways & PUs.**
2. **The ADAI (Railways), New Delhi**
3. **The Director of Audit, All Indian Railways**

**(Sanjeeb Kumar)**
**Exec Dir/ Accounts**
**(Transformation Cell)**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 11.4.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Inter-Railway/inter-Division transfer on own request/mutual transfer of divisional controlled cadres as per Model SOP - Part F item 10(D)**

**Ref: This office letter No. 2017/Trans/01/Policy dated 9.4.2018**

Please refer to this office letter No. 2017/Trans/01/Policy dated 9.4.2018 on the above subject. The letter referred to be withdrawn in the above letter may be read as "*letter No. 2017/Trans/01/Policy dated 7.2.2018*" rather than "*letter No. 2017/Trans/01/Policy dated 5.2.2018*".

11/4/18
(Jeetendra Singh)
Executive Director
Transformation Cell

**No. 2017/Trans/01/Policy** **New Delhi, dated: 11.4.2018**

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

Sanjeeb Kumar
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy: As per list enclosed

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No. 2018/LMB-II/2/01 New Delhi, dt: 10/04/2018

General Managers,
All Zonal Railways/Production Units

**Sub.: Implementing the recommendations of Committee on comprehensive Housing Policy in respect of maintenance of Railway Colonies.**

In terms of Board's letter No. 2017/Transf. Cell/Transformation workshop dated 18.12.2017, a Committee was constituted on comprehensive Housing Policy, to examine, inter-alia upkeep and maintenance of colonies as well. The committee submitted it report on 31.01.2018. Based on the recommendation of Committee, Railway Board (Full Board), inter-alia has approved the following for implementation in phased manner:

1. **For upkeep and maintenance of Railway colonies setting up of, IT based call centres at location of maintenance redressal.**
2. **Setting up of a separate wing for maintenance of infrastructure not related directly with operations. Delhi Division to undertake this project on pilot basis.**

Railways/PUs are requested to take necessary action accordingly and action taken report be sent to Board at the earliest.

**(Chander Shekhar )**
**Joint Director/Land & Amenities**
**Railway Board.**

Copy to: PED/Transformation/ Railway Board for information and necessary action .

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 9.4.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Inter-Railway/inter-Division transfer on own request/mutual transfer of divisional controlled cadres as per Model SOP - Part F item 10(D)**

**Ref: This office letter No. 2017/Trans/01/Policy dated 5.2.2018**

This office letter No. 2017/Trans/01/Policy dated 5.2.2018 on the above subject stands withdrawn. Powers with regard to inter-railway/inter-division transfer on own request basis and mutual transfer of divisional controlled cadres of non gazetted employees may be exercised as per provision in Model SOP - Part F item 10(D). This issues with the approval of Chairman Railway Board.

Jeetendra Singh 9/4/18

(Jeetendra Singh)
Executive Director/ Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 9-4-2018**

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

Sanjeeb Kumar

(Sanjeeb Kumar)
Executive Director (Accounts)/Transformation

Copy: As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 9.4.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Empowerment to GMs/DRMs on Security matters - Core/Non-Core areas**

**Ref: 1. Directive 36 issued vide Rly Bd Letter No 2010/Sec(Spl)/6/9 dated 21.04.2017**
**2. PCSC/RPF/NCR letter no E-01/RPF/Proposal/Infrastructure (External sources) dated 26.07.2017 to DG/RPF**
**3. CSC/RPF/SCR letter no X/P.136/Hiring of Home Guards/Vol-III dt 14.12.2017 to DG/RPF**
**4. DRM/Dhanbad letter no SO/DHN/Home Guard/18 dated 19.01.2018 to PED/Transformation**

Directive 36 issued vide Rly Bd Letter No 2010/Sec (Spl)/6/9 dated 21.04.2017 on guidelines for Core/Non-Core areas of Railway Security has been reviewed in view of references received from Railways for additional empowerment for engaging home guards/private security and following has been approved by the Board (FC & CRB)

2. **GMs are empowered** to engage government security agencies like Home Guards, Maharashtra Industrial Security Force etc. (and not private agencies) in Core Areas of railway security to the extent of vacancy in RPF and till such time these vacancies are filled up, for a period of up to 90 days at a time or as and when the need arises e.g during summer rush, festive season etc., in consultation with PCSCs and with concurrence of PFA.

3. **DRMs are empowered** to engage Home Guards at station premises and circulating area to meet the demand of extra security personal to handle passenger rush in consultation with Sr DSC/DSC and with concurrence of Sr. DFM for a period up to 90 days. Beyond this period, DRMs would need to seek approval of GM.

4. GMs may engage government security agencies or private security agency against existing vacancies of RPF for Non-Core areas.

5. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 9/4/18.

(Jeetendra Singh)
Executive Director/ Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 9-4-2018**

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

Sanjeeb kumar 9/4/18

(Sanjeeb Kumar)
Executive Director Accounts/Transformation

Copy: As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans Cell/S&T/Processes** **New Delhi, dated:06.04.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Dispensation of vetting of Non-Stock requisitions against sanctioned works and that of Purchase Orders generated directly by iMMS**

To reduce the time of procurement of materials, Board (FC, CRB) have decided the following

1. The vetting of requisitions in case of sanctioned works may be dispensed with where detailed estimate has been sanctioned subject to the condition that the sanctioned detailed estimate should include item, quantity and total estimated value.
   The **indenter should certify the availability of fund** on the indent itself for the corresponding financial year.
   The indents sent by the executive for procurement of any item will include an **attested copy** of the sanctioned detailed estimate showing item, quantity and estimated value of that item.
   The **Technical Member** of the Tender Committee/Tender Case will be **responsible** for confirming the quantity of the item to be procured against such requisitions. A collective view will also be taken by the members of the Tender Committee.

2. The vetting of Purchase Orders may be done away with in cases where Purchase Orders are generated **directly by iMMS** based on electronically accepted TC recommendations.

3. The official issuing the Purchase Order will be responsible for the correctness and compliance of provisions relating to issue of Purchase Orders.

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

**(Mahesh Chandra)**
**Executive Director**
**Rly. Stores (G)**

06.04.18
**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans Cell/S&T/Processes** **New Delhi, dated: .04.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/TransCell/Process Reform/Estt** **New Delhi, Dated: 5.4.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Process Reform – Comprehensive Housing Policy**
**Ref: Conclave Sampark, Samanvay, Samvad held on Dec 16, 2017**

Full Board in its meeting held on 4th April 2018 considered the issue of improvement in housing policy and approved the following for implementation:-

i) Fixing of periodicity and scale/schedule of Renovation and Maintenance in the line with CPWD (CPWD Portal) practices.
ii) Specification of Fixtures and Replacement Items also need to be in line with CPWD practice.
iii) Implementation of telescopic penal charges in case of unauthorised retention of railway quarters in the line of GPRA (MoUD)
iv) Eligibility for registration of Staff in Rs 1800 GP for Type II House
v) Leasing Facility to be extended to staff as per available spare quota at places with inadequate number of housing units and staff/officers desirous of opting for leased accommodation against the spare quota

GMs/CAOs/DGs may evolve their comprehensive guidelines for uniform implementation at their end.

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

5/4/18

**(Dr. Anand .S. Khati)**
**Exec Dir Estb./Transform**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 5-4-2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
Executive Director Accounts
Transformation Cell

GOVERNMENT OF INDIA/ BHARAT SARKAR
MINISTRY OF RAILWAYS/ RAIL MANTRALAYA
(RAILWAY BOARD)

---

No. 2017/SCC/3/9/Pt. New Delhi, dated 04 .04.18

General Managers,
All Indian Railways (Including PUs).

Director General/RDSO & NAIR

Chief Administrative Officer/RWF, Bela & DMW
All Training Institutes, COFMOW/IROAF.

Sub : Mandatory health check up of Railway officers for filing APARs.
Ref: Board's letter of even number dated 19.05.17 and Letter of ED Health(G)/Railway Board of even number dated 19.05.17.

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Executive Director Health(General)/Railway Board vide letter dated 19.05.17 referred above has issued instructions regarding the modalities for annual mandatory health check up for Railway officers above 40 years of age. The new online APAR format (SPARROW) for Railway officers has a provision for declaring date of medical checkup and for attaching a copy of the report in the APAR. In continuation to the above, Board has decided that :-

i. Details of health checkup, test results and medical advice, duly signed by the medical officers may be handed over to the officer concerned. Further, a certificate of medical checkup as per enclosed proforma (Annexure) separately prepared by the Medical Authority is also to be provided to the officer.
ii. The certificate of medical checkup (Annexure) may be uploaded/attached by the officer while filing the APAR online.

It is requested that all officers may be informed about the duly signed certificate of medical checkup to be uploaded to their online APAR.

Encl: As above.

SCKrishna
(SC Krishna)
US(Confdl.)
Railway Board

Copy to:

Secretary/Railway Board for information.
PED/Transformation, Railway Board
Chief Medical Directors/All Indian Railways.
Chief Medical Officers/Production Units, RDSO & RWF.
Sr. Prof. Health Management/Medical/NAIR.
All officers in Railway Board including officers in Pragati Maidan.
C&IS-for uploading in the REIS website.

ANNEXURE

**Mandatory Health Checkup of Railway Officers for filling APARs (This part to be attached/uploaded with APAR)**

Name.....

Designation.....

Department.....

Station.....

Medical Card No..... CMC/Reg. No.....

In terms of Railway Board letter No.2017/SCC/3/9(Pt) dated 19.05.17, the health checkup of above name officer has been conducted on _____ and he/she has been advised accordingly. The record of medical examination has been made available to the officer who is liable to produce it, as and when required by the administration.

Signature & stamp of Doctor

भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

No.2018/E(O)II/41/1 New Delhi, dated 03/04/2018.

The General Managers,
All Indian Railways & Production Units.

The Director General, RDSO, Lucknow.

Sub: **Foreign deputation of officers up to SG level for technical training/ visits under contractual provisions - Procedure for processing proposals -**

Instructions have been issued by Board vide their letters No.2017/Trans/01/Policy dated 31.1.2018 & 13.02.2018 which provide that proposals relating to deputation of staff and officers up to Selection Grade for foreign technical training/ visits in connection with technology collaboration/ transfer of technology/ equipment testing/ inspection etc. against specific provision in contracts administered/ entered into by the Railways/Production Units/RDSO, may be sent by the Railways/PUs/RDSO with the concurrence of PFA and approval of GM & DG/RDSO, to Secretary Railway Board for fast track processing of such cases for approval by Board.

2. In order to ensure that no proposal gets delayed, these instructions are being issued to supplement the instructions already issued vide letters dated 13.1.2018 and 13.2.2018. The following may be adhered to while sending the proposals to the Board for foreign visits/ training:-

i) It may be ensured that the nomination/ proposal for deputation abroad is under a specific provision in the related contract.

ii) Essentiality/ need for sending officers abroad may be specifically considered taking into account availability of IT tools including video conferencing and other resources such as personnel/ expertise available with Railway Adviser's Organization.

iii) Instructions issued by the Ministry of Finance (Deptt. of Expenditure) vide their letter No.F.11/13/2017-PPD dated 24.10.2017, whereby Ministries/ Departments have been advised against making provision in contracts for pre-inspection of firm's premises by Govt. officials at the expense / hospitality of suppliers/ vendors, may be kept in view.

../-

iv) Duration of the visit as also size of the delegation may be kept to the absolute minimum.

v) Since proposals involving any delegation for foreign travel (irrespective of the level of officers) exceeding 5 working days or 5 members need to be placed before the Screening Committee of Secretaries, such proposals may be sent to Board at least a month in advance.

vi) No officer should be nominated to undertake more than 4 official visits abroad in a year.

vii) Estimated cost and availability of funds to meet the expenditure may be confirmed and indicated in the proposal.

viii) Proposal may be sent in a standard format (specimen attached). It should be accompanied by the prescribed proformae (attached), duly filled in, which are required for seeking political clearance, and approval by SCoS where applicable.

ix) Proposals may be sent to E(O)II Section, Railway Board or e-mailed to eo2@rb.railnet.gov.in.

x) As regards proposals involving training abroad, Railways should follow the process/ procedure laid down by Estt. (Training) Directorate of Board. Such proposals may be sent to E(Trg) Section, Railway Board or e-mailed to trainingbranch.rb@gmail.com

(K. Gangadharan)
Director (Deputation)
Railway Board

Copy for information to:-

PSO/Sr.PPS to CRB, FC, MT, ME, MS, MRS, MTR, DG/RHS, DG/RPF, DG/Stores, DG(S&T) & DG(Pers.).
All Addl. Members, PEDs, EDs/JSs of Railway Board
Transformation Cell, E(Trg.), F(E)II, F(FEx), Protocol & Cash-I Sections of Railway Board.

**ANNEXURE-I**

## STANDARD FORMAT FOR FOREIGN DEPUTATION PROPOSALS

1. Sponsoring Rly./ PU/Organization:

2. Country/Countries to be visited :

3. Duration of the visit: From To No. of Working days

4. Composition of the delegation:

| Name | Desig. | Service | Grade | Date of Superannuation |
|---|---|---|---|---|
| ---------- | -------- | ------- | ------ | ---------- |
| ---------- | -------- | ------- | ------- | ---------- |

5. Nature of visit:

6. Justification:

   - Name of project/project cost/completion time/status/ supply contract/
   - Institution/ entity organizing the event/
   - Tasks to be performed
   - Outcome of the visit

7. Approx. cost (including registration fee, if any):

8. Political Clearance
   (Whether proforma duly filled in & signed, is attached): Yes/No

9. FCRA Clearance:
   (N.A./Applied For/Received)

10. Source of Funding & position of availability of funds:

11. Any other relevant information:

**ANNEXURE-II**

## PROFORMA TO BE ENCLOSED WITH FOREIGN DEPUTATION PROPOSALS (REQUIRED FOR POLITICAL CLEARANCE)

1.

| S.No. | Name | Designation | DOB | Pay Matrix | Equivalent rank in GOI | Organization/ Address | Aadhar Number | Email | Mobile |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

2. Purpose of Visit
(Detailed reasons, copies of agenda/invitation etc. to be attached)

3. Country/Countries to be visited:

4. Duration of the visit in each Country — From (dd-mm-yy) — To (dd-mm-yy) — No. of Days

[Including/Excluding journey time (to and fro)]

5. Full details of foreign visits undertaken by the officer(s) during the last three years:
(To be given as per the proforma attached)

6. Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent out interest ?:

7. Outcome anticipated from the visit:

8. Availing Ex-India Leave:

9. Whether approval of the PFA and GM/DG has been obtained:

10. Source of Funding of the Visit:

Signature of the Controlling Officer/PHOD

(Contd…2/-)

**ANNEXURE-II/A**

## DETAILS OF VISITS ABROAD DURING LAST THREE YEARS (INCLUDING FOR THE PURPOSE OF TRAINING)

| | | 2016 | 2017 | 2018(till date) |
|---|---|---|---|---|
| (a) | Number of visits made | | | |
| (b) | Countries visited | | | |
| (c) | Period of deputation of stay in each country with dates | | | |
| (d) | Purpose of visit | | | |

To be signed by the officer concerned

**ANNEXURE-III**

## PROFORMA FOR SCoS APPROVAL FOR DEPUTATION ABROAD

1. Sponsoring Ministry / Department: Ministry of Railways
2.

| S.No. | Names of Officers with Designation | Ministry / Department | Scale of Pay / Grade Pay/Pay Matrix Level | Date of Superannuation / Completion of tenure | Source of funding | Aadhar No. |
|---|---|---|---|---|---|---|
| | S/Shri | | | | | |
| | | | | | | |
| 3. | (i) Purpose of Visit in brief | | | | | |
| | (ii) Tasks proposed to be undertaken/ accomplished & outcome to be achieved by the proposed visit. | | | | | |
| 4. | Country/countries to be visited (City/country) all places | | | | | |
| 5. | Duration of visit (excluding journey time) | | From | To | No. of Days | |
| 6. | (a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE) | | | | | |
| | (b) Budget Provision under FTE had for the current FY 2016-17 | | | | | |
| | (c) Budget provision for the current FY after 10% cut in the FTE head | | | | | |
| 7. | Commitment made for the current year (visits planned/approved total of expenditure as annexure to be enclosed) | | | | | |
| 8. | Commitment made for the current year (visits planned/approved **excluding** items included in S.No.7) (including hotel charges/bills not received etc.) | | | | | |
| 9. | Balance funds available for the current financial year under FTE head (6(b or c)-(7+8)] | | | | | |
| 10. | (a) Budget for the ongoing quarter in the current fiscal under FTE | | | | | |
| | (b) Expenditure incurred so far in the ongoing quarter under FTE | | | | | |
| | (c) Whether the expenditure on the proposed visit falls within the half yearly/quarterly ceiling ? If not, full justification may be given. | | | | | |

| | | | |
|---|---|---|---|
| 11. | Estimated expenditure on the proposed visit : | | |
| | (a) | Air Fare & Airport tax (Class of travel) | |
| | (b) | DA@US$___/day for ___ days = US$ | |
| | (c) | Entertainment, if any | |
| | (d) | Contingency, if any | |
| | (e) | Hotel accommodation USD___/day X ___ days = | |
| | (f) | Excess baggage * | |
| | (g) | Gifts * | |
| | (h) | Transport * | |
| | (i) | Mobile Phone * | |
| | (j) | Lunch / dinner to be hosted * | |
| | (k) | Any other (please specify with justification thereof) * | |
| | (A) | Estimated expenditure – rupees component | |
| | (B) | Foreign Exchange component n US$ and its equivalent in rupees | |
| | (C) | Total expenditure for this visit (A)+(B) in rupees | |
| 12. | Full details of the foreign visits undertaken by the officer(s) during the last three calendar years (to be enclosed as a separate annexure) | | |
| 13. | Whether deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation. | | |
| 14. | Whether tour report was submitted after the last visit abroad? (A copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed). | | |
| 15. | Why cannot the purpose be served by: | | |
| | (i) | Deputing officers at the functional level viz. Director/ Dy. Secretary, instead of deputing officers of higher level (s). | |
| | (ii) | Our Mission abroad/officer of the Ministry/Department already stationed abroad ; or | |
| | (iii) | Any other officer already abroad / or being deputed in the same or neighbouring country ; or | |
| | (iv) | Video conferencing. Justification to be given as to why his facility cannot be utilized. | |
| 16. | Whether FCRA clearance from MHA and Political Clearance from MEA have been obtained ? (copies to be enclosed). | | |
| 17. | i) Whether the proposal attracts ban imposed under the economy instructions of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc. | | |
| | ii) If so, justification for the proposed visit | | |

| | | |
|---|---|---|
| 18. | i) Whether the number of visits by the officer(s) in a year is within the norms laid down in this regard i.e. **four** in a Calendar year. | |
| | ii) If not, reasons/justification therefore. | |
| 19. | In case the proposal is being sent less than 15 days before the date of departure whether condonation of delay has been obtained from Cabinet Secretary in terms of instructions of D/o Expenditure. | |

**To be signed by the Controlling Officer/PHOD**

**भारत सरकार/GOVERNMENT OF INDIA**
**रेल मंत्रालय/MINISTRY OF RAILWAYS**
**(रेलवे बोर्ड/RAILWAY BOARD)**

सं.2018/ई(ओ)II/41/1 नई दिल्ली, दिनांक 03/04/2018

महाप्रबंधक,
सभी भारतीय रेलें एवं उत्पादन इकाइयां

महानिदेशक, अ.अ.मा.सं., लखनऊ

**विषय: संविदागत प्रावधानों के अंतर्गत तकनीकी प्रशिक्षण/दौरों के लिए सेलेक्शन ग्रेड तक के अधिकारियों की विदेश में प्रतिनियुक्ति- प्रस्तावों पर कार्रवाई करने की प्रक्रिया।**

बोर्ड के दिनांक 31.01.2018 एवं 13.02.2018 के पत्र सं. 2017/ट्रांस/01/पॉलिसी के तहत अनुदेश जारी किए गए हैं जिनमें यह निर्धारित किया गया है कि रेलों/उत्पादन इकाइयों/अ.अ.मा.सं. द्वारा किए गए ठेकों में दिए गए विशिष्ट प्रावधानों के अंतर्गत प्रौद्योगिकी सहयोग/प्रौद्योगिकी का हस्तांतरण/उपकरणों की जांच/निरीक्षण आदि के संबंध में विदेशी तकनीकी प्रशिक्षण/दौरों के लिए सेलेक्शन ग्रेड तक के कर्मचारियों और अधिकारियों की प्रतिनियुक्ति से संबंधित प्रस्तावों को प्रधान वित्त सलाहकार की सहमति और महाप्रबंधक एवं महानिदेशक/अ.अ.मा.सं. के अनुमोदन से रेलों/उत्पादन इकाइयों/अ.अ.मा.सं. द्वारा सचिव, रेलवे बोर्ड को, बोर्ड द्वारा अनुमोदन हेतु ऐसे मामलों पर तेजी से कार्रवाई करने के लिए भेजा जाए।

2. यह सुनिश्चित करने के लिए कि किसी प्रस्ताव में विलंब न हो, यह अनुदेश दिनांक 13.1.2018 और 13.2.2018 के पत्रों के तहत पहले से ही जारी अनुदेशों के अतिरिक्त जारी किए जा रहे हैं। विदेशी दौरे/प्रशिक्षण के लिए बोर्ड को प्रस्ताव भेजते समय निम्नलिखित का पालन किया जाए:-

i) यह सुनिश्चित किया जाए कि विदेश में प्रतिनियुक्ति का नामांकन/प्रस्ताव, संबंधित संविदा में दिए गए विशिष्ट प्रावधान के अंतर्गत है।

ii) अधिकारियों को विदेश भेजने की अनिवार्यता/आवश्यकता पर आईटी टूल्स की उपलब्धता, जिसमें वीडियो कॉन्फ्रेंसिंग और अन्य संसाधन जैसे रेलवे सलाहकार संगठन के पास उपलब्ध कार्मिक /विशेषज्ञ शामिल हैं, को ध्यान में रखते हुए विशेष रूप से विचार किया जाए।

iii) वित्त मंत्रालय (व्यय विभाग) द्वारा उनके दिनांक 24.10.2017 के पत्र सं. एफ.11/13/2017-पीपीडी के तहत जारी किए गए अनुदेशों में मंत्रालय/विभागों को सूचित किया गया है कि सरकारी अधिकारियों द्वारा फर्म के परिसरों का पूर्व-निरीक्षण करने के लिए संविदाओं में प्रावधान करते समय आपूर्तिकर्ताओं/वेंडरों के खर्च/ आतिथ्य को भी ध्यान में रखा जाए।

iv) दौरे की अवधि तथा प्रतिनिधि मंडल की संख्या भी निश्चित रूप से कम रखी जाए।

DEPUTATION

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v) चूंकि ऐसे प्रस्तावों, जिनमें विदेशी दौरे के लिए 5 कार्य दिवस अथवा 5 सदस्यों (अधिकारियों के स्तर पर ध्यान दिए बिना) का प्रतिनिधि मंडल शामिल होता है, को सचिवों की स्क्रीनिंग समिति के समक्ष प्रस्तुत करने की आवश्यकता होती है, ऐसे प्रस्ताव बोर्ड को कम-से-कम एक माह पहले भेजे जाएं।

vi) किसी भी अधिकारी को एक वर्ष में 4 अधिकारिक विदेशी दौरों से अधिक के लिए नामित न किया जाए।

vii) अनुमानित लागत और व्यय को पूरा करने के लिए निधि की उपलब्धता की पुष्टि की जाए और इसे प्रस्ताव में निर्दिष्ट किया जाए।

viii) प्रस्ताव को मानक फार्मेट (नमूना संलग्न) में भेजा जाए। इसके साथ विधिवत रूप से भरा हुआ निर्धारित प्रोफार्मा (संलग्न) जो राजनीतिक स्वीकृति के लिए अपेक्षित होता है, संलग्न किया जाए तथा जहां-कहीं लागू हो, सचिवों की स्क्रीनिंग समिति द्वारा अनुमोदित किया जाए।

ix) इन प्रस्तावों को रेलवे बोर्ड के ई(ओ)।। अनुभाग में भेजा जाए अथवा eo2@rb.railnet.gov.in पर ईमेल किया जाए।

x) ऐसे प्रस्तावों, जिनमें विदेश में प्रशिक्षण शामिल है, के लिए रेलों द्वारा, बोर्ड के स्थापना (प्रशिक्षण) निदेशालय द्वारा निर्धारित पद्धति/प्रक्रिया का पालन किया जाना चाहिए। इन प्रस्तावों को रेलवे बोर्ड के स्थापना (प्रशिक्षण) अनुभाग, में भेजा जाए अथवा trainingbranch.rb@gmail.com पर ईमेल किया जाए।

**(के. गंगाधरन)**
निदेशक (प्रतिनियुक्ति)
रेलवे बोर्ड

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 28-03-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Guidelines for Electronic Reverse Auction for Works, Stores and Service Contracts.
Ref: RB letter No. RS(M)/2011/EPS/01 Pt. dt. 18.01.2018

Vide letter under reference, Board had issued detailed guidelines / procedure to be followed for Reverse Auction for procurement of Stores. With the approval of Board (ME, FC, CRB) it has been decided to follow similar practice of Auction/Reverse Auction for Works, Services and Earnings tenders also. In supersession of all earlier guidelines for procurement of Stores through RA, following revised guidelines are accordingly issued for implementation.

**A. Tenders for Works, Services and Stores Contracts**

**1.0 Selection criteria for tender cases of Works, Stores and Services proposed through Reverse Auction (e-RA) route:**

a) In the first phase, following method of purchase through Reverse Auction shall be the preferred method for procurement for Stores tenders valued more than Rs. 10 Cr. in each case and for Works and Services for tenders valued more than Rs. 50 Cr, in each case.

b) The process of procurement through Reverse Auction shall be followed only in case of tenders where there are at least three approved vendors (where work to be executed/service to be provided/ bulk procurement is to be from vendors approved by RDSO/CORE/ PUs etc.) or at least three proven/likely competitive sources, prima facie competent for execution of work/provision of service/bulk ordering.

c) Financial Bids in single currency/parameter only shall be allowed.

d) For cases on Zonal Railways/ PUs, personal approval of the PHOD/CHOD duly vetted by associate finance shall be required for any exception in tendering method for cases otherwise eligible to be processed through the method of procurement detailed herein.

e) Even for cases which do not satisfy the selection criteria as detailed above, Railways may follow the process of Reverse Auction, as detailed herein if they so desire, with vetting of associate finance and approval of competent authority.

**2.0 Procedure for award of contracts through Reverse Auction:**

a) The procedure discussed herein shall be fully implemented through IREPS. Any reference to Reverse Auction in these instructions shall imply e-RA.

b) Conduct and reporting of Reverse Auction shall be as per Annexure I to this letter.

c) Each tender should clearly specify essential technical and commercial parameters in a transparent manner. No deviation to such essential Technical & Commercial conditions shall be permitted to the vendors in the electronic bid form.



Sanjeeb Kumar

2.1 Technical Bid and Initial Price Offer:

a) (i) In case of Works and Services related tenders E-RA shall be adopted only for those cases where evaluation is on the basis of single parameter/currency.

(ii) In case of Stores Tenders procuring authority shall decide the bid evaluation criteria in the tender itself, i.e. whether the evaluation shall be item wise, consignee wise or overall tender value wise.

b) Bidder shall be simultaneously required to electronically submit a Technical & Commercial Bid and Initial Price Offer.

i. In case of Works and Services tenders, offers found eligible for award of contract/meeting eligibility criteria shall be categorized as Qualified for Award of Contract for the purpose of e-RA.

ii. In case of Stores tenders, offers found eligible for bulk order shall be categorised as Qualified for Bulk Order for the purpose of RA and offers found eligible for Developmental order shall be categorised as Qualified for Development Order for the purpose of RA.

c) Offers not complying with essential technical & commercial requirements of the tender shall be declared as Ineligible for award of contract.

d) Technical & Commercial evaluation of bids shall be done by a Tender Committee, as per extant guidelines, delegation and the estimated value of tender. Recommendations of Tender Committee shall be considered by Tender Accepting Authority, as per existing guidelines.

e) Initial Price Offer of only those bidders categorized as Qualified for Award of contract in case of Works and Services Tenders shall be opened and tabulated by system separately. In case of Stores tenders Initial Price Offer of only those bidders categorized as Qualified for Developmental Order or Qualified for Bulk Order, shall be opened and tabulated by system separately, category wise. Extant instructions for electronic tabulation shall apply for tabulation of Initial Price Offers.

2.2 Financial Bid:

Financial Bid shall comprise of Final Price Offer obtained through Reverse Auction. Following conditions and procedure shall be followed in selection of bidders for conduct of Reverse Auction:

a. **Selection of vendors for Reverse Auction for award of Contract in Works and Services tenders and bulk ordering in Stores tenders :**

| Number of tenderers Qualified for Award of contract/ Bulk Order | Number of tenderers to be selected for Reverse Auction | Remarks |
|---|---|---|
| < 3 | NIL* | The bids disallowed from participating in the Reverse Auction shall be the highest bidder(s) in the tabulation of Initial Price Offer. In case the highest bidders quote the same rate, the Initial Price Offer received last, as per time log of IREPS, shall be removed first, on the principle of last in first out, by IREPS system itself. |
| 3 to 6 | 3 | |
| More than 6 | 50% of Vendors Qualified for Bulk Order/award of contract (rounded off to next higher integer). | |



Sayeeb Rana

Note:

i. * If the number of tenderers qualified for Bulk Order / Award of Contract is less than 3, RA shall not be done and tender may be decided on the basis of Initial Price Offer(s).

ii. In case of Stores tenders, selection of vendors for Reverse Auction for developmental ordering: All bids found Qualified for Developmental Order shall participate in Reverse Auction for developmental orders.

iii. **MSE Criteria (Not applicable for Works):** All MSEs (Micro & Small Enterprises) found Qualified for Bulk Order/Award of Contract but could not be selected for Reverse Auction as per criteria stipulated in para 2.2 a. above, but are within the range of 15% of lowest Initial Price Bid shall be permitted to participate in the Reverse Auction, irrespective of their inter-se ranking on the basis of Initial Price Bid. Such MSEs shall be over and above the number of vendors selected for Reverse Auction, as per para 2.2 a. In case of Stores tenders, lowest initial price bid shall mean lowest initial price bid of vendor qualified for bulk order.

iv. **Make in India criteria:** All bidders eligible for benefits under Public Procurement (Preference to Make in India) Order – 2017, found Qualified for Bulk Order/Award of Contract and are within the specified range of price preference of lowest Initial Price Bid shall be permitted to participate in the Reverse Auction, irrespective of their inter-se ranking on the basis of Initial Price Bid. Such bidders shall be over and above the number of vendors selected for Reverse Auction, as per para 2.2 a.

b. During Reverse Auction process, bidders shall not be allowed to bid a rate higher than the lowest Initial Price Offer.

**2.3** (i) Reverse Auction among bids categorized as Qualified for award of contract in case of Works and services tenders shall be conducted on IREPS/Suitable Platform. Bidders shall be able to see the auction screens.

(ii) Reverse Auction among bids categorized as Qualified for Developmental Order and Qualified for Bulk Order shall be conducted concurrently on IREPS/Suitable Platform in Stores tenders. Bidders shall only be able to see the auction screens relevant to them for each category. Purchaser shall be permitted to see all the auction screens for both categories on line.

**2.4** In case of Stores Tenders, quantity to be covered on developmental orders shall be limited to 20% of the net procurable quantity. Developmental orders shall be placed in terms of Railway Board letter no. 99/RS(G)/709/1/Pt. Dated 13/01/2015. The quantity covered on developmental orders may be within or outside NPQ, which may be decided by TC/TAA, before conduct of Reverse Auction.

**2.5** After obtaining the final bids of the Reverse Auction, tenders shall be finalized as per existing policy (including price preference to MSEs and Make in India Order, 2017, (wherever applicable) and in case of Stores tenders, procedures based on the eligibility and quantity distribution criteria, as pre-defined in the tender document. All the relevant policies of Government of India at the relevant time shall be applicable.

**2.6** The level of Tender Committee to consider the Final Price Offers shall be determined on the basis of lowest Initial Price Offer of bid Qualified for award of contract in case of Works and services tenders and qualified for Bulk Order in case of Stores tenders, as opened prior to Reverse Auction. In case the level of Tender Committee which evaluated technical & commercial bids as per para 2.1(d) was higher than the level of TC competent to consider

lowest Initial Price Offer of bid Qualified for award of contract/Bulk Order, the higher level TC shall continue to finalize such tender cases.

2.7 For specific high value cases centralized at Railway Board such as procurement of Wagons, HSD oil, Track Machines, Steel, Rail and such other works/services/procurements, specific e-RA conditions, may be formulated and incorporated in the tender conditions duly vetted by Associate Finance and approved by competent authority.

3.0 Considering the fact that execution of works, delivery of services and availability of items is of paramount importance, Zonal Railways should resort to tendering through other appropriate methods to meet any exigency.

4.0 The above guidelines will apply prospectively, i.e. for tenders published subsequent to roll out of Reverse Auction module, incorporating above policy, by CRIS.

5.0 Zonal Railways/ PUs/ PSUs/Other Bodies shall incorporate appropriate conditions in the tender document.

**B. Tenders for Earning Contracts**

Competent authority has decided that all earnings tenders shall henceforth be done using electronic mode only (E-Tendering) and manual tendering may be discontinued. Further, for all Earning Tenders, e-auction method may be followed. This shall however apply only after successful proving out of appropriate module for Earning Contracts by CRIS. Any Earning Tender to be done manually after roll out of Earning Tender module by CRIS shall require personal approval of PHOD/CHOD.

**C. For PSUs and Other Bodies/Organizations of Railways**

These instructions are also applicable to all Railway PSUs like IRCON, RVNL, RAILTEL, RITES, IRCTC, MRVC and their subsidiaries and other bodies like CRIS. It is however, not mandatory for them to use IREPS module for this purpose. They may choose any proven software tool for this purpose which is suitable to function in compliance with these guidelines for Zonal Railways/PUs.

**D. Other Instructions**

1. E-Tendering is to be followed for all types of tenders on Indian Railways, PUs and Railway PSUs.

2. Two Packet Single Stage system of tendering is to be followed for:

   a. Stores – Through e-R.A. tenders above Rs 10 Crore.
   b. Works – For all tenders above Rs 10 Crore.
   c. Services – For tenders above Rs 50 lakh.
   d. Earnings – For all tenders.

3. MSME criteria of considering offers from MSEs quoting within L-1 + 15% for 20% of NPQ is to be followed for all Goods and Services tenders.

4. Make in India Preference order is to be followed for all Goods, Services and Works tenders wherever applicable as per guidelines. Copies of the Order No. P-45021/2/2017-B.E.-II dated

15-06-2017 and RB letter no. 2015/RS(G)/779/5 dt. 27.12.2017 are enclosed as Annexure-II & III for ready reference.

5. Withdrawal of L-1 Offer: In case of withdrawal of offer of L-1 bidder, the tender need not necessarily be discharged in case of tenders for procurement of Goods and Services (Other than Consultancy) subject to the conditions mentioned in RB letter no. 2017/Trans/01/Policy dt. 17-11-2017 being fulfilled.

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

**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 28-03-2018**

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 for information to

1. The CMDs, All IR PSUs.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.

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

Copy to:
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, PEDs & Executive Directors of Railway Board

**(V. Arun Kumar)**
**Director / Transformation Cell**

**Annexure I**

## Procedure for Conduct and Reporting of R.A.

1. The tendering authority shall solicit bids through an invitation to the electronic Reverse Auction to be published or communicated in accordance with the provisions similar to e-procurement.
2. Convener of the tender committee shall fix the following, on case to case basis, depending upon the nature of item/work/service and complexity of case on hand. **These shall be indicated in the tender for e-RA itself.**
   a. Initial e-RA period: This shall be the initial time interval for e-RA. e-RA shall be open for this duration.
   b. Auto extension period: In case any offer is received in the time period equal to auto extension period before close of initial e-RA period, the e-RA shall be extended for time equal to auto extension period from the time of last bid. There shall be no upper limit on number of auto extensions. When no offer is received in the last auto extension period, e-RA shall close.
   c. Minimum decrement in percentage of value of the last successful bid.
3. Date and time for start of e-RA shall be communicated to qualified tenderers by the convener after evaluation of the Technical Bids.
4. After submission of Initial Price Bid, tenderers will not be allowed to revise the taxes and other levies.
5. During auction period, identities of the participating tenderers will be kept hidden.
6. Minimum admissible bid value will be last bid value minus minimum decrement as specified by the tendering authority before starting of reverse auction. Starting point for reverse auction shall be the lowest Initial Price Bid of the tenderer eligible for award of contract.
7. After close of the RA, tabulation of last (minimum) bids received from all the tenderers will be generated and made visible to Railways and participating tenderers.
8. Railway users can also view the bidding history in chronological order.
9. Bidders not be allowed to withdraw their last offer.
10. L-1 will be defined as the lowest bid obtained after the closure of R.A. session for Goods, Works and Services tenders.

**(Ref: RB Letter no. 2017/Trans/01/Policy/Pt-S dated 28-03-2018)**

Sanjeeb Kumar

**Annexure II**

No. P-45021/2/2017-B.E.-II
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion
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Dated 15th June, 2017
Udyog Bhawan, New Delhi

To

All Central Ministries/Departments/CPSUs/All concerned

## ORDER

**Subject: Public Procurement (Preference to Make in India), Order 2017**

**Whereas** it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

**Whereas** procurement by the Government is substantial in amount and can contribute towards this policy objective, and

**Whereas** local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them,

**Now therefore the following Order is issued :**

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.
2. **Definitions**: For the purposes of this Order:

   *'Local content'* means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

   *'Local supplier'* means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under this Order or by the competent Ministries / Departments in pursuance of this order.

   *'L1'* means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

   *'margin of purchase preference'* means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.

   *'Nodal Ministry'* means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services.

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*'Procuring entity'* means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

I. **Requirement of Purchase Preference**: Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities in the manner specified hereunder:

a. In procurement of goods in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods is more than Rs. 50 lakhs, the provisions of sub-paragraph b or c, as the case may be, shall apply.

b. In the procurements of goods which are not covered by paragraph 3a and which are divisible in nature, the following procedure shall be followed:

   i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.

   ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

c. In procurements of goods not covered by sub-paragraph 3a and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:

   i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.

   ii. If L1 is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.

   iii. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

.....Contd. p.3/-

4. **Exemption of small purchases**: Notwithstanding anything contained in paragraph 3, procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

5. **Minimum local content**: The minimum local content shall ordinarily be 50%. The Nodal Ministry may prescribe a higher or lower percentage in respect of any particular item and may also prescribe the manner of calculation of local content.

6. **Margin of Purchase Preference**: The margin of purchase preference shall be 20% .

7. **Requirement for specification in advance**: The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.

8. **Government E-marketplace**: In respect of procurement through the Government E-marketplace (GeM) shall, as far as possible, specifically mark the items which meet the minimum local content while registering the item for display, and shall, wherever feasible, make provision for automated comparison with purchase preference and without purchase preference and for obtaining consent of the local supplier in those cases where purchase preference is to be exercised.

9. **Verification of local content**:

   a. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.

   b. In cases of procurement for a value in excess of Rs. 10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

   c. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.

   d. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/ accountant's certificates on random basis and in the case of complaints.

   e. Nodal Ministries and procuring entities may prescribe fees for such complaints.

   f. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

   g. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the

.....Contd.p.4/-

duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9h below.

h. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:

   i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;

   ii. on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);

   iii. in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.

10. **Specifications in Tenders and other procurement solicitations**:

a. Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.

b. Procuring entities shall endeavour to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of local suppliers who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier.

c. Procuring entities shall, within 2 months of the issue of this Order review all existing eligibility norms and conditions with reference to sub-paragraphs 'a' and 'b' above.

d. If a Nodal Ministry is satisfied that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, it may, if it deems appropriate, restrict or exclude bidders from that country from eligibility for procurement of that item and/ or other items relating to that Nodal Ministry. A copy of every instruction or decision taken in this regard shall be sent to the Chairman of the Standing Committee.

e. For the purpose of sub-paragraph 10 d above, a supplier or bidder shall be considered to be from a country if (i) the entity is incorporated in that country, or ii) a majority of its shareholding or effective control of the entity is exercised from that country; or (iii) more that 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these tests with respect to India."

.....Contd.p.5/-

11. **Assessment of supply base by Nodal Ministries**: The Nodal Ministry shall keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order.

12. **Increase in minimum local content**: The Nodal Ministry may annually review the local content requirements with a view to increasing them, subject to availability of sufficient local competition with adequate quality.

13. **Manufacture under license/ technology collaboration agreements with phased indigenization**: While notifying the minimum local content, Nodal Ministries may make special provisions for exempting suppliers from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

14. **Powers to grant exemption and to reduce minimum local content**: Ministries /Departments of Government of India and the Boards of Directors of Government companies or autonomous bodies may, by written order,

    a. reduce the minimum local content below the prescribed level;

    b. reduce the margin of purchase preference below 20% ;

    c. exempt any particular item or procuring or supplying entities or class or classes of items or procuring or supplying entities from the operation of this Order or any part of the Order.

    A copy of every such order shall be marked to the Member-Convenor of the Standing Committee constituted under this Order.

15. **Directions to Government companies**: In respect of Government companies and other procuring entities not governed by the General Financial Rules, the administrative Ministry or Department shall issue policy directions requiring compliance with this Order.

16. **Standing Committee**: A standing committee is hereby constituted with the following membership:

    Secretary, Department of Industrial Policy and Promotion—Chairman
    Secretary, Commerce—Member
    Secretary, Ministry of Electronics and Information Technology—Member
    Joint Secretary (Public Procurement), Department of Expenditure—Member
    Joint Secretary (DIPP)—Member-Convenor

    The Secretary of the Department concerned with a particular item shall be a member in respect of issues relating to such item. The Chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

.....Contd.p.6/-

17. **Functions of the Standing Committee**: The Standing Committee shall meet as often as necessary but not less than once in six months. The Committee

    a. shall oversee the implementation of this order and issues arising therefrom, and make recommendations to Nodal Ministries and procuring entities.

    b. shall annually assess and periodically monitor compliance with this Order

    c. shall identify Nodal Ministries and the allocation of items among them for issue of notifications on minimum local content

    d. may require furnishing of details or returns regarding compliance with this Order and related matters

    e. may, during the annual review or otherwise, assess issues, if any, where it is felt that the manner of implementation of the order results in any restrictive practices, cartelization or increase in public expenditure and suggest remedial measures

    f. may examine cases covered by paragraph 13 above relating to manufacture under license/ technology transfer agreements with a view to satisfying itself that adequate mechanisms exist for enforcement of such agreements and for attaining the underlying objective of progressive indigenization

    g. may consider any other issue relating to this Order which may arise.

18. **Removal of difficulties**: Ministries /Departments and the Boards of Directors of Government companies may issue such clarifications and instructions as may be necessary for the removal of any difficulties arising in the implementation of this Order.

19. **Ministries having existing policies**: Where any Ministry or Department has its own policy for preference to local content approved by the Cabinet after 1st January 2015, such policies will prevail over the provisions of this Order. All other existing orders on preference to local content shall be reviewed by the Nodal Ministries and revised as needed to conform to this Order, within two months of the issue of this Order.

20. **Transitional provision**: This Order shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before the issue of this Order.

(B. S. Nayak)
Under Secretary to Government of India
Ph. 23061257

**Annexure III**

भारत सरकार **BHARAT SARKAR**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**
नई दिल्ली **New Delhi**

**No. 2015/RS(G)/779/5** **Dated: 27.12.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
CMDs of PSUs, RVNL, KRCL

**Sub.: Public Procurement (Preference to Make in India) Order 2017**
**Ref.: (i) Rly Bd. Letter No. 2015/RS(G)/779/5, dt 03.08.2017**
**(ii) Rly Bd. Letter No.2011/RS(G)/779/9, dt 06.12.2017**

***

1.0 Vide letter referred at (i) above, instructions for implementation of Public Procurement (Preference to Make in India) Order 2017, were issued for compliance. Some of the Railways/ PUs have submitted the compliance also.

2.0 The subject order provides for constitution of a Standing Committee to oversee its implementation. The Standing Committee, while reviewing implementation of the order, during its meeting held on 6th December, 2017, observed that *"some of the government institutions/ autonomous bodies/ PSUs/ JVs/ companies etc. had included certain restrictive conditions in the bid documents, which were highly discriminatory against the domestic manufacturers."*

3.0 Secretary, Department of Industrial Policy and Promotion, has conveyed the following message from the Office of Prime Minister:
*"It is very disturbing that the broad message has not been appreciated by various Departments. It should be the responsibility at the highest level in each Department to ensure that the tender conditions are strictly in sync with the public procurement order and each tender must be examined from the point of view of the interest of Indian manufacturers. "*

4.0 The Standing Committee has further clarified the following:
*"It is clarified that Public Procurement (Preference to Make in India) Order 2017 is not limited in its scope to mere supply of either goods or services alone, and that the contracts for **procurement of works** are also covered by this order as construction contracts entail rendering of both goods and services during course of execution."*

5.0 Regarding restrictive and discriminating terms and conditions against domestic manufacturers, attention is drawn to para 3.9.1(c) of Standing Committee minutes which is reproduced below:
"3.9.1 *c) Evolve an internal system of vetting the restrictive and discriminating terms & conditions against domestic manufacturers especially included in tenders or pre-qualification bids or expressions of interest floated by them or their Attached/ Subordinate Offices, Autonomous Bodies, PSUs, JVs with State Governments and JVs formed among Central PSUs."*

6.0 In the light of above, it is reiterated that the instructions as contained in the subject order, as circulated by Railway Board, may be followed in letter and spirit, duly modifying tender conditions, where considered necessary. Compliance should be reported to Railway Board.

Kanwalpreet

**(Kanwalpreet)**
**DRS/IC**
**Railway Board**

**No. 2015/RS(G)/779/5** **Dated: 27.12.2017**

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

Kanwalpreet

**(Kanwalpreet)**
**DRS/IC**
**Railway Board**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans Cell/TFC/ Hill Railway/Traffic - Part I** **New Delhi, Dated: 28.03.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Promoting Tourism on Hill Railways**

In order to give a thrust to tourism on Hill Railways, both for the cause of tourism as well as enhancing the image of the Railways, it has been decided by the Board (FC & CRB) to delegate decision making at divisional level. Following has been approved by the Board (FC & CRB):

1. Rates for Tourist Charter as well as Individual Coach Charter operation in the five Hill Railways - Darjeeling Hill Railways (DHR), Kalka-Shimla Railways (KSR), Nilgiri Mountain Railways (NMR), Kangara Valley Railways (KVR) and Neral- Matheran Railways (NMR)) - will be decided at the divisional level by the concerned Sr. DCM in consultation with Sr.DFM, and with the approval of DRM.

2. On Hill Railways where a Director has been posted, these powers can also be exercised by the Directors (instead of Sr DCM) with concurrence of associate finance and approval of DRM.

3. In order to give further fillip to tourism on Hill Railways, a policy may be evolved by the respective divisions in consultation with IRCTC to give commission / discounts to authorized Travel Agents / Tourist and finalized in consultation with Transformation Directorate of the Board.

4. **The above policy will remain in force till March 31, 2019 and shall be reviewed thereafter.**

A.K.Chandra 28/3/18
**(A.K.Chandra)**
Executive Director
Transformation

**No. 2018/Trans Cell/TFC/ Hill Railway/Traffic - Part I** **New Delhi, Dated: 28.03.2018**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
Executive Director Accounts
Transformation Cell

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, Dated:27-03-2018**

**The General Manager, All Indian Railways/PUs, NF(Con), CORE**
**The DG/RDSO & NAIR,**
**CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela**

**Sub: Model Schedule of Powers, October 2017-Corrigendum**

**Ref:** 1- Railway Board's letter no 2017/Trans/01/Policy dated 26-10-2017

2- GM/Western Railway D.O. No. letter No. W118/0 Vol.IX (W6) dated 15.02.2018

3- Railway Board's Letter no 2007/CE-I/CT/18 pt XII dated 31/12/2010

4- Eastern Railway letter no W(4) 416/20 Vol-VII. Dated 02.03.2018

In Model SOP issued vide reference 1, in the notes 5, 6 & 18 of item numbers 7, 8 & 9 respectively of Works matters (part –A of Model SOP), Gross value of the agreement is mentioned as *"Gross value of the agreement due to introduction of additional items/variation shall be taken into account for arriving at the competency of sanction. While working out gross value, savings, if any, shall not be taken into account".* Interpretation of overall agreemental value in this manner, is not in line with the policy of Railway Board's letter issued vide reference 3. And this interpretation is also not in accordance with the practice in vogue on many of the Zonal Railways including NR, CR, WR, SER, ER, SR, SWR etc. Western Railway has advised vide reference 2, that they have modified the note on agreemental value to be read as: "*Overall agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction".* This is in confirmity with the provisions of para 1265 of Engineering Code and Clause 42 (4) of IR-Standard GCC 2014, as well.

Based on references of ER & WR, the matter has been considered and with **approval of Board (ME, FC & CRB)**, it is clarified that Gross value of the agreement mentioned in notes 5, 6 & 18 of item numbers 7, 8 & 9 respectively of Works matters (part –A of Model SOP) issued vide Board's letter under reference 1, should be read as:

***"Overall Agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction."***

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

Kindly acknowledge the receipt and ensure compliance.

27/03/18
**(T.K. Pandey)**
**Executive Director, Transformation**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director (Accounts), Transformation**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/Conclave /Health** **New Delhi, dated: 23 .03.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Decisions taken in Board meeting on Mar 06, 2018**
**Ref: Railway Board letter no. 2017/Transf. Cell/Transformation Workshop dated 18.12.2017**

During conclave "Sampark, Samanvay, Samvad" held on Dec 16, 2017, GM/WR was nominated to frame 'Guidelines on Hospitals and Medicines'. Full Board in its meeting on March 06, 2018 considered the guidelines submitted by GM/WR and decided the following:

1. Road Mobile Van with a suitable ex-cadre contract doctor and para-medical staff may be provided wherever rail services are inadequate to cater to the healthcare needs of staff and their families on road side stations.
2. Wherever posts are available but not getting filled in by normal recruitment process in categories such as safaiwallah, hospital attendant and others essentially required for patient care, these may be filled in on contract basis. Where posts are not available, the activities, which are essential for the functioning of hospital, may be outsourced.
3. For Hospitals/Health Units which do not have Lady Doctors, engagement of a Lady Doctor on part time contract basis may be done on lines similar to engagement of part-time Dental Surgeons.
4. Scheme to call medical consultants to Railway Hospitals for providing professional services on case to case basis may be extended to Health Units also. Health Units may also be permitted to seek consultancy of private consultants by referring as an OPD case. For this purpose, consultants can be empanelled.
5. For engagement of Honorary Visiting Specialists (HVS), the rates will be notified by DG/RHS. The number of HVS required may be decided by GM based on recommendations of CMD and PFA.
6. For procedures/surgeries performed at non-Railway hospitals, follow up visits to the treating doctor/hospital are considered essential. Upto three follow up visits may be permitted in normal course. However, If more follow up visits are required, the same may be permitted with the approval of MD/CMS/CMO.
7. A Hospital Administrator should be appointed by the GMs for all zonal hospitals.
8. Implementation of Hospital Information Management System should be expedited by MD/CRIS and separate feedback given to DG/RHS for information of Board.
9. If a firm has been approved for supply of medicines for any of the zones, the same should be applicable for all Indian Railways.

10. The annual procurement of medicines of 80% of the last year quantity may be done without waiting for indents by respective Zonal Railways/PUs. There should be a 30% option clause which should be operated after finalization of the final vetted demand.
11. The limit of 15% of AMI on Local Purchase may be reviewed by GMs and fixed in consultation with PFA.
12. The LP suppliers need to be selected in a manner that the distance from the hospital is within 5 kms, and as far as possible these are open on 24 hrs basis.
13. Facility of kidney/liver transplant is generally not available at CGHS rates. It needs to be examined by DG/RHS as to how other government departments are managing the situation.
14. For making advance payments to non-Railway hospitals in case of emergencies such as road accidents, a suitable cash imprest may be sanctioned by GMs for Hospital/Health Unit as considered necessary by CMD.
15. Medicine Procurement Process needs to be examined and streamlined. This may be done by Transformation Cell along with a Doctor nominated by DG/RHS.

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

23/3/18

**(Praval Pant)**
**Director**
**Industrial Health**

23.03.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans Cell/Conclave /Health** **New Delhi, dated: 23 .03.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 23 .03.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Model Schedule of Powers, October, 2017-Correction Slip-3**
**Ref: Railway Board letter no. 2017/Trans/01/Policy dated 26.12.2017**

With approval of Competent Authority, remark 4 of item no. 20a (Medical Matters) of Model SOP is modified as under

| Item & Reference | Existing remark (as per Model SOP issued vide letter dated 26.10.2017) | Revised remark |
|---|---|---|
| 20a. Sanction for special diagnostic investigations in non-railway identified institutions for service/consultation rendered for cases referred by AMA | 4. Beyond Rs. 15,000/- FA&CAO's concurrence and Railway Board's approval is required. | 4. Beyond Rs. 15,000/-, associate finance concurrence and approval of CMD/CMO of Zonal Railway/PU is required. The rates would be governed by notified CGHS rates. |

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

23.03.18
**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 23 .03.2018**

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways
4.

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

भारत सरकार / **GOVERNMENT OF INDIA**
रेल मंत्रालय / **MINISTRY OF RAILWAYS**
रेलवे बोर्ड / **RAILWAY BOARD**

No. 2018/Transf.Cell/Tfc-Comml/Citizen Charter Dated: 23.03.2018

**The General Manager**
**All Indian Railways.**

**Sub: Citizen's Charter for Passenger Services**

Please find enclosed the Indian Railways "Citizen's Charter for Passenger Services". The enclosed charter has the approval of Board (CRB and MT).

Since Citizen's Charter for Passenger Services defines the rights of rail passengers, due publicity may be given to the same.

Niraj Sahay 23/03/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**

**Copy to:**

1. PCOMs, All Indian Railways
2. PCCMs, All Indian Railways
3. PFAs, All Indian Railways
4. PCEs, All Indian Railways
5. PCEEs, All Indian Railways

Distribution: As per standard list at page 2.

1.

# Citizen's Charter for Passenger Services

## Preface

Indian Railways (IR) has the fourth largest rail network in the world. It runs nearly 21000 trains, including 13000 passenger trains that carry more than 23 million passengers per day. Considering such a huge customer interface, provision of Passenger Amenities and convenience in travel is one of the most important objectives of Indian Railways, both in terms of business ethics as well as social obligation.

Improvement, augmentation and maintenance of amenities at Railway Stations and other travel related facilities for ease of passengers on IR is a continuous process. They are also improved on the basis of public feedback from various channels and through continuous and constructive engagement with the users through institutionalized mechanisms such as Railway Consultative Committees at all levels – Ministry, Zones and Divisions.

## Vision

As part of its commitment towards making the passenger services more efficient, effective, accountable, responsive, transparent and ethical to its customers, the Citizen's Charter for Passenger Services defines the rights of rail passengers.

## Mission Statement

IR shall endeavor to deliver the following services to its passengers:

- safe and dependable train services
- courteous and customer friendly services
- adequate level of passenger amenities in trains and at railway stations
- responsive and effective grievance redressal machinery at various levels for time bound resolution for passenger grievances and complaints
- notify standards for various services, wherever possible
- clean and environment friendly atmosphere in trains and railway stations in cooperation with its customers
- requisite amenities to females, senior citizens and disabled passengers for facilitating their convenience

## Ticketing

In matters of ticketing and its sale, IR shall endeavor to provide:

- User friendly options to avail railway tickets for performing rail journey. Presently, railway tickets can be obtained online on IRCTC website, mobile APP – Rail Saarthi, Automated Ticket Vending Machines (ATVMs) and across the counter at railway Booking Office, Reservation Office, PRS in Post Office, Jansadharan Ticket Booking Sevak (JTBS) and Yatri Ticket Suvidha Kendra (YTSK).

- Computerized reservation facilities at all stations with a workload of 75 reservation related transactions.

- Alternative modes of payment to the customers like cash, credit/debit cards, net banking, e-wallets, UPI/BHIM etc.

- Opening of adequate number of ticket windows/counters to ensure reduced waiting time.

- Specified working hours to be clearly displayed at the counters.

**Booking of Luggage**

- Free Allowance for a passenger upto which he/she can carry luggage in the compartment, free of cost. Children aged 5 and below 12 years are allowed half of the free allowance subject to the maximum of 50 kg. The marginal allowance for passengers are indicated in the table below:

| Class | Max Limit (Kgs) | Free Allowance (Max Limit) | Marginal Allowance |
|---|---|---|---|
| AC First Class | 150 | 70 kgs. | 15 kgs. |
| AC 2 Tier Sleeper/First Class | 100 | 50 kgs. | 10 kgs. |
| AC 3-Tier Sleeper/AC Chair Car | 40 | 40 kgs. | 10 kgs. |
| Sleeper Class (Exp/Ordinary) | 80 | 40 kgs. | 10 kgs. |
| Second Class (Exp/Ordinary) | 70 | 35 kgs. | 10 kgs. |

*If luggage exceeds the free allowance, it is charged at normal rates. Above marginal allowance, penalty is charged, as per extant rules.

**Refunds**

- Provide user friendly option to claim refund of ticket fare by cancellation of tickets within permissible time limit as notified under the refund rules. Presently, tickets can be cancelled across the ticket counters, IRCTC website and through 139.

- As far as possible, for PRS counter tickets, refunds would be made across the counter, provided the ticket is surrendered within the specified time limit. In case ticket is cancelled through 139 or IRCTC, refund amount should be collected on surrendering of the original ticket across the reservation counter within the prescribed time limit.

- For online cancellation of tickets, the refund amount admissible would be credited to the customer's account within 5 working days. For tickets cancelled across the counter, refund amount shall be paid across the counter except in case of tickets booked on credit/debit card using POS machines. The refund amount of tickets in such cases will be a maximum of 7 days.

- In case of failure of air-conditioning system in AC coaches, difference of fare between air-conditioned and non air-conditioned class of travel for the portion travelled without air-conditioning shall be refunded across the counter on the basis of a Certificate obtained from Guard/TTE of the train.

- Station Masters/Managers of certain important stations/reservation offices have special discretionary powers to grant refund on unused tickets where refund is not admissible at the station due to expiry of the time limit prescribed in the rules. The list of stations, where this facility is available, is published in the respective Zonal Railway Timetable.

- For refund of fare under circumstances, other than those specified in Refund Rules like bandh agitation, flood etc., and in cases where the passenger could not reach the reservation counter within the prescribed time limit, Ticket Deposit Receipt (TDR) can be filed within 3 days and passenger shall be allowed to apply to CCM (Refund) for refund of fare. Refund of TDR cases will be made within a maximum of 90 days.

**Lost, Torn Or Mutilated Tickets**

- No claim for refund shall be entertained by Indian Railways in case of lost or misplaced tickets.

- Refund of fare will be granted in respect of a torn or mutilated ticket if the authenticity is verifiable on the basis of the particulars visible on the face of the ticket.

- If the ticket Lost or Misplaced is confirmed/RAC, the Railways will issue duplicate ticket permit travel on the same reservation within prescribed time limit on payment of charges fixed from time to time and observing other formalities as prescribed.

**Concessions**

- Different types of concessions to eligible passengers and other relevant passenger information is made available through the Railway Time-Table at Railway Stations and Book Stalls on payment of charges printed on the time-table.

**Special Trains**

- Railways run special trains on various festive occasions. Information will be given in advance through media for running of special trains on special occasions. These can also be seen on the IRCTC railway ticketing website and CRIS website.

**Enquiry and Information**

- Information related to train services and related information can be obtained from Railways, time tables (Trains at a Glance and Zonal Railway Time Tables), websites: www.irctc.co.in, www.cris.org and www.indianrail.gov.in. Computerized Interactive Voice Response System on 139 and information displayed at important stations.

- The position of running trains will be updated regularly and announced on the Public Address System at important stations and also made available on telephone for personal enquiries. The current status of train running can also be obtained

through National Train Enquiry System (NTES) through internet and seen online on www.trainenquiry.com.

**Catering**

- Indian Railways shall provide catering services through mobile and static units.
- Passengers travelling on trains can avail food of their choice through e-catering services by booking their food online on www.irctc.co.in and on phone by calling 1323.
- The Menu and price list for items approved to be sold on train by IR can be seen at IRCTC website (http://contents.irctc.co.in/en/StandardMenuRates.pdf)

**Cleanliness**

- Every effort shall be made to keep railway premises (stations and trains) clean and hygienic in cooperation with the passengers.
- Pay and Use toilets have also been made available at some major stations.
- On board cleaning staff are available on most of the long distance trains to maintain cleanliness on running trains and cleaning of trains is done en-route at nominated stations called "Clean Train Station". Passengers can also avail these services by sending their PNR number on SMS to '58888'.

**Passenger Amenities**

- At stations, Passenger Amenities are provided as per scale depending upon the defined category of the station.
- Basic facilities like booking arrangements, waiting hall, seating, lighting, drinking water, urinals/toilets, shade/shelter is available at all the regular stations.
- Additional facilities like AC Waiting Hall, Retiring Rooms, Dormitory, Cloak Room, Refreshment Halls, Escalators/Lifts, Wifi etc. are available at bigger stations.
- On board amenities are provided as per the class of accommodation. The rules related to these facilities are available with the TTE/Train Superintendent. Train lighting & fans, cushioned seats/berths and toilets are available in all coaches.
- For any complaint/suggestion regarding onboard amenities, train watering etc. passengers can contact 138 and the same shall be addressed at the earliest.

**Bed Rolls**

- Bedrolls are supplied free of cost to all passengers travelling in AC First Class, AC-2 Tier and AC-3 Tier. However, in Garib Rath Express, Bedrolls are provided on demand on specified payment per bedroll set.

**Medical Assistance on Train**

- Guards/Train Superintendents or Pantry Managers are equipped with First Aid Boxes. The frontline staff are also trained to administer First Aid to sick persons. In case of any medical emergency, a passenger can approach Travelling Ticket Examiner/Train Superintendant to arrange for relief through on board facilities or locate a doctor among travelling passengers.

**Cloak Rooms and Safety Lockers**

- Cloak Rooms and Safety Lockers are available at major stations where luggage of bona fide passengers can be kept in safe custody. However, only locked luggage will be accepted in the cloak rooms which can be kept for a maximum period of one month on payment of specified charges.

**Waiting Room and retiring Room at Stations**

- Waiting Rooms are available at major stations for use by genuine passengers. These can be used free of cost on production of your journey tickets for a few hours till the connecting train arrives. A bona fide passenger can stay in the AC or Non AC Retiring Rooms or Dormitories, available at important stations. This transit accommodation can be availed by passengers holding valid tickets on payment of prescribed charges. At present, online booking of Retiring Rooms through IRCTC website is commissioned at about 497 railway stations so far for seeking advance booking on payment of prescribed charges.

**Public Grievance Redressal**

- Railway Administration would ordinarily reply to the complaint within 90 days, where detailed enquiries are not required to be made and within 120 days, in case of complaints where detailed enquiries are warranted.

- Railways offers passengers different medium for redressal of grievances and sharing their experience which include CPGRAMs Portal (https://pgportal.gov.in or at Indian Railways website: www.coms.indianrailways.com), Complaints & Suggestion Books available with Ticket checking staff on trains and with Station Master/Manager at stations, Dedicated phone numbers like 138, social media platforms like Facebook (ministryofrailways-india) and Twitter @railminindia).

- A passenger can also record his/her grievances in the Complaint Book kept with Town Booking Offices, Reservation Offices, Refreshment Rooms and Manager of the Pantry Cars for specific complaints.

**Theft of Luggage**

- A Prescribed FIR Form is available with TTEs/Guards or GRP escort. After filling it up, the Form may be handed over to one of the officials viz., TTE, Guard or GRP escort for registration of the report at the next Police Station.

**Security Helpline**

- An All India Security Helpline 182 is available through Security Control Rooms of RPF to provide round the clock security related assistance to passengers. Another Security Helpline 1800-111-322 is also provided from Railway Board/New Delhi to render security related assistance to passengers.

**Facilities Provided to Female Passengers, Sr. Citizens and Persons with disabilities**

- Details of facilities provided to female passengers, Sr. Citizens and Persons with Disabilities are available on Indian Railways official website (http://www.indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,555,737)

**Co-Operation from Passengers**

- Co-operation of general public is sought to maintain cleanliness, avoid unnecessary chain pulling, maintain cordial relations with fellow passengers and railway staff coming in their contact, abstain from carrying inflammable items and discourage touts.

*****

**23 March 2018**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, dated: 23-03-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Corrigendum Slip No 4 to Model SOP issued vide letter no 2017/Trans/01/Policy dated 26.10.2017**

Vide Railway Board letter no 2017/Trans/01/Policy dated 26.10.2017 Model Schedule of Power (SOP) was issued. Board (FC & CRB) has approved additional delegations of power for Railway Protection Force (RPF). Corrigendum Slip No 4 to Model SOP containing these additional empowerments for RPF is enclosed as Annexure –I (List 1 & 2).

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

Kindly acknowledge receipt and ensure compliance

23/3/18

**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 23-03-2018**

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

## List 1 - New delegations to RPF under Model SOP

| SN | Item | Proposed delegation |
|---|---|---|
| 1 | Purchase and stitching of uniform material for RPF/RPSF Band. | PCSC/DIR/JJR - Full powers<br>CSC- Rs 5,000/- per staff (Annual ceiling Rs 2,00,000/-)<br>(Fin. concurrence not necessary upto Rs 1,50,000/- in each case)<br>(Life of summer uniform – 2 years / winter uniform – 5 years) |
| 2 | Purchase of RPF/RPSF Band equipments | PCSC/DIR/JJR - Full powers<br>CSC- Upto Rs.1,50,000/-<br><br>(Fin. concurrence not necessary. upto Rs 1,50,000/- in each case) |
| 3 | Repair of band equipments | PCSC/DIR,JJR- Full powers<br>CSC- Rs. 5000/in each case (annual ceiling Rs. 50,000/)<br>Principal ZTC- Rs. 2000/(annual ceiling - Rs. 20,000/)<br><br>(Fin. conc. not necessary upto Rs. 1,50,000 in each case) |
| 4 | Temporary works like concertina/razor edge fencing, erection of morchas/portable morchas/ temporary towers, queue managers, installation of search lights etc. to handle large crowds, extremist situations, melas and other exigencies. | PCSC/DRM/CWM- Rs.1,00,000/- each occasion (annual ceiling of Rs.10,00,000/-)<br>CSC/ ADRM- Rs.10,000/- each occasion (annual ceiling of Rs.1,00,000/-)<br>Sr DSC/DSC(ind. Charge)-Rs.5,000/- each occasion (annual ceiling of Rs.50,000/-_<br>(Fin. concurrence necessary above Rs. 5,000/-) |
| 5 | Bada Khana on the occasion of RPF Raising Day (once a year as per the Force Tradition on Raising Day, etc.), during the visit of MR, MoSR, CRB, DG/RPF, GM, CSC, DRM, during Darbar or on special occasion and on ceremonial occasion and for other visits of the force establishment interaction purpose. | PCSC- upto Rs.1,50,000/- per Bada Khana,<br>CSC/ Sr DSC/DSC (ind. charge) - upto Rs.50,000/- per Bada Khana DRM/CWM/ DIR/JJR/ - upto Rs.1,00,000/- per Bada Khana<br><br>(Fin. concurrence necessary) |
| 6 | Expenditure incurred in Range classification & Firing practice and hiring of tentatge/furniture for Suraksha Sammelan, training camps, meetings and sporting events. | PCSC/DRM/CWM/DIR-JJR - Full powers<br>CSC/Sr DSC/DSC (ind.charge) - Rs Rs. 25,000/- per occasion with annual ceiling Rs 2,50,000/-<br>Selection Grade/JAG (zonal HQ)- - Rs Rs. 5,000/- per occasion with annual ceiling Rs 25,000/-<br>Principal/ZTC- Rs. 5,000/- per occasion with annual ceiling Rs 50,000/- |

Sanjeev Kumar  Jeetendra Singh 23/3/18

| SN | Item | Proposed delegation |
|---|---|---|
| | | Note:<br>1. Expenditure to include hiring of vehicles to transport RPF personnel, armour, weapons, ammunition, tentage etc. from RPF armoury to firing range and back<br>2. Expenditure will include cost of Target, Target paper, gum, repairs, armoury range fees, hiring of tent, dari, table, chair, cleaning charge and arrangement of hot water etc.<br>3. Fin. concurrence not necessary upto Rs. 25000/- per occasion |
| 7 | Hiring of vehicle for RPF Post (no departmental vehicle available/ for operational work) | PCSC/DRM/CWM-Full powers<br>(Conditions applicable as in the case of item 43 on hiring of vehicles in Works Matter of Model SOP would apply) |
| **8) Recruitment of constables and sub-inspectors in RPF** | | |
| i | Hiring of agency for processing of applications including the following:<br>i. Processing of applications.<br>ii. Candidate data upload for test center mapping and admit card generation.<br>iii. Accountal of money received and deposition.<br>iv. Test center allocation candidates and provision of admit cards to candidate.<br>v. Intimation to candidates for downloading of hall tickets/ admit cards.<br>vi. Refund of money to eligible candidates.<br>vii. Uploading call letters for PET/PMT/Trade test/Document Verification.<br>viii. Intimation to candidates for downloading of call letters for PET/PMT/Trade Test, etc.<br>ix. Helpdesk support from the date of publication of advertisement till completion of CBT. | Chairpersons of RPF Recruitment Committees -<br><br>Full Powers as applicable to Chairperson/RRB |
| ii | Hiring of agency for conducting Computer Based Test including the following: | Chairpersons of RPF Recruitment Committees –<br><br>Full Powers as applicable to Chairperson/RRB |

Sanjeev Kumar

Jyotsna Sah 23/3/18

| SN | Item | Proposed delegation |
|---|---|---|
| | i. Identification and finalization of test centers.<br>ii. Content creation (question papers for objective examinations) as per requirement.<br>iii. Deployment of trained manpower and inventory setup at every test center.<br>iv. Frisking of candidates.<br>v. Separate enclosures to frisk female candidates.<br>vi. Biometric Registration across all test centers.<br>vii. Secured (encrypted/VPN protected) downloading of the question papers.<br>viii. Monitoring of the whole examination through command center.<br>ix. CCTV surveillance at test centers.<br>x. Matching the candidate responses with the correct keys.<br>xi. Final result processing after evaluation of objective exams.<br>xii. Sharing of results and other exam related data such as audit trails, etc.<br>xiii. Provide support with examination related data for handling RTI queries.<br>xiv. Any other task as decided by Chairperson-CRC. | |
| iii | Purchase of items like RFID, weighing machines, measuring tape, high jump bars, stop watches, row, line, gloves, stationary, trunks, chest numbers etc. for recruitment, selection etc. | PCSC/DRM/CWM Full powers<br>CSC-Rs.50,000/- on each occasion (annual ceiling of Rs. 5,00,000/-)<br>ADRM/DIR/JJR - Rs.5,000/- on each occasion (annual ceiling limit of Rs.50,000/-)<br>(Fin. concurrence not required upto Rs. 5000 in each case) |

Sanjeev Kumar

Jatinder Singh
23/3/18

| SN | Item | Proposed delegation |
|---|---|---|
| iv | Hiring of PA system, CCTV, computers, Net facility, typing experts, etc. | PCSC/DRM/CWM/DIR/JJR- Full powers<br>Principal ZTC – Rs 30,000/- per annum<br>(Fin. concurrence is necessary) |
| v | Sanction of honorarium to RPF staff deputed for written exam /PET/document verification in RRB/RRC/RPF exam. | PCSC/DRM/CWM/DIR/JJR - Full powers<br>Principal RPF Training Centre – Rs 10,000/- per annum<br>(Fin. concurrence is necessary) |
| vi | Expenses on food, tea, snack. | PCSC/DRM/CWM/DIR/JJR- Full powers<br>Principal RPF Training Centre - Rs 10,000/- per annum<br>(Fin. concurrence is necessary) |
| vii | Hiring of Home guards for crowd management | PCSC/DRM/CWM/DIR-JJR- Full powers<br>(Fin. concurrence is necessary) |
| | For items 9 (v, vi & vii) (honorarium amount will be at par with the provision provided for RRB) | |
| viii | Expenses for preparation of ground for high jump, long jump, 1500 meter run, barricading, marking, surface leveling, etc. | PCSC/DRM/CWM- Full powers<br>Principal RPF Training Centre - Rs 20,000/- per annum<br>(Fin. concurrence is necessary) |
| ix | Hiring of stadium, examination centre like school and colleges for recruitment/selection for indoor and outdoor tests, sports activities, etc. | PCSC/DRM/CWM/DIR/JJR - Full powers<br>CSC/Sr DSC/DSC (ind. charge) - Rs.25,000/- on each occasion (annual ceiling of Rs. 2,50,000/-)<br>(Fin. concurrence is necessary) |
| 9 | Purchase and stitching of specific operational dress for security escort of VVIPs on Railways. | PCSC/DRM/CWM - Full powers<br>(Fin. concurrence is necessary) |
| 10 | Hiring of technical security gadgets like Drone cameras, CCTV, baggage scanners, DFMD, HHMD, trolley mirror, etc. | PCSC/DRM/CWM - Full powers upto Rs. 25,00,000/<br>CSC/Sr DSC/DSC (ind. charge) - Full powers upto Rs. 10,00,000/-<br>(Fin. concurrence is necessary) |
| 11 | Hiring of simulators for learning motor driving, firing from weapons etc. | PCSC/DRM/CWM/DIR/JJR - Full powers<br>(Fin. concurrence is necessary) |
| 12 | Hiring of digital content/online digital content, CDs/DVDs for improvement of motivation & professional skills. | PCSC/CSC/Sr DSC/DSC (Independent charge), DIR/JJR- Full powers.<br><br>(Prior Fin. concurrence necessary above Rs. 20,000/-) |

Sanjeev Kumar

Jeetender Singh
23/3/18

## List 2 – Revised delegations to RPF in Model SOP

| S. N | Model SOP reference | Item description | Revised delegation |
|---|---|---|---|
| 1. | Part C: Miscellaneous - Page C53, S.N. 52 (A) | Purchase of dogs/bitches from private/Police/Para-Military Kennels | PCSC/DRM – Full Powers<br><br>(Purchase through spot purchase committee) |
| 2. | Part C: Miscellaneous - Page C55, S.N. 57 | Invite and accept open/limited tenders for annual contract for washing/ironing/dry–cleaning of linens/blankets in hostel, Guest House, barracks and mess. | PCSC/Sr.DSC/DSC (ind. charge)/Sr.CO/CO, DIR/Academy/Principal Zonal RPF Training Centres - Full powers<br><br>(Fin. conc. necessary) |
| 3 | Part C: Miscellaneous - Page C33, S.N. 39 (B) | Purchase of sports materials including provision of Gym (at barracks, Training academy, training centre). | PCSC/DRM/CWM/DIR/JJR & Principals of Zonal RPF Training Centres - Full powers<br><br>(Fin. conc. necessary) |
| 4 | Part C: Miscellaneous - Page C33, S.N. 39 (C) | Newspapers and magazines for RPF/RPSF barracks and SIB & CIB units. | PCSC/ DIR/JJR/Maula Ali/ CSC/DRM/CWM/ADRM/Sr DSC/DSC (ind. charge) - Full powers<br>(Fin. conc. not necessary)<br>(Newspapers/magazines to barracks to be supplied subject to maximum as specified in enclosed yardstick) |
| 5 | Part C: Miscellaneous - Page C11, S.N. 11 (A) | Chemical/Forensic analysis of samples through outside agencies | PCSC/CSC SG./JAG/Sr. DSC/DSC- Full powers (Finance concurrence necessary) |

ɔ) Model SOP, Part – C: Miscellaneous Matters, Page C 59 Item 66 (A) (i) – Printing works in outside ɔress for safety propaganda literature

This power will also be available for security propaganda literature. PCSC in Headquarter, ORM/ADRM/SAG officers in field units and JAG/SS (Independent Charge) will exercise Full Powers in his regard as mentioned in Model SOP. The Remarks in the Model SOP against item 66 (A) shall be ıpplicable.

Sanjeev Kumar  Jitendra Singh 23/3/18

Annexue – 1: Corrigendum 4 to model SOP: pertaining to RPF

## Yardstick for provision of Newspaper in RPF barracks

| Bed Strength | No.of Newspaper | | | No.of Magazines | | | In case no staff available in any one language, his quota can be added to quota of other language. |
|---|---|---|---|---|---|---|---|
| | English | Hindi | Vernacular | English | Hindi | Vernacular | |
| Upto 10 | 1 | 1 | 1 | 1 | 1 | 1 | |
| From 11 to 20 | 2 | 2 | 2 | 1 | 1 | 1 | |
| From 21 to 50 | 3 | 3 | 3 | 1 | 2 | 2 | |
| From 51 to 100 | 4 | 4 | 4 | 2 | 3 | 3 | |
| Above 100 | 5 | 5 | 5 | 3 | 4 | 4 | |

Sanjeev Kumar Jatinder Singh 23/3/18

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2018/Trans/01/BC** **New Delhi, Dated: 22.03.2018**

**The General Manager, All Indian Railways**

**Sub: Instructions to DRMs to attend meeting of DISHA committees.**

It has been decided by Board (CRB) that whenever DRMs are invited to attend the meetings of the DISHA Committee by the Project Director or the Collector, to sort out issues relating to Railways, DRMs or ADRM's should attend those meetings which are chaired by the respective Lok Sabha Member.

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director /Accounts**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2018/Trans/01/Policy** **New Delhi, Dated: 22.03.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Revision of Model Schedule of Power (SOP)**

Model Schedule of Power (SOP) was issued from Railway Board vide this office letter of even no dated 26.10.2017. The Model SOP was prepared by incorporating the **best practices existing in SOPs** of various Zonal Railways and **enhanced delegations** given to GMs vide Railway Board letter no 2017/Trans/01/Policy/ dated 18.10.2017. As stated in the preamble of the Model SOP, the intent of Model SOP was to bring uniformity in delegation of financial and administrative powers across the zonal railways and production units (to the extent applicable) and empower PHODs/CHODs and DRMs, including the field officials while leaving ample scope for the GMs to add or modify provisions to suit the local conditions within the overarching powers delegated to them.

It has now been decided to issue a **revised version** of the Model SOP. GMs and DGs may send proposals for items which they consider important to be included in the Model SOP. The proposals may be sent by April 4, 2018 (a copy of the proposals may please also be emailed to jeetendra.s@nic.in).

22.3.18
(Sudheer Kumar)
Principal Executive Director (Transformation)

Copy: As per list enclosed

Government of India
Ministry of Railways
(Railway Board)

No. 2018/Trans. Cell/Mech./Service Contracts New Delhi Dated: 20.03.2018

The General Managers,
All Zonal Railways & Production Units
DG/RDSO, DG/NAIR, CAO/DMW, CAO/RWP
Dir./CTIs

**Sub: The General Conditions of Contract for Service.**
**Ref: Letter of even No. Dated 02.02.2018.**

There have been some typographical mistakes in the Board's letter of even no. issued on 02.02.2018.

Now, typographical mistakes have been corrected. The corrected copy of General Conditions of Contract for Service in PDF format is enclosed.

Zonal Railways may follow this corrected PDF version of General Conditions of Contract for Services.

(A.K. Chandra)
Executive Director/Mech./Trans.
Railway Board
Tel. No. (M) 9717646228

No. 2018/Trans. Cell/Mech./ Service Contracts New Delhi Dated: 20.03.2018

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

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2018/Trans Cell/S&T/Contractual Staff** **New Delhi, dated: 16 .03.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Engagement of staff against posts of SSEs/JEs(Works) in Construction organization by re-engagement of retired personnel and by engagement on contract basis**

**Ref: PCPO/NWR D.O. No. 398 E/RB Inspection/HQ/HRD/10/4 dated 10.01.2018**

In view of the difficulties being experienced by Construction Organisations due to shortage of technical manpower, Board (ME, MS, FC & CRB), has approved the following.

1. Filling up of posts of technical manpower, at Level-6 and Level-7, in Engineering(Works) of Construction organization is permitted by re-engagement of retired employees as a first preference. The re-engagement of retired employees may be done with the approval of CAO/C in Construction organization. Extant guidelines including the ones contained in Letter no. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 may be followed.
2. Only if retired employees are not available, filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering(Works) of Construction organization is permitted on terms and conditions enumerated in Annexure enclosed.

2.1 This scheme is launched on experimental basis and is valid for two years from the date of issue of this letter.

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

DA: Annexure in 2 pages

**(Anand S. Khati)**
**Executive Director**
**Establishment (G)**

16.03.18
**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2018/Trans Cell/S&T/Contractual Staff** **New Delhi, dated: 16 .03.2018**

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

Sanjeeb Kumar 16/3/18
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

**Annexure to Rly Board L. No. 2018/Trans Cell/S&T/Contractual Staff dtd 16.03.2018**
**(Page 1 of 2)**

Terms and conditions for filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering(Works) of Construction organization:

1. These engagements should be done with the prior approval of CAO/C in Construction organization subject to fulfillment of eligibility & other conditions governing such engagements.
2. Educational Qualifications and Age Limit of such contract engagements should be in accordance with those prescribed for direct recruitment.
3. These contract engagements should be made against clear vacancies for a maximum period of one year or availability of a regularly selected candidate, whichever is earlier. Suitable break should invariably be given between successive contracts (if any).
4. The selection process and selection criteria may be decided with the concurrence of PFA in consultation with PCPO and approval of General Manager.
   Such engagements should be made by screening, based on the selection criteria approved by General Manager, by a selection committee of JAG officers nominated by CAO/C, including one officer from engineering department and one from Personnel department.
   The engagements should be made by inviting applications and the advertisement should be published in local and national newspapers and also put on Railway website(s).
5. Representation of SC/ST and OBC categories as per vacancies reserved for them should be ensured as per extant guidelines in force.
6. Candidates will have to undergo medical examination (as applicable for direct recruitment for SSE/JE (Works)) and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway hospital.
7. The candidates recruited on contract basis will not be entrusted with the duties of quality certification, safety certification, Stores in-charge, certification of measurements in Measurement Book and the like. However, they may assist the regular Railway supervisors in these works and in performance of other day to day duties. Detailed duty list may be drawn by Construction organization.
8. The candidates recruited on contract basis may be given training/orientation in rules, regulations and practices related to safety, technical and other areas before they are deputed on work. Period and content of such training/orientation may be determined by CAO/C in consultation with PCPO/CPO(C) but should not be less than 10 working days. After completion of training/orientation, the candidate should be adjudged for suitability/competency before deputing him on field job.
9. The candidates recruited against Level-7 posts may be designated as Senior Technical Associate(Const/Works) and the ones recruited against Level-6 posts may be designated as Junior Technical Associate(Const/works).

16.3.18

Sanjeev Kumar

10. Duty pass may be provided for stretch of the journey involved on duty. They may be entitled to IInd Class 'A' duty pass.
11. The contractual staff may be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sundays and National Holidays for which Compensatory Rest may be given later. In addition, Contractual staff may be granted two days leave for each completed month of engagement in Railway. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).
12. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees must be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.
13. The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.
14. Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organization on their engagement.
15. All statutory requirements shall be complied with by Railways.
16. It should be a full time contract and their remuneration should be on monthly basis as given here under:

| Monthly remuneration for technical manpower of Engineering(Works) recruited on contract in Const. organization (in Rupees) | | | |
|---|---|---|---|
| Level (7th Pay Commission) against which recruited | Class of city in which posted | | |
| | 'Z' class | 'Y' class | 'X' class |
| Level -6 | 25000 | 27000 | 30000 |
| Level -7 | 32000 | 34000 | 37000 |

17. They may be paid Daily Allowance when on tour as admissible, at the rate of Rs. 500/-.
18. Any other condition as considered essential in line with any other policy governing such engagements may be considered/included with the approval of PCPO, PFA and GM.

16.3.18

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 14-03- 2018**

The General Manager, All Indian Railways/PUs, CORE, NF(C)

CMD/RVNL

**Sub: Process Reforms – Improving Project Execution & Monitoring**
**Ref: Presentation made by GM SCR on 21.2.2018 as a follow up of Sampark, Samanvay, Samvad Conclave**

GM/SCR made a presentation on the above process reform initiatives to full Board on 21.2.2018. Following decisions were taken:

1. All works costing above Rs 50 crore shall be approved only after preparation of Detailed Project Report containing Detailed Estimate, except for New Lines & Gauge Conversion.
2. GMs may sanction works not exceeding Rs 2.5 crore each, within lump sum provision given by Board under Demand Number 2, for taking up preliminary works for preparation of Detailed Project Report for processing works costing more than Rs 50 crore, for works other than New Lines, Gauge Conversion, Doubling and Railway Electrification Planheads.
3. Web enabled Remote Eye Monitoring System (ReMS) developed by RVNL for monitoring projects may be used by Zonal Railways. Zonal Railways may monitor important projects by usage of Drones and Project Management Software.
4. RVNL may develop a special web enabled Project Management Software to monitor Railway Projects, which can be integrated with (i) monitoring of plans/drawings, (ii) Remote Eye Monitoring System, (iii) Images captured by Drones.
5. The cost of item No. 3 & 4 above should be charged to the project itself.

This issues with the approval of Board (ME, FC & CRB).

Prem Sagar 14.3.18
**(P S. Gupta)**
**EDCE/General**

14.03.18
**(T. K. Pandey)**
**ED/Transformation**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)** 14/3/18
**Executive Director (Accounts), Transformation**

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

**No. F(X)II/2015/PW/7** **New Delhi, dated .03.2018.**

**The General Managers,**
**All Indian Railways,**
**Including CLW, DLW, ICF, RCF & Rail Wheel Factory.**
**Metro Railway, Kolkata.**
**The General Manager (Const.),**
**N.F. Railway, Guwahati.**
**CAOs (Constn), All Indian Railways (except NF Railway)**
**The Director General and Ex-Officio General manager, RDSO, Lucknow.**
**The General Manager,**
**Central Organisation for Rly. Electrification, Allahabad.**
**CAO, MTP/Mumbai.**
**CAO/DLMW, Patiala and COFMOW, New Delhi.**

**Sub:** Delegation of powers to General Managers.
**Ref:** Board's letter of even number dated 12.06.2017.

In partial modification of Board's letter No.F(X)II/2015/PW/7 dated 12.06.2017, note (1) to item no. 40(5) of Delegation of Powers to General Managers, it has been decided by Board that General Managers can sanction part estimates for shifting of utilities also.

Niraj Kumar
Director/Finance(Exp)-I
Railway Board.

**No. F(X)II/2015/PW/7** **New Delhi, dated .03.2018.**

**Copy to:**

Dy. Comptroller & Auditor General of India (Railways), Room no. 224, Rail Bhawan, New Delhi with 45 spares.
PFAs, All Indian Railways including Production units.
FA & CAO(C)s, All Indian Railways.

Seen

Niraj Kumar
Director/Finance(Exp)-I
Railway Board.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

5

No. 2016/F(X)II/10/27 New Delhi, dated 13.03.2018

The General Managers,
All Indian Railways,
Including CLW, DLW, ICF, RCF & Rail Wheel Factory.
Metro Railway, Kolkata.

The General Manager (Const.),
N.F. Railway, Guwahati.
CAOs (Const), All Indian Railways (except NF Railway)

The Director General and Ex-Officio General manager, RDSO, Lucknow.
The General Manager,
Central Organisation for Rly. Electrification, Allahabad.

CAO, MTP/Mumbai.
CAO/DLMW, Patiala and COFMOW, New Delhi.

**Sub:** Delegation of powers to General Managers to sanction Cash Imprests.

**Ref:** Board's letter of even number dated 10.04.2017.

With reference to Board's letter quoted above, it is clarified that expenditure on any item from Cash Imprest under Para 1050 of Indian Railways Finance Code Volume-I can be made up to an amount of Rs. 15,000/- in each case without inviting quotations/bids subject to a certificate to be recorded by the procuring official/imprest holder in the format given in the above letter.

Further, it is reiterated that the quantum of cash imprest may be decided by the zonal railways in consultation with the associate finance depending upon the functional requirements of the imprest holder.

(Niraj Kumar)
Director Finance (Exp.)I,
Railway Board.

No. 2016/F(X)II/10/27 New Delhi, dated 13.03.2018

**Copy to:** Dy. Comptroller & Auditor General of India (Railways), Room no. 224, Rail Bhawan, New Delhi with 45 spares.
PFAs, All Indian Railways including Production units.
FA & CAO(C)s, All Indian Railways.

(Niraj Kumar)
Director Finance (Expenditure)-I
Railway Board

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)
******

**No.ERB-I/2018/23/16** **New Delhi, dated 13.03.2018**

# ORDER

Ministry of Railways (Railway Board) have decided to constitute a Committee to review policy issues governing commercial activities for sundry other earnings. The Committee will consist of the following:-

| | | |
|---|---|---|
| 1. | CCM/SR | .....Chairperson |
| 2. | CCM/SCR | .....Member |
| 3. | ED(Accounts)/Transformation ,Railway Board | .....Member |
| 4. | ED(Traffic)/Transformation, Railway Board | .....Member |
| 5. | ED(FM), Railway Board | .....Convener |
| 6. | Sr.DCM/SBC/SWR | .....Secretary |

2. The Terms of Reference of the Committee will be as under:

The committee will review, in a phased manner, policy guidelines/circulars issued from Railway Board related to commercial activities (Minor Heads/Sub Heads/Detailed Heads) for sundry other earnings as given in Abstract 'Z' of the Finance Code (Volume-II) of Indian Railways with a view to examine and simplify the procedures, suggest broad overarching policy framework under which these activities should be managed, procedures of contract management and delegation of powers for handling these contracts at zonal and divisional levels to enhance potential for sundry other earnings.

3. The Committee should submit its report within a period of 45 days from the date of its first sitting.

4. The Headquarters of the Committee will be at New Delhi.

5. TC(FM) Branch of Railway Board will be the Nodal Branch for functioning of the Committee. Therefore, submission of report of the Committee for consideration of Railway Board, implementation of its recommendations and all related issues including Parl. Questions, RTI cases and other formalities with regard to the Committee, shall be dealt with by TC(FM) Branch.

6. The Chairperson, Convener, Secretary and official Members of the Committee will draw TA/DA as per extant rules.

13/3/2018

**(Vijay Kumar)**
Under Secretary (E)-I
Railway Board

**Contd...2/-**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 08-03-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Administrative and Material Management Activities in Zonal Hospitals**

Some Zonal Railways have posted stores officers in Zonal Hospitals to exclusively look after the Material Management requirements of the Hospitals. In a few cases, this has been done by utilizing the post / element from Medical Department. In view of the importance of Material Management activities in Hospitals and the advantages derived from this arrangement, it has been decided by Board (CRB) that this system should be extended to all Zonal Hospitals. In addition, it is also recommended that a Joint Director (JAG/SG) may also be posted to handle all administrative functions at Zonal Hospitals.

The following instructions are accordingly issued.

**(a) Posting of Joint Directors in Zonal Hospitals**

General Managers should, by suitable re-allocation, strive to post a Joint Director (JAG/SG) to handle all administrative functions at Zonal Hospitals.

**(b) Posting of Stores Officers in Zonal Hospitals**

One Sr. Scale stores officer (Senior Materials Manager, SMM) may invariably be posted in all Zonal Hospitals, reporting to MD of the hospital.

**(c) Powers of Nominated SMM**

(i) Nominated SMM shall exercise same Direct Acceptance purchase powers as exercised by JAG/SG Stores officers. This shall include procurement of Medical and Surgical as well as general items including Proprietary Medical and Surgical items.
(ii) Acceptance of TC recommendations of SMM shall be done by MD, or by JD (Admn.) wherever posted.
(iii) If considered necessary, Local Purchase of Medicines may also be done by the nominated SMM. In case of local purchase of medicines however, powers of purchase shall be exercised as per Medical SOP.

**(d) Spot Purcase Committee**

A **Standing Spot Purchase Committee** may be nominated for purchase of items suitable for spot purchase. The committee may have the following members:

| Sr.No. | Designation of Officers for Committee | |
|---|---|---|
| 1. | Convener | SMM Concerned (Sr. Scale) |
| 2. | Technical Member | XEN/DEN Concerned (Sr. Scale) |
| 3. | Finance Member | Sr AFA/DFM Concerned (Sr.Scale) |

**(e) Survey Committee**

A **Standing Survey Committee** may be nominated for condemnation of all items of Zonal Hospitals as below:

| Sr. No. | Designation of Officers | Purpose |
|---|---|---|
| 1. | XEN/DEN, SMM & SrAFA/DFM (Same as Standing SPC) | All furniture, T&P, Computers, Printers & all items of IT etc. |
| 2. | SMM, SrAFA/DFM & Sr.DMO/ DMO (Admin.) | All Medical equipments & other medical related items. |

Note: SMM shall be the Convener in both cases.

**(f) Digitization of Procurement of Medicines**

Necessary steps may be taken to digitize procurement of medicines for better accountability and transparency. Medicines which are regularly required or procured through Annual Medical Indent (AMI) may be procured through IREPS and accountal may be done in iMMS. This will prevent wastage / leakage, if any, and enable better tracking and monitoring of availability of medicines.

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

**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 08-03-2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy – As per list enclosed

Copy for information to:

1. The PCMMs & PCMDs: All IR/PUs.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Transf.Cell/S&T/Fast Track Comm** **New Delhi, dated: 07.03.2018**

The General Manager
All Indian Railways

**Sub: Fast track decision making Empowered Committee at HQ level**

Of late, quite a number of initiatives have been taken to simplify processes and empower field units to improve productivity, expedite project execution, enhance safety and ensure better service delivery.

2. In order to ensure that the intended benefits accrue to the system on fast track basis, an empowered committee headed by ***AGM and comprising one of the FA&CAOs, concerned domain HOD and HOD of a cross functional domain (if required) may be constituted by GMs immediately, to meet on a fixed day and time at a fixed venue in HQs on a regular basis and resolve contentious issues pending in Headquarters.***

3. This mechanism should give further fillip to improved work environment on the Railways and usher in a new culture of decision making. GMs may keep track on the outcome of the committee.

4. This issues with the approval of Chairman Railway Board. Kindly acknowledge receipt of this letter.

07.3.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

Copy to:

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

07.3.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 1-3-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Model Schedule of Powers, October 2017, Correction Slip No 2**

**Ref: Railway Board Letter No 2017/Trans/01/Policy dated 26.10.2017**

Competent Authority has approved that item 13 of Part E: Commercial Matters of Model SOP document issued vide Railway Board letter referred as mentioned below above stands deleted.

| **Model SOP Item No** | **Nature of Power** |
|---|---|
| Part E: Commercial Matters | |
| 13 | Payment of commission to canvassers on trade advertisement secured by them on receipt of the amounts due from the advertisers. |

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

Kindly acknowledge receipt and ensure compliance

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 1-3-2018**

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

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

**No. 2017/Transf.cell/ Inspections** **New Delhi, dated: 27- 02- 2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara

**SUB: Inspections in Indian Railways**

Quality inspections is the **sine qua non** for Railway working. It is incumbent on Railway Officials to perform this function in most effective and efficient manner, at a frequency laid down in codes manuals/ instructions. Along with the inspections, quality follow up, implementation with due resource allocations to ensure compliance on a sustained basis is equally important. Therefore a reasonable balance of time between inspections, consultations, planning, designing, tendering and monitoring is essential.

Instances of prescribing over- inspections on a prolonged basis have come to notice of Board, such over-inspections on a prolonged basis are bound to result into lack of attention in other crucial areas related to implementation and monitoring. Moreover in a recent study undertaken by Transformation cell, it was revealed that officials require excessive duty hours per month to undertake laid down codal inspections, which is quite an onerous task to be performed alongside other functions listed above.

*Needles to mention, para 2.11 of GR&SR which lays down responsibility on every Railway servant to take action as appropriate to ensure safety in Rail operations.*

**Without any dilution of the existing instructions, it should be ensured that inspection schedules already codified or as conveyed through manuals/special instructions are not increased on a regular/prolonged basis.**

**Also, it would be in fitness that officials other than general management/safety, concentrate on their respective domain rather than on other departments (barring items noticed requiring urgent action related to Safety, Security, Punctuality, Passenger Amenities and Revenue leakage), in order to focus on their respective domain expertise and also not to unduly generate voluminous inspection notes for the field officials of other departments.**

This issues with the approval of Chairman Railway Board.

27/02/18

**(T. K. Pandey)**
**Executive Director, Transformation**

अश्वनी लोहानी
ASHWANI LOHANI

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No. : 2017/Trans/01/Policy/Pt-I

Dated: February 26, 2018

**My dear GMs, DGs, CAOs, PHoDs & DRMs**

**Sub : Priority to Deliverance**

The complexities that have engulfed even simple activities, including those of the commercial variety continue to baffle most of us. Many of the circulars, policies and guidelines issued by various directorates of the Board, albeit with good intentions, therefore often act as disablers, thereby going against the very intent of delivery that all of us need to aspire for. It is also experienced that references made to the Railway Board on a variety of issues often go round in circles and the response thereof, most of the times is neither timely nor adequate. The prevailing mindset of having a plethora of rules and processes for every single activity needs to change, especially if we desire to run the organisation professionally, that we must if we need to survive and also achieve our full potential.

2. That we have to improve deliverance and in the process service to our clients is a thought that needs to be uppermost in our minds always, and artificial restrictions should not be allowed to come in the way. It is fairly obvious that we need course correction and officials should be encouraged to think and also act out of the box and take decisions directed at delivery, delivery that would lead to better productivity, enhanced earnings, improved infrastructure, a satisfied workforce and ultimately improved service delivery.

3. It is, therefore, necessary that officers in senior management positions (as above) always work with the best interest of the organisation in mind, even if that at times entails going beyond the provisions, **generally process related**, that are mentioned in the various circulars/policies issued by Board from time to time. Care would however, need to be taken to record cogent reasons for the deviation duly maintaining the sanctity of rules relating to canons of financial propriety, principles of natural justice, limits set by judicial pronouncements, GFR and other directives of MoF, law of the land,

Contd..../-

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

ownership of land/assets, establishment rules and any specific directives of the Railway Board. This may be followed up with a suitable reference to PED/Transformation, Railway Board suggesting appropriate changes, wherever necessary.

4. It needs to be understood that delivery is sacrosanct and processes to achieve the same need to adapt, and are not meant to remain cast in stone at all times. I expect your proactive and bold indulgence on various issues in the overall interest of the organization.

With best wishes,

Yours sincerely

**(Ashwani Lohani)** 26/2/2018

Copy to :

**FC, ME, MRS, MS, MT, MTR**

**DG/P, DG/RHS, DG/RPF, DG/S&T, DG/RS**

**PS to MR** for kind information of **Hon'ble MR**

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

**No. 2018/Transf.Cell/S&T/APARs** **Dated: 26.02.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
The Director, IRICEN, IRIEEN, IRIMEE, IRISET, IRITM
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Authorization to write APARs by officers looking after the duties of PHOD/CHOD etc.**
**Ref: Secretary, Railway Board Letter No. 2004/SCC/3/8 dated 23.08.2004.**

Reference above, the instructions regarding writing of APARs by officers posted by local arrangements against the post of PHOD/CHOD/SDGM/DRM/ADRM have been reviewed.

It has been decided that the officers looking after the duties of PHOD/CHOD/SDGM/DRM/ADRM by local arrangements are allowed to write APARs of officers working under them if the period of looking after exceeds 90 days.

This issues with the approval of CRB.

26.02.18
(Rajesh Gupta)
Executive Director/Transformation

**No. 2018/Transf.Cell/S&T/APARs** **Dated: 26.02.2018**

Copy to:

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

26.02.18
(Rajesh Gupta)
Executive Director/Transformation

Government of India
Ministry of Railways
(Railway Board)

No. 2018/Trans. Cell/Mech./ Service Contracts New Delhi Dated: 26.02.2018

The General Managers,
All Zonal Railways & Production Units
DG/RDSO, DG/NAIR, CAO/DMW, CAO/RWP
Dir./CTIs

**Sub: The General Conditions of Contract for Service.**
**Ref: Letter of even No. Dated 02.02.2018**

In continuation of Board's letter of even No. dated 02.02.2018 on the above subject, corrected copy of General Conditions of Contract for Service in PDF format has been prepared (Copy enclosed).

Zonal Railways may follow this PDF version of General Conditions of Contract for Services.

(A.K. Chandra)
Executive Director/Mech./Trans.
Railway Board
Tel. No. (M) 9717646228

No. 2018/Trans. Cell/Mech./ Service Contracts New Delhi Dated: 26.02.2018

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

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Health** **New Delhi, dated: 13.02.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Revision of rate of remuneration to Medical Practitioners on Contract basis (CMPs) and revision in honorarium of Part-time Dental Surgeons**

**Ref: 1. Railway Board letter no. 2014/E(GR)II/1/1 dated 13.06.2017**
**2. Railway Board letter no. 2010/H-1/12/9/Dental Policy dated 30.11.2011**

Vide Railway Board letters referred to above, the rate of remuneration payable to Medical Practitioners on contract basis (CMPs) and to part-time Dental Surgeons was advised.

The matter has been reconsidered and the Board (MS, FC & CRB) have approved the following.

1. **For Medical Practitioners on Contract basis (CMPs):**
(a) The monthly remuneration payable to CMPs engaged on full time basis on Railways be revised as under.

| Category of CMPs | Monthly Remuneration in Rupees |
|---|---|
| GDMO | 75,000/- |
| Specialist (1st Year)<br>Specialist (2nd Year onward) | 95,000/-<br>1,05,000/- |
| Super Specialist | 1,15,000/- |

(b) All other terms and conditions as laid down in Railway Board's letter no. 96/E(GR)II/9/16 dated 23.02.2000 and as amended from time to time shall remain unchanged.

2. **For Part-time Dental Surgeons:**
(a) The remuneration payable to Part-time Dental Surgeons working for four hours be revised to Rs 36,900/- per month and for those working for two hours be revised to Rs 18,500/- per month.
(b) All other terms and conditions, as at present, will remain unchanged.
(c) Necessary amendment to IRMM will be issued separately by Health Directorate.

Sanjeev Kumar

3. These orders will take effect from the date of issue of this letter and shall remain in force till further orders.
4. This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

13.2.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**. 2017/Trans/01/Policy/Health** **New Delhi, dated: 13.02.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

py 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, New Delhi

py to:

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

13/2/18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated 13.02.2018**

The General Manager,
All Indian Railways/Production Units
DG/RDSO

**Sub: Delegation of powers to GMs of Zonal Railways & Production Units for deputing officers for foreign technical training/visits**

**Ref: This office letter of even no. dated 31.1.2018**

This office letter of even no. dated 31.1.2018 on the above subject stands modified as under:

2. For foreign technical trainings/visits of staff and officers upto Selection Grade, specific to various technology collaboration/transfer of technology/equipment testing specific training and inspection against a specific provision in the contracts administered/entered into by the Zone/PU/RDSO, General Managers of Zonal Railways and Production Units and DG/RDSO will send nomination proposals duly concurred by Principal Financial Adviser to Secretary Railway Board for further necessary action. In all such cases, the maximum deputation for an individual shall be for five working days. While sending proposals, GM/DG will take adequate care to ensure that the essentiality/need for the foreign visit has been specifically considered.

3. The above issues with the approval of FC & CRB.

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

13/2/2018

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans/01/Policy** **New Delhi, dated 13.02.2018**

1. PFA, All Indian Railways
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

Sanjeeb Kumar 13/2/18

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy - as per list enclosed

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, dated: 08 - 02- 2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms – Works Contracts.**
**Ref: Railway Board's letter no Trans 01/policy dated 17.11.2017**

In order to expedite decision making and execution of works, following changes have been approved by the Board (ME, FC & CRB).

**1.0 Handling Vitiation during Variation in Contract Quantities**

In partial modification of existing instructions, it has been decided that as a result of variations, a contract shall be considered "vitiated" only when, the following percentage variation in contract value between tenderers are noticed to have been exceeded.

| SN | Value of Contract | Percentage difference between present Contractor and new L-1 as a result of variation. (percentage shall be calculated with base as the revised contract quantities multiplied by the rates of the present contractor) |
|---|---|---|
| 1 | Small value contracts (Tender Value less than Rs 50 lakh) | 10 |
| 2 | Other than small value contracts (Tender Value equal to or more than Rs 50 lakh) | 5 |

**1.1** When the percentage difference between present Contractor and new L-1 is noticed as becoming beyond the values specified above, the following action shall be taken.

The Railway administration should immediately examine whether it is practicable to bring in a new agency to carry out the extra quantity of work keeping in view the progress of the work in accordance with the original contract and the nature and lay-out of the work. If it is found that there will be no serious practical difficulty in meeting the additional quantity of work done by another agency, then fresh tenders for the extra quantity may be invited **otherwise** negotiating the rate with the existing contractor for arriving at a reasonable rate for the additional quantities of work, may be adopted.

**1.2** The above shall be regulated as under:

a) The case shall be decided by the tender accepting authority (competent for the revised quantity) and shall not be treated as a case of single tender. The provisions of Railway Board letter no 2007/CE.I/CT/18/Pt. XII dated 31.12.2010 hereby gets superseded.

b) These instructions will be similarly applicable to earning contracts with H-1,H-2 substituted for L-1, L-2 and so on.

c) Executives while executing the work shall make all efforts to ensure that no vitiation takes place in normal circumstances. Vitiation should be an exception rather than a

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routine affair. Efforts should be made to invite bids on the basis of percentage above/below/at par.

d) Vitiation should always be computed with respect to the items, rates, quantities and conditions as available at the time of Tender Opening and subsequent changes/ additions by way of new items will not be counted for computing Vitiation.

**2.0 Dispense with Vetting of Brief Notes & size of TC Recommendation**

2.1 It has been decided that all system generated statements from IREPS website, post tender-opening are directly seen by the Tender Committee and vetting of the comparative statement and vetting of brief note is not required for Tender Committee proceedings.

2.2 The Tender Committee proceedings are made brief and crisp.

**3.0 System of Verification of Tenderer's credentials**:

**3.1** For the works tenders, it has been decided to adopt the affidavit-based system of credential verification. The tenderer shall submit along with the tender document, documents in support of his/their claim to fulfill the eligibility criteria as mentioned in the tender document. Each page of the copy of documents/certificates in support of credentials, submitted by the tenderer, shall be self-attested/digitally signed by the tenderer or authorized representative of the tendering firm. Self-attestation shall include signature, stamp and date (on each page). Only those documents which are declared explicitly by the tenderer as "*documents supporting the claim of qualifying the laid down eligibility criteria*", will be considered for evaluating his/their tender. The system shall be applicable once it is made operational in IREPS. This system is already being followed by some of Railway PSUs.

**3.2** In all works tender documents, following para may be added in the section describing the qualification and eligibility criteria.

> "*The tenderers shall submit a notarized affidavit on a non-judicial stamp paper stating that they are not liable to be disqualified and all their statements/documents submitted alongwith bid are true and factual. Standard format of the affidavit to be submitted by the bidder is enclosed as* ***annexure-A.*** *Non submission of an affidavit by the bidder shall result in summary rejection of his/their bid. And It shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self attested by which they/he is qualifying the Qualifying Criteria mentioned in the Tender Document. It will not be obligatory on the part of Tender Committee to scrutinize beyond the submitted document of tenderer as far as his qualification for the tender is concerned."*

With the submission of the affidavit as mentioned above, the practice of verification of tenderer's documents by the Railways may be dispensed with. Following clause may also be added to the Instructions to Bidders.

**a)** *The Railway reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall,when so required by the Railway, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification,by the railway shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of the railway thereunder.*

***b)*** *In case of any wrong information submitted by tenderer, the contract shall be terminated, Earnest Money Deposit (EMD), Performance Guarantee (PG) and Security Deposit (SD) of contract forfeited and agency barred for doing business on entire Indian Railways for 5 (five) years.*

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c) With such a system of self-certification of credentials, tender finalization should also be speeded up. It has accordingly been decided that the tender validity period should be reduced to 45 days for single packet and 60 days for two packet system of tendering (in place of the present limits of 90 days and 120 days) for tenders having affidavit based system of credential verification.

**4.0 Tender Invitation at short notice period**

In continuation of existing instructions, for tenders called with short notice period of 21 days, tender validity period would be 30 days and for tenders called with 14 days notice period, the tender validity would be 20 days only. This would in fact justify the urgency of work.

**5.0 Calling tenders pending sanction of detailed estimates**

In cases of urgency, open tenders may be called, before sanction of detailed estimates, with the approval DRM/PHOD/CHODs. However, the letter of acceptance shall be issued only after the sanction of detailed estimate.

**6.0 Multiple L-1**

In case of more than one L-1 bidders, tender may be awarded to tenderer having higher Bid Capacity. In case Bid Capacity is also the same, tenderer having done more value of similar work in last three previous financial years and the current financial year upto the date of opening of the tender, may be selected for the award. Instructions with respect to Bid Capacity will follow.

**7.0 Discharge of tenders**

Before discharging a tender due to higher rates etc, the TC and TAA may examine the possibility of a cartel formation, getting lower rates as a result of retendering, loss of transparency in re-invited tender, the opportunity cost for delay in the execution of the work and the cost of retendering. Each zonal Railway may workout a model cost estimate for the process of tendering which may be kept in view by the TC and TAA while examining the tender.

**8.0 Price variation Clause (PVC)**

Price variation Clause (PVC) in Works Contract is dealt with in accordance with provisions of item 46A of GCC-July 2014. In order to simplify and enhance the pace of the works, it has been decided to remove the PVC clause in all works contract tenders having value less than Rs 5 Crore.

**9.0 Project Management Consultancy (PMC)**

In partial modification to Railway Board's letter no 2007/CE.1/CT/18 dated 05.07.2010, and 14.09.2017, it has been decided to extend the scope of PMC services for all works contracts costing more than Rs 10 Crore in open line, Construction and RE organization while ensuring the following;

a) Personal approval of DRM/PHOD/CHOD would be required on case to case basis.

b) The proposal to engage PMC services for any project/contract shall be governed as per instructions contained in Railway Boards letters mentioned above (and amended from time to time).These instructions will also be applicable for all the works approved for PMC by DRM/PHOD/CHOD.

c) The word Deputy CE or its equivalent mentioned in the instructions above shall mean Equivalent Branch Officer of the Division/Railway Electrification (RE).

d) The expenditure incurred on PMCs should be within the D&G charges as per extant instructions.

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10.0 **Contractor's Measurements**

In partial modification to Railway Board's letter no 2016/CE-I/CT/14 Measurement/1 dated 21.09.2017, and 2016/CE-I/CT/14 Measurement/3 dated 21.09.2017, it has now been decided to extend the scope of Contractors Measurement for all works costing more than Rs 5 Crore in Divisions, Construction and RE organization, subject to following condition:

a) Approval of DRM/PHOD/CHOD, without finance concurrence.

b) The proposal to have works measurements by Contractors for any project/contract shall be governed in accordance with the instructions contained in Railway Board's letters mentioned above (amended from time to time). Such instructions are applicable for all the works approved for Contractors Measurement by DRM/PHOD/CHOD.

c) The word Deputy CE or its equivalent mentioned in the instructions above shall mean equivalent Branch Officer of the division/RE organization. XEN/AXEN shall mean their equivalent counterparts in Division/RE organization.

11.0 **Deposit Works**

These 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 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-October 2017. Revised detailed estimate should however be within the powers of the sanctioning authority.

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

Kindly acknowledge the receipt and ensure compliance.

**(T. K. Pandey)**
**Executive Director, Transformation**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director (Accounts), Transformation**

Annexure-A

**FORMAT FOR AFFIDAVIT TO BE UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS**

(To be executed in presence of Public notary on non-judicial stamp paper of the value of Rs. 100/-. The stamp paper has to be in the name of the tenderer)**

I.....(Name and designation)** appointed as the attorney/authorised signatory of the tenderer (including its constituents),

M/s_____ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of _____ as per the tender No._____ of (------- Railway), do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s), am/are signing this document after carefully reading the contents.

2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.

3. I/we hereby declare that I/we have downloaded the tender documents from Indian Railway website www.ireps.gov.in . I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the railway Administration shall be final and binding upon me/us.

4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.

5. **I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted alongwith the offer and same shall be binding upon me/us.**

6. **I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.**

Sanjeeb Kumar

7. I/we undersigned that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender EMD besides banning of business for five year on entire IR. Further, I/we (*insert name of the tenderer*)**_____and all my/our constituents understand that my/our offer shall be summarily rejected.

8. I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, alongwith forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning of business for five year on entire IR.

DEPONENT
SEAL AND SIGNATURE
OF THE TENDERER

VERIFICATION

I/We above named tenderer do hereby solemnly affirm and verify that the contents of my/our above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT

SEAL AND SIGNATURE
OF THE TENDERER

Place:
Dated:

**The contents in Italics are only for guidance purpose. Details as appropriate, are to be filled in suitably by tenderer. Attestation before Magistrate/Notary Public

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Decisions taken in Board meeting held on Feb 2, 2018**

Full Board in its meeting held on Feb 2, 2018 considered the reports submitted by two committees formed during conclave "Sampark, Samanvay, Samvad" held on Dec 16, 2017 and decided the following:

A. **Report on "Increasing Modal Share in Freight Business" – GM/SER (Convener)**

(i) To avoid empty running, CC rakes may be maintained on cluster basis between MGS and NKJ depots as a trial measure after a study has been conducted by RITES.

(ii) All turnouts on HDN routes should be made fit for movement of trains at 50 Kmph to enhance speed of trains. Necessary action in this regard should be taken expeditiously.

(iii) PCOM/SCR will submit a comprehensive proposal for effecting various process reforms suggested for increasing modal share in freight business for appropriate decision by Board (MT).

B. **Report on "Strategies for increasing carrying capacity & speed of trains" - GMNR (Convener)**

(i) With use of fog devices in locomotives, the maximum permissible speed during foggy/inclement weather condition is enhanced from 60 kmph to 75 kmph subject to the judgment of the loco pilots. PED/Safety/Railway Board may issue necessary instructions.

(ii) Uneconomic stoppages of Mail Express trains may be eliminated and stoppage time reduced with 'Quick Watering system'. PED/Coaching/Railway Board may issue necessary instructions.

(iii) Joint Speed Certificate (JSC) and application to CRS/CCRS should be made on-line. AM/C&IS/Railway Board may develop necessary software within two months.

(iv) Level Crossing gates may be eliminated for better operational efficiencies by providing

RUBs. Such works may be undertaken with complete cost borne by IR in the event of State Governments not forthcoming. Also in all new line and gauge conversion, there should not be any level crossing, manned or unmanned.

(v) Longer loops may be provided at approximate intervals of 100 kms in view of running of long haul freight trains to ease the saturated capacities. Limitation of 1 in 400 gradient in station yards to be reviewed by Engineering Directorate, Railway Board.

(vi) For elimination of Line boxes of Drivers and Guards, suitable trolley bags (superior quality) and tablets (for electronic storage of G&SR) may be provided on trial basis on Northern Railway and South Central Railway.

(vii) Procurement of EOTT to be expedited.

(viii) Study to be carried out by Engineering, Signaling & Traffic Transportation Directorates, Railway Board to introduce twin single line train working in order to decongest major terminals/stations for better availability of traffic blocks.

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

7/2/18

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**
**Railway Board**

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

**The General Manager,**
**All Indian Railways**

**Sub: Decision taken in Board meeting held on 2 February 2018**

**Ref: Pay & Use Toilet Policy issued vide Board's Commercial Policy Circular Nos. 46 of 07.06.2006 and Commercial Policy Circular No. 34 of 05.06.2012**

Full Board in its meeting held on 2 February 2018 considered the above Pay and Use Toilet Policies and decided that:

Considering that the provision of toilets in adequate numbers is essential for effective implementation of Swacch Bharat Abhiyan, it is desirable that optimum number of toilets are constructed with proper hygienic maintenance and adequate facilities.

In this regard, following course of action is approved:

i. DRMs are empowered to make location specific assessment to decide whether construction/operation/maintenance of the pay & use toilet should be taken up as an 'earning contract' or as a 'service contract'.

ii. The Pay & Use Toilet Policy Circular No. 34 of 2012 to be examined afresh and simplified policy to be issued by Transformation Cell within two weeks.

iii. DRMs are empowered to sign MoUs with Sulabh or other similar and reputed "Not for Profit" agencies/organizations which specialize in construction/operation/maintenance of toilets.

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

Niraj Sahay 07/02/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

1. PFAs, All Indian Railways
2. PCCMs, All Indian Railways
3. PCEs, All Indian Railways
4. PCOMs, All Indian Railways
5. The ADAI (Railways), New Delhi
6. The Director of Audit, All Indian Railways

Sanjeeb Kumar 7/02/18

**(Sanjeeb Kumar)**
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रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Clarification on Model SOP item no 10 of Part 'F'**

**Ref: DGM/G, Central Railway letter no G.202/SOP-2017/Part F dated 30.01.2018**

Vide reference above, Central Railway has sought clarification regarding power of inter-railway/inter-division transfer of non gazetted staff given to DRMs vide Model SOP of October 2017 Part F (Establishment Matters): Sub Part – II (non – gazetted) item 10 (d).

2. It is clarified that the above mentioned power of inter-railway/inter-division transfer of non gazetted employees given to DRMs is to be exercised only for mutual transfer cases on the basis of own request of employees.

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

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 7.2.2018**

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**(Sanjeeb Kumar)**
**Executive Director Accounts**
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रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 06-02-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Model SOP Document for Zonal Railways: Stores Matters

**Ref:** (i) RB letter No. 2017/Trans/01/Policy dt. 26-10-2017
(ii) CMM NR's letter no. 84S/SOP/Pt-XVII dt. 02-02-2018

Vide letter under reference (i), Board has issued Model SOP document to be followed by Zonal Railways with the twin objectives of increased delegation to field units as well as bringing uniformity of practices. Notes 2-4 under item 6A of Part-D of the Model SOP dealing with Stores Matters imposes some restrictions on procurement of certain items at the Divisional and Depot Level. Zonal Railways have represented that this is imposing unnecessary restrictions and delaying procurement of petty items.

The matter has been reviewed and it has been decided by Board (CRB) that Notes 2 & 4 under item 6A of Part-D of the Model SOP dealing with Stores Matters may be treated as deleted. Note 3 may be renumbered as Note 2. This is however subject to the condition that appropriate sanctions as per extant policy for purchase of the items concerned having been obtained.

This issues with the concurrence of associate finance of Transformation Cell of Railway Board.

**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy/Pt-S** **New Delhi, dated: 06-02-2018**

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**(Sanjeeb Kumar)**
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रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 05-02-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Corrigendum Slip No 3 to enhanced delegation of Powers to GMs and DRMs conveyed vide letter no 2017/Trans/01/Policy dated 18.10.2017**

Vide Railway Board letter no 2017/Trans/01/Policy dated 18.10.2017 enhanced delegation of powers to GMs and DRMs was conveyed. Corrigendum Slip No 2 to this letter was issued vide letter no 2017/Trans/01/Policy dated 31.01.2018.

2. Corrigendum Slip No 3 to letter no 2017/Trans/01/Policy dated 18.10.2017 approved by Competent Authority is enclosed as Annexure I.

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

Kindly acknowledge receipt and ensure compliance

**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 05-02-2018**

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**

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**Annexure I**

**Corrigendum Slip No 3 to enhanced delegation of Powers to GMs and DRMs conveyed vide letter no 2017/Trans/01/Policy dated 18.10.2017**

1. **Para E (Establishment Matters), item 5 "Approval of Tour Programmes of General Managers and DRMs" may be read as under:**

| **Item & Reference** | **Existing delegation (as per Corrigendum 2 issued on 31.01.2018** | **Revised delegation** |
|---|---|---|
| Approval of Tour Programme of General Managers and DRMs | No approval is required for Tour Programmes of General Managers, CAOs working as independent in charge of Production Units and exercising powers of GM of zonal railway and DRMs for tours within India. Only information may be sent to controlling officers. | <u>For GMs</u><br>No approval is required for Tour Programmes of General Managers, for tour upto two (2) days in a week within India. Prior initiation should be given by GM to CRB/concerned Board Member in such cases. In case of tour for more than two (2) days in a week, prior approval of CRB/concerned Board Member should be obtained.<br><br>Above delegation is also applicable to CAOs working as independent in charge of Production Units and exercising powers of GM of zonal railway.<br><br><u>For DRMs</u><br>No approval is required for Tour Programmes of DRMs for tour upto two (2) days in a week within the zone. Prior initiation should be given by DRM to concerned GM in such cases. In case of tour for more than two (2) days in a week within the zone, prior approval of GM should be obtained. For tour outside side the zone, DRMs should seek prior approval of GM. |

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Transf.cell/Civil/03 New Delhi, dated: 05 - 02- 2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Report of the Committee to Review Uniform & Tool Kits for Trackmen/Keymen/Patrolmen**

**Ref: Board's letter No. 2018/Transf.cell/03 dated Jan 8, 2018**

Considering the importance of Trackmaintainers in ensuring safe running of trains on IR and the hardships being faced by them, Board (CRB) had constituted a committee of GMs of SCR (Convener), CR & NR to recommend measures that would improve their working conditions including better uniform and tool kits.

Committee's report with all annexures is enclosed herewith and same is uploaded in Transformation Cell section of the Railway Board's website (http://www.indianrailways.gov.in/railwayboard). Based on the recommendations of the committee, Board (ME, MS, FC & CRB) have approved the following for compliance.

**1.0 Dress Allowance:**

1.1 The Dress Allowance for the Track Maintainers as per RBE No.141/2017 dated 03.10.2017, shall continue to be followed. For Track women, dress allowance will cover Kurta (both summer & winter), Salwar, Jersy, headgear other than helmet, mittens, socks and water bottles. The colour scheme of dress for Track women will be the same as that for Trackmen.

**2.0 Uniform and Protective Gears:**

As the Track Maintainers have to walk on ballast in extreme climatic conditions ranging from very high temperature during summer while carrying out hot weather patrolling and also in very low temperatures in the night for cold weather patrolling, it is necessary to provide special gears to them to protect them from extreme weather conditions. Also the work of the track maintainers involves working with heavy objects like rails and sleepers, which can topple on their feet while working. The feet need to be adequately protected. Their working conditions are similar to that as existing on a shop floor or in construction projects. Hence following special protective gears are to be provided to them:

5/2/18

**2.1** The following job specific protective gears may be provided to all Track maintainers including P-way-artisans and their helpers. These items may be provided on division basis, modification if any due to local climatic conditions, may be considered with the approval of DRM.

**Table-1**

| S. No. | Description | Functional specification | Scale | Approx. Cost (inRs.) |
|---|---|---|---|---|
| 1. | Rain Coat with cap/hood and separate waterproof trouser | Waterproof coat and trouser with full sleeves and cap/hood. | Once in a year | 1200/- |
| 2(a) | Winter Jacket | Jacket with inner lining with/without hood/cap, orange color superior quality. | Once in 2 years | 2500/- |
| | OR | | | |
| 2(b) ** | Clothing for Subzero climate<br>i. Jacket<br>ii. Trouser<br>iii. Gloves<br>iv. Snow boots<br>v. Cap | As per military clothing from Ordinance factories/approved suppliers of Ordinance factories. | Once in 2 years | 10,000/- |
| 3. | Safety Shoes | As per IS 15298 (Part 2): 2011 / ISO 20345:2004 Some of the reputed brands are Bata, Liberty, Action etc. | Once in six Months | 1400/- |
| 4. | Luminous vest | Retro-reflective orange colour,IS-15809 of 2008 specified by EN471 Standard | Once in Six months | 500/- |
| 5. | Safety Helmet with detachable miner's light | Miner's helmet to IS specifications IS 2925-1884 (modified in 2010) with detachable headlights having flexibility for rotation provided with straps. | Once in a year | 1400/- |
| 6 | Tool Kit Bag | As developed by PUNE Division, CR or Ferozpur Division of NR Material –Matte Nylon-1680 Black, Red & Orange Color, with canvas for lining | Once a Year | 1400/- |
| 7* | Tricolor LED 3-cell Torch/ rechargeable torch | As being used by SCR / NR | Once a Year | 1000/- |

* Tricolor LED 3-cell Torch/ rechargeable torch to be provided to Mate, Keymen and all track maintainers deputed for night patrolling

** Winter jackets as per item 2a) will not be supplied in subzero climate region, as provisioning of the same is already included in item 2b). In addition, any specific requirement for any particular area/climatic condition may be assessed by the respective DRM.

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3.0 **Tools and Equipment:**

3.1 Provide light weight improvised tools and equipment such as spanner, hammer, crow bar, mortar pan etc. to track maintainers, as per extant Board's instructions.

3.2 Provide tricolor LED 3-cell Torch/ rechargeable torch developed by NR/SCR in place of H. S. Lamps to Mate, Keymen & all Track maintainers deputed for Night patrolling. Regarding payment for purchase of dry cells to the Track Maintainers deputed for night patrolling duties, it has already been decided by Board (ME & FC) vide Railway Board's letter no 2016/CE-I/GNS/4 pt. dated 07.12.2017 to pay @ Rs 150 per month to all track maintainers deputed for night patrolling. Same may be followed.

3.3 Improvised staff for patrolman, as being used on SCR may be provided in place of conventional staff.

3.4 Sturdy light weight backpack Tool Kit bag with provision to keep various equipment as developed by Pune Division of Central Railway and Firozpur Division of Northern Railway were considered appropriate. Such Tool Kit bag may be provided to all Track maintainers including P-way-artisans and their helpers.

4.0 **Mode of Procurement**

As on date Stores department is procuring luminous vests; This system may continue. The other items mentioned in **table 1** (para 2.1) above, may be procured at Divisional Level through **Spot purchase committee** comprising of Sr.DEN/DEN incharge, Sr.DFM/DFM, Sr.DMM/DMM. Once the system gets stabilized, and the vendors are developed; these may be procured through stores department of the division.

5.0 **Rakshak**

"Rakshak" protection system for patrolmen/trackmen has been adopted by SCR on Secunderabad- Kazipeth section in a stretch of 24 KMs and has been found to be useful in getting advance information regarding approaching trains by way of LED indication along with audible buzzer and vibration. Keeping in view large number of run-over cases of Trackmen that occur during discharge of their duty on Track, putting in place a Rakshak type protection system is essential and needs to be expeditiously implemented. However since the system is still in infancy stage, deployment on entire Rail Network may not be feasible right now. However keeping in view large number of run-over cases, it has been decided to extend deployment of Rakshak type protection systems on the entire **High Density Network** on a crash basis. This being a safety item, may be booked under RRSK.

Sanjeev Kumar

## 6.0 Gang Tool cum Rest Room

A tool cum rest room should be provided in the gang beat of each sectional gang preferably at the station or at level crossing. The room may have resting facility, private lockers for keeping their small belongings. The toolbox can also be accommodated in the same building. This type of accommodation can be provided near the station building as far as possible or at the level crossing falling in the gang beat. In addition to regular supply of electricity alternate source of solar lighting may also be provided in these rooms. For watering, hand-pump/piped water supply may be provided. Prefabricated modern construction methods already in use on certain Railways (KGP div of SER & of WCR) may be used for early and quality construction. These should be constructed in a phased manner through funds from Track renewal works/RRSK. Priority may be decided locally by the DRM.

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

Kindly acknowledge the receipt and ensure compliance.

21/5/2/18

(T. K. Pandey)
Executive Director, Transformation

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

Sanjeeb Kumar

(Sanjeeb Kumar)
Executive Director (Accounts), Transformation

Copy to

4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
6. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
8. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
9. The Director, Indian Railway Institute of Transport Management, Lucknow.
10. The Registrar, Railway Claims Tribunal, Delhi.
11. The General Secretary, IRCA, New Delhi.

12. The Chief Commissioner of Railway Safety, Lucknow.
13. The Secretary, Railway Rates Tribunal, Chennai.
14. 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

**Copy to:**

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

T. K. Pandey
Executive Director/Transformation

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

**No. 2018/Trans. Cell/Mech/Service Contracts** **New Delhi Dated: 02.02.2018**

**The General Managers**
**All Zonal Railways & Production Units**
**DG/RDSO, DG/NAIR, CAO/DMW, CAO/RWP**
**Dir./CTIs**

**Sub: The General Conditions of Contract for Services**

The General Conditions of Contract (GCC) have not been able to bridge the fundamental differences in the nature of works and service delivery and a need was being felt since long to have a "General Conditions of Contract" specifically for Services to improve contract management and delivery.

Accordingly, Ministry of Railway formed a Committee of five Executive Directors to draft a "General Conditions of Contract for Services". The same has now been approved by the Board (MRS, FC & CRB).

This document shall be known as "**GCC for Services**". It shall henceforth form the basis for all tenders invited by the Indian Railways for all service contracts.

While inviting bids under two packet system, care must be taken by the tender inviting authority to define the technical eligibility criteria as per the needs and specific requirements of the project in question. A sample of technical criteria has been attached as **Annexure- 1** of the **GCC for Services** for illustrative purposes.

The contents of the "GCC for Services" are as follows:

1. Cover page
2. Preamble
3. Index
4. Chapter I – Meaning of Terms
5. Chapter II – Eligibility of Bidders and Bid Evaluation
6. Chapter III – Tender Documentation
7. Chapter IV – General Obligations
8. Chapter V – Variations, Measurement and Payment
9. Chapter VI – Labour Laws and Related Obligations
10. Chapter VII – Determination of Contract
11. Annexes

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

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

**No. 2018/Trans. Cell/Mech/Service Contracts** **New Delhi Dated: 02.02.2018**

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**

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy/Pt-S New Delhi, dated: 02-02-2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Model SOP Document for Zonal Railways

Ref: (i) RB letter No. 2017/Trans/01/Policy dt. 26-10-2017
(ii) DGM SCR's letter no. 203/Policy/Vol.XII dt. 14-11-2017
(iii) PCME NR's letter no. 3-M-3-M G dt. 29-01-2017

Vide letter under reference (i), Board has issued model SOP document to be followed by Zonal Railways with the twin objectives of increased delegation to field units as well as bringing uniformity of practices. Some Railways have sought clarifications regarding parity of powers between CHODs vis-à-vis PHODs and powers of ADRMs in NF-SAG vis-à-vis regular ADRMs.

Board (CRB) has approved the following clarifications:

a. All powers delegated to PHODs in the model SOP are also delegated to CHODs.

b. All powers delegated to ADRMs in the model SOP are also delegated to ADRMs in NF-SAG.

This issues with the concurrence of associate finance of Transformation Cell of Railway Board.

(V. Arun Kumar)
Director / Transformation Cell

No. 2017/Trans/01/Policy/Pt-S New Delhi, dated: 02-02-2018

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

Sanjeeb Kumar 2/2
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated 31.01.2018**

The General Manager,
All Indian Railways/Production Units
DG/RDSO

**Sub: Delegation of powers to GMs of Zonal Railways & Production Units for nominating officers for foreign technical training/visits**

Chairman Railway Board has approved that General Managers of Zonal Railways and Production Units and DG/RDSO, with the concurrence of Principal Financial Adviser are empowered to depute staff and officers up to Selection Grade level for foreign technical trainings/visits specific to various technology collaboration/transfer of technology/equipment testing specific training and inspection against a specific provision in the contracts administered/entered into by the Zone/PU/RDSO. The maximum deputation for an individual at a stretch can be for five working days. Extant rules applicable for such foreign training/visits will however be followed. While exercising this power, GM/DG will take adequate care to ensure the need for the visit and keep Secretary Railway Board informed.

A copy of each foreign visit approved by GM/DG shall be marked to Secretary, Railway Board for information.

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

Jeetendra Singh 31/1/18

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 31.1.2018**

1. PFA, All Indian Railways
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

Sanjeeb Kumar 31/1/18

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy - as per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 31-01-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, RWP/Bela, COFMOW/NDLS, IROAF/NDLS

**Sub: Corrigendum Slip No 2 to enhanced delegation of Powers to GMs and DRMs conveyed vide letter no 2017/Trans/01/Policy dated 18.10.2017**

Vide Railway Board letter no 2017/Trans/01/Policy dated 18.10.2017 enhanced delegation of powers to GMs and DRMs was conveyed. Corrigendum Slip No 2 to letter no 2017/Trans/01/Policy dated 18.10.2017 approved by Competent Authority is enclosed as Annexure I.

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

Kindly acknowledge receipt and ensure compliance

**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 31-01-2018**

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

**Annexure I**

**Corrigendum Slip No 2 to enhanced delegation of Powers to GMs and DRMs conveyed vide letter no 2017/Trans/01/Policy dated 18.10.2017**

1. **Para E (Establishment Matters), item 5 "Approval of Tour Programmes of General Managers and DRMs" may be read as under:**

| Item & Reference | Existing delegation | Revised delegation |
|---|---|---|
| Approval of Tour Programme of General Managers and DRMs | No approval is required for Tour Programmes of General Managers and DRMs, for tours within India. Only information may be sent to controlling officers. | No approval is required for Tour Programmes of General Managers, CAOs working as independent in charge of Production Units and exercising powers of GM of zonal railway and DRMs for tours within India. Only information may be sent to controlling officers. |

**Annexure-I**

## Instructions regarding Rail Good Work Portal on Indian Railways website

1. Rail Good Work Portal has been hosted on the website of Indian Railways at the Railway Board page. The portal can be accessed on the website http://www.indianrailways.gov.in/railwayboard/ under the tab "For IR Personnel".

2. Purpose of this Portal is to provide an on line platform to all Zones, Divisions, Production Units, RDSO and Central Training Institutes (CTIs) where they can freely share the good works being done by them.

3. GMs, PHODs, DRMs, Directors of CTIs and EDs of RDSO heading Directorates would be given user name and password to upload the good works. CRIS would email the username and password to the authorized users. Once uploaded, the good work can be viewed freely by all on the website.

4. The guidelines for uploading are given on the Portal. While uploading the good work one of the following categories (which best describes the good work) may be selected from the menu: Revenue enhancement, cost reduction, operations improvement, asset management & maintenance, energy conservation/environment improvement, digital initiatives, human resource development, innovative financing, materials management, safety improvement, improving customer experience, project management, other good work.

5. The good work may be supported with pictures/sketches to facilitate appreciation. The name, mobile number and email id of the contact person of the railway unit may be entered in the upload form. This will enable the viewing employees across IR to contact the concerned person to learn more about the good work in which he/she is interested. This would encourage easy and fast adoption and replication of these good works across Indian Railways

5. The blank upload format is printable by all. The objective is that employees can print the blank form and write about the good work done by them and share with concerned officers for considering for uploading.

6. In case of any difficulties related to uploading/viewing or other technical issues related to the Portal please contact CRIS. The contact details are given on the Portal under tab "Contact Us".

*****

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

No - 2018/Transf. Cell/Good Works Portal

New Delhi, Dated 17.01.2018

General Manager All Indian Railways/PUs
DG/RDSO, DG/NAIR
CAO DMW/Patiala, RWP/Bela, IROAF
Director/IRICEN, IRISET, IRITM, IRIMEE

**Sub: Instructions regarding Rail Good Work Portal**

Kindly refer to CRB's DO letter dated 16.01.2018 regarding the 'Rail Good Work Portal' hosted on Indian Railway website. Detailed instructions (self explanatory) regarding the functioning of the Portal are enclosed as Annexure - I. This initiative may be widely disseminated for the benefit of one and all.

17.1.18

**(Sudheer Kumar)**
PED (Transformation)

Copy to:

1. PS to MR, MOSR(S), MOSR(G), OSD/MR, EDPG (MOSR(S)), EDPG(MOSR(G))
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG (S&T)
3. All AMs, PEDs and EDs Railway Board

Copy - MD/CRIS with a request to continue to support the initiative

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 17 .01.2018**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Filling of posts in Para-medical categories in Group – 'C' on contract basis and by re-engagement of retired employees in exigencies of services**

**Ref: 1. Railway Board letter no. E(NG)II/2004/RC-4/SC/2 dated 19.07.2005**
**2. Railway Board letter no. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 and 12.12.17**

Vide Railway Board letter referred to above (ref 1), filling up of posts in para-medical categories in Group 'C' on contract basis, was permitted.

The matter has been reconsidered and with the approval of Board (MS, CRB), it has been decided that-

i. Filling up of posts of para-medical staff in Group 'C' are permitted by re-engaging the retired employees as a first preference. Such re-engagement should be done as per extant guidelines including the ones contained in Railway Board letter no. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 and 12.12.17 .

ii. Only if retired para-medical staff is not available, the option of recruiting such staff on contractual basis should be exercised which should be done as per extant guidelines including the ones given in letter no. E(NG)II/2004/RC-4/SC/2 dated 19.07.2005.

iii. The scheme of filling of posts in para-medical categories in Group 'C' on contract basis is valid till 30.06.2018 (Rly Board letter no. E(NG)II/2005/RC-4/SC/2 dated 22.06.17). The scheme is now extended to 30.06.2019 subject to compliance of para (i) and (ii) above.

iv. The monthly remuneration rates, for filling up posts in para-medical categories in Group 'C' on contract basis, are under revision. Therefore, recruitment of para-medical staff on contract basis should be done only after the revised rates are issued by Ministry of Railways.

v. The power of engagement of para-medical staff in Group 'C' on contract basis is delegated to DRMs for divisions and CWMs for workshops. For rest of the units, existing delegation will continue.

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

17.1.18

**(Rajesh Gupta)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 17.01.2018**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

अश्वनी लोहानी
ASHWANI LOHANI

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No.2018/Transf. Cell/Good Works Portal

16th January, 2018

Dear General Manager,

**Sub: Hosting of Rail Good Works Portal on Indian Railways website**

A **"Rail Good Works Portal"** is being hosted on the website of Indian Railways. The objective of this Portal is to provide an on-line platform through which various Zones, Divisions, Production Units, RDSO and Central Training Institutes (CTIs) can freely share the good works being done by them. This would encourage easy and fast adoption and replication of these good works across Indian Railways.

The good works can be uploaded by the Railway units through authorized username and password, which would be communicated to the units by CRIS by 17 January, 2018. The authorization for uploading would be given to GMs, PHODs, DRMs, Directors of CTIs and EDs of RDSO. Once uploaded, the good works can be viewed freely by all on the website. Detailed instructions in this regard would be issued by PED/Transformation.

I look forward to active sharing of the "good works" being done by our Railway units on this Portal.

With best wishes,

Yours sincerely

Ashwani Lohani 16/1/2018

**General Managers**
All Indian Railways
Production Units
DG/RDSO, DG/NAIR

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy New Delhi, dated: 16 - 01- 2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Amendment to Railway Board Transformation Cell's letter No. 2017/Trans/ 01/Policy dated 16.11.2017 on Process Reforms-Improving Delivery and Performance with regard to registration of vigilance cases.

Ref: Railway Board Transformation Cell letter no 2017/Trans/01/Policy dated 16.11.2017

Subsequent to the issue of guidelines vide letter under reference, It has been decided that para 1, **"Guidelines to be followed for registration of a vigilance case"** may be modified to read as under:

**1. Guidelines to be followed for registration of a vigilance case:**

1.1 While investigating a case arising out of a complaint or preventive check, it is necessary for vigilance officials to establish that the matter has a Vigilance Angle before registration of a case against an officer. In order to have a comprehensive picture of the entire case, it is thus important that the views of the PHOD on Vigilance Angle are also taken before the case is registered against an officer. Therefore, the following procedure may be followed:

a) SDGM/CVO may first examine the case/complaint from the standpoint of Vigilance Angle and, in case no Vigilance angle is prima-facie found, the case may be sent to PHOD concerned for taking appropriate action as per the disciplinary procedure under the service rules on the administrative omission/lapses which may have been identified in the Preliminary Investigation Report of Vigilance. However, cases referred by CVC, PMO, RB etc, for investigation and submission of Report, are required to be submitted to Railway Board Vigilance for further necessary action/advice duly incorporating the views of the PHOD(s).

b) In case, SDGM/CVO arrives at an opinion that the case involves Vigilance Angle the matter should be referred to the PHOD(s) concerned for his/their reasoned views on the existence of a vigilance angle or otherwise before a final decision on registration of a case is taken. The PHOD may, if required, consult DRM/CWM etc. However, in the interest of ensuring that the vigilance investigation is not delayed and processed as expeditiously as possible, it is important that the PHOD(s) concerned give his/their views within a period of 14 days. If this is not done, the case may be withdrawn from PHOD(s) and processed further without the views of

16/01/18

the PHOD(s). It is also important that the PHOD(s) concerned maintain the requisite confidentiality in the matter so that the reputation of the officer, identity of complainant and critical issues requiring investigation are not adversely affected or compromised.

c) In case of a disagreement between PHOD and SDGM/CVO, the matter should be put up to the General Manager for his views. In case of difference of opinion between SDGM/CVO and the General Manager, the case should be referred to PED/Vigilance i.e. the CVO of the Ministry of Railways for taking a final view on the matter in terms of the provisions of the IR Vigilance Manual and extant CVC guidelines.

d) In the case of non-gazetted officials, SDGM may consult PHOD concerned before taking a final view on registration of a case.

e) The PHOD/DA while giving his reasoned views may also consider, among other things, the following:

i. Law of ordinary prudence be kept in mind for the evaluation of a case, and instructions which are not available in codes/manuals, or not readily available on websites, need not be the sole criteria for ascertaining the vigilance angle.

ii. Whether a pattern has emerged on the basis of which an inference that an officer was actuated by extraneous consideration can be drawn.

iii. Whether there has emerged from record, one or more circumstances which indicate that the decision which formed the basis of the charge of misconduct was not an honest exercise or the executive discretion and delegation of power.

iv. The charge of misconduct against an executive must be distinguished from a purely erroneous decision whether on law, policy or fact.

v. Try to differentiate between a malafide and a genuine lapse/mistake and also keep in mind the practical aspect of an event/working.

This is issued with the approval of the Chairman Railway Board. Kindly acknowledge the receipt and ensure compliance.

16/01/18

**(T. K. Pandey)**
**Executive Director/Transformation**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 16-01-2018**

**Copy to**

1. SDGM All Indian Railways & Production Units, NF(Con) & CORE
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways
4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, dated: 9.1.2018**

The General Manager,
Northern Railway,
Baroda House, New Delhi.

**Sub: Delegation of powers with regard to sanction of air travel to GM/NR and DRM/FZR**

**Ref: 1. Dy GM/G/NR letter no ADRM/SOP/2018 dt 4.01.2018**
**2. Rly Bd Letter no F (E)I/2016/AL-28/68 dated 09.11.2016**

With regard to proposal from GM/NR mentioned in reference- 1 above, following delegation of powers in para 2 & 3 below have been approved by Chairman Railway Board.

2. The power already delegated to DRM/ Firozpur Division, Northern Railway vide Railway Board letter mentioned in ref.2 above, for sanctioning to and fro air travel between Amritsar/Jammu and Srinagar, in connection with USBRL Project for all branch officers working under his administrative control with personal concurrence of Sr. DFM/Firozpur is extended for all officers working under the administrative control of DRM/Firozpur including Junior and Senior Scale officers. Further, it has also been approved to include journey between Chandigarh and Srinagar under this delegation of powers.

3. The above mentioned delegation of powers have been agreed to as a special case keeping in view the circumstances/difficulties faced by Firozpur Division, for a period of 2 (two) years from the date of issue of this letter or till the Railway lines in the Kashmir Valley are connected to the IR system, whichever is earlier.

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

**(Jeetendra Singh)**
**Executive Director**
**Transformation Cell**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 9.1.2018**

1. PFA Northern Railway
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy to: DRM/Firozpur
ED/FCE1, Railway Board

Please issue for
Sandeep
10/01/18

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

**No. 2018/Transf. Cell/Traffic/Parcel-Cloak & Waiting Room** **Dated: 09.01.2018**

**General Manager**
**Northern Railway**
**Baroda House**
**New Delhi**

**Sub: Pilot for outsourcing of Parcel handling, Cloak Room and improvement in Waiting Room facilities**

**Ref: DRM/DLI's letter no. DRM/Misc./2017 dated 30.11.2017**

Please refer to DRM/DLI's above letter proposing policy intervention for bringing about quantum improvement in the "On-board Catering Services" and "Parcel Services, Cloak Room and Waiting Room facilities".

2. The issues raised in the above letter have been examined by Transformation Cell in consultation with Traffic Commercial Directorate and following course of action is suggested:

**Shift to quality based bidding system for on-board catering services**

3. Hon'ble MR has already constituted a Committee of officers to deliberate upon issues related to *"Improvement in Catering services, particularly quality of food/ beverages on train and introduction of quality based bidding system"* consisting of - ED/Catering (Convener), Director/Catering, IRCTC, ED/ME/Chg, ED/EE/M, DIG/RPF, ED/CE/Station Dev. and ED F/C. A decision in this regard will be taken by the Board based on the recommendations of the Committee.

**Outsourced Parcel handling facilities at stations**

4. Parcel handling at stations has for long remained one of the major concerns for the Railways. With growing parcel traffic, parcel loading/unloading and its handling at platforms has become chaotic and cause of major inconvenience to the commuters/passengers at stations. Therefore, it has been decided that Delhi Division may conduct a pilot project for outsourcing the activities by appointment of one agency for booking, stacking and handling of parcels and luggage at a station or the entire Division, whichever is feasible, through open bidding process within the following broad framework:

- Space for the involved activities to be provided by Railways in lieu of usual licensing charges.
- Agency to create required infrastructure.
- The agency to accept all types of permitted parcels, luggage, cargo at the station on behalf of the railways and ensure its disposal.
- Agency to be given port connectivity for PMS to generate P Way bills, LT etc.
- Agency to accept parcel from the existing lease holders for stacking, loading and unloading on trains through mechanized trolleys, handling equipments etc.
- Earning/revenue sharing aspect to be devised accordingly so that it's a win-win for Railways as well as the handling agency.
- Period of concession may be decided by the Division.

5. Separately, Delhi Division may also select a single agency as an "aggregator" of parcel services by clubbing departmental parcels and those train SLR spaces where the tenders for leasing have repeatedly failed.

**Up-gradation of Cloak Room Facilities on BOT model**

6. Delhi Division may undertake a pilot project for upgradation of Cloak Room services on BOT model at identified A1 or A Class Stations within the following broad parameters:

- Space to be provided by Railways in lieu of usual licensing charges.

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड / Railway Board
अग्रेषण पत्रांक जारी
Issue vide Endorsement
Signature
Date of issue 10/01/18

- The period of concession may be decided by the Division.
- Base price for a unit of luggage to be kept for specified hours in the cloak room may be determined by discovering the market price through open bidding system (Board's letter No. 2015/TG-IV/14/P/Lockers dated 21.12.2017 may too be referred to).
- The successful bidder may be allowed fixed escalation in the charges on a yearly basis.
- Computerized inventory management and modern locker facility with round the clock working must be ensured. Overall aesthetics and passenger convenience must be kept in mind while planning the above facilities.

**Upgradation of Waiting Room facility through PPP model**

7. Delhi Division may undertake a pilot project for upgradation of Waiting rooms with modern facilities for dispensing beverages/light refreshments, TVs, upgraded furniture, toilet facilities and other prescribed amenities and services under PPP mode through open bidding process. However, in this case, the bidders may not be permitted to generate revenue through advertisement as it would not be permissible within the framework of the Rail Display Network Policy.

8. All the above pilot projects shall be undertaken in consultation with the Divisional Finance, Divisional Commercial Department and Divisional Engineering Department (wherever applicable).

9. After 3 months of the implementation of the pilot project, a detailed assessment report must be sent by DRM/DLI, through General Manager, Northern Railway, to the Railway Board for consideration. Based on successful implementation of the pilot projects, Railway Board may consider replicating the same model for all railways/divisions.

This issues with the approval of Board (CRB) and concurrence of Associate Finance of Transformation Cell, Railway Board.

Niraj Sahay 09/01/18

**(Niraj Sahay)**
**Executive Director (Traffic)**
**Transformation Cell**

**No. 2018/Transf. Cell/Traffic/Parcel-Cloak & Waiting Room** **Dated: 09.01.2018**

1. **CCM/Northern Railway**
2. **PFA/Northern Railway**
3. **DRM/DLI**

Sanjeeb Kumar

**(Sanjeeb Kumar)**
**Executive Director (Accounts)**
**Transformation Cell**

**Copy to:**

**PPS/MT for kind information of MT**
**Addl. Member (Commercial)**
**ED/PM**
**ED/FM**

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy/Stores** **New Delhi, dated: 08-01-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Process Reforms - Procurement
**Ref :** (i) Board's letter no. 2017/Trans/01/PolicyStores dt. 29-12-2017
(ii) PCME NR's letter no. 178-S/502/Mat./Gen dt. 04-01-2018
(iii) CWM MTN's letter no. RR/PR/Amnd./SOP/2018 dt. 03-01-2018
(iv) CWM PR's letter no. CWM/PR/Gen dt. 01-01-2018

Board vide letter under reference (i) had issued instructions for strengthening of stores functions in the field. In continuation of the same, it has been decided with the approval of Board (CRB) that in line with the powers delegated to ADRMs for acceptance of Stores tenders with Sr DMM as convener, similar powers are delegated to CWMs in workshops. The following instructions are accordingly issued.

**Acceptance of TCR of Dy CMMs in workshops:**

Acceptance of TC recommendations of DyCMMs as convener in stores depots attached to workshops will be by respective CWMs in SAG.

All other conditions contained in Board's letter no. 2017/Trans/01/Policy/Stores dt. 29-12-2017 remain unchanged.

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

(V. Arun Kumar)
Director / Transformation Cell

**No. 2017/Trans/01/Policy/Stores** **New Delhi, dated: 08-01-2018**

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

Sanjeeb Kumar
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Stores** **New Delhi, dated: 05 -01-2018**

The General Manager, All Indian Railways

**Sub:** Process Reforms – Disposal of Divisional Scrap
**Ref:** RB letter No. 2017/Trans/01/Policy/Stores dt. 29-12-2017

Policy instructions have been issued vide letter under reference for strengthening of stores functions in the divisions, which include setting up of Divisional Stores Depots. The problem of transportation of scrap to nominated stores depots has been highlighted by many divisions. It has now been approved by Board (CRB) that the Divisional Stores Depots should also have provision for collecting and disposing of Divisional Scrap.

1.0 For efficient handling of scrap, adequate provision may be made for unloading, weighment, sorting, storage, segregation, lot formation and security. Depending upon the quantum of scrap estimated to be handled by the divisional depot, necessary infrastructure may be created in a phased manner keeping in view the availability of funds. The model adopted by Matunga Depot of C. Rly. may be considered.

2.0 Despite the above provisions, there would be cases of very low value scrap items lying at remote locations in the division wherein it may not be worthwhile to either transport them to the divisional depot or even to dispose them of through the agency of Stores Department. Such items may be lying at the Stations, PWI / IOW depots, S&T Depots, Mechanical Depots, OHE Depots or with Commercial Supervisors. These items get accumulated over years and get rusted, damaged and their utility / sale value (if any) also gets lost. It has been decided that such items can be disposed of at the Senior Supervisor's level with the approval of his controlling officer.

2.1 Following is an indicative list of scrap items, which can be disposed of at the Sr. Supervisors level. Additional items of similar nature if considered necessary may be added with the approval of DRM.

a) Pad Locks.
b) Clamps.
c) Wooden wedges.
d) Small furniture stools, tumblers & buckets.
e) Printer Cartridges.
f) Old Rubber stamps.
g) Old cash bags (leather/canvass).

Sanjeev Kumar

h) HS Lamps.
i) Sealing Pliers.
j) Notice Boards (old).
k) Clocks (excluding wooden clocks or those which may have antique value).
l) Broken / unserviceable stretchers
m) Small utensils
n) Plastic Torch
o) Dustbins.
p) Hose pipe (water pipes)
q) Vacuum gauge
r) Pressure gauge
s) Wooden handles.
t) Released tyres / tubes of vehicles
u) Condemned Mattresses

2.2 The limit for lot value which can be disposed of at the senior supervisor's level is Rs 2500/- (Rupees Two Thousand Five Hundred only) per lot. Value of the items can be assessed by taking the values for the similar items sold by Railway from PCMM's Office. The information is also available in iMMS for all Railways and assistance can be taken from Sr.DMM/DMM's Office.

2.3 The mode of disposal will be direct sale based on the weight/number of pieces depending on the nature of items. Prior approval of Controlling Officer should be taken before sale. A record note containing details like description, quantity, rate at which sold and total sale proceeds realized may be prepared and signed by three persons - the Sr. Supervisor concerned, the purchaser and one witness who should be a Railway Staff of the concerned unit. The sale proceeds may be deposited under station earnings.

2.4 Under exceptional circumstances, it may be possible that material is unlikely to be sold or even the cost of processing for sale may be higher than likely sale proceeds, wherein material is permitted to be destroyed / ecologically disposed of. A certificate to this effect may be recorded by the concerned Branch Officer based on the recommendation of the Sr. Supervisor.

3.0 The above provisions are subject to the following:

3.1 It shall not be applicable to disposal of Non-ferrous scrap.

3.2 In the context of sale of e-waste and hazardous waste, Board's instructions as contained in letter no. 2007/RS(S)/709/10 dt. 06-07-2011 and 07-02-2012 should be complied with.

3.3 Sale / ecological disposal is permitted at a loss which may exceed Rs 200 from book value. The adjustment of difference in book value and sale value of such general petty scrap items should be

done by the concerned executive branch officers, with associate accounts / finance for keeping record of such book adjustments, whose subordinate / Sr supervisor sells the material.

3.4 Prior concurrence of Stores Department is not required for such low value sales/disposal.

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

**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy/Stores** **New Delhi, dated: 05-01-2018**

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

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

**NO. 2017/Transf. Cell/Go Digital** **Dated: 04.01.2018**

**The General Manager,**
**Northern Railway**
**Managing Director,**
**CRIS, New Delhi**

**General Managers**
**All Zonal Railways,**

**Sub: Encourage people to go digital –Pan India rollout of Apps developed by Delhi Division.**
**Ref: DRM/Delhi letter No. 2017/EDPC/PAN-IND/DLI Dated 27th December 2017.**

As a part of digital initiative of Indian Railways aimed at encouraging more and more employees to use digital means in their day to day working, it has been decided by Board (CRB) that following initiatives of Delhi Division should be implemented across all Indian Railways:

(I) E-Inspection Apps
(II) RRPGRAMS (Rail Passenger Grievance Redressal & Monitoring) App
(III) Railkarmi Apps

The effort for nationwide rollout shall be coordinated by General Manager, Northern Railway who is inter-alia expected to:

(i) Sanction a work of appropriate value in PH-17 on out of turn basis for nationwide rollout of above mentioned applications.
(ii) Entrust the work of nationwide rollout and all allied works arising during its implementation to Delhi Division.
(iii) Raise debits on each zonal railway to the extent of expenditure on implementation of the Apps over that zonal railway.
(iv) Delhi Division to procure the hardware through SPC as per extant rules once the work is sanctioned as advised in para (i) above to expedite the implementation.

MD/CRIS is requested to provide all necessary assistance to Delhi Division as requested by DRM/Delhi vide his under reference.

This issues with approval of the Board (CRB)

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

**New Delhi Dated: 04.01.2018**

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

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

**(Sanjeeb Kumar)**
**Executive Director/ Accounts**
**Transformation Cell**

**Copy – As per list enclosed**

Issue fair
29/12/2017

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

No. 2017/Trans. Cell/MR Dash Board/Ramp-up Dated: 29.12.2017

**General Manager**
**All Production Units**
**Indian Railways**

Sub: Evaluate all manufacturing facilities for Make vs. Buy and Economies of Scale.
Ref: MR's Dashboard Item

Hon'ble MR held a meeting with Transformation Cell on 12th December 2017. During the meeting, he emphasized the need for improving transport output by 3-times during next 05 years i.e. by 2022. This was also emphasized at the Conclave "Sampark – Samanway – Samvad" held on 16th December 2017 at Delhi.

It is needless to say that output of our Production Units has to increase substantially during this period to match the growth expectations. There is, therefore, an urgent need for evaluating the performance of manufacturing facilities to assess their capability to ramp up production by almost 3-times the present level with the existing workforce.

Any successful production ramp up programme should inter-alia facilitate decisions that lead to best usage of time, financial and human resources. PUs shall have to come out with a workable plan by making suitable changes to existing processes, improving productivity, induction of new technology and machinery & plants, introduction of 3-shift working or working out a judicious mix of make or buy matrix.

O/e

It is therefore, imperative that the Production units of the Indian Railways embark upon the journey of 3X ramp-up with a clear strategy.

You are requested to formulate a "Production Ramp-up" road map with absolute clarity of resources required with cost & time line and communicate to Board latest by ***31st January, 2018***. Details may be mailed at *edme.trans@gmail.com*

This issues with the approval of CRB

रेल मंत्रालय
Ministry of Railways
01/01/18

29/12/17
**(Sudheer Kumar)**
**PED/Transformation**

C/- **1. OSD to CRB for kind information of CRB**
**2. MRS, MTR for kind information**

29/12

29/12

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. F(X)-II/2015/PW/7/Pt.2 New Delhi, dated 29.12.2017.

The General Managers,
All Indian Railways,
Including CLW, DLW, ICF, RCF & Rail Wheel Factory.
Metro Railway, Kolkata.
The General Manager (Const.),
N.F. Railway, Guwahati.
CAOs (Constn), All Indian Railways (except NF Railway)
The Director General and Ex-Officio General manager, RDSO, Lucknow.
The General Manager,
Central Organisation for Rly. Electrification, Allahabad.
CAO, MTP/Mumbai.
CAO/DLMW, Patiala and COFMOW, New Delhi.

Sub: Delegation of powers to General Managers.
Ref: Board's letter no. F(X)-II/2015/PW/7 dated 12.06.2017

In partial modicfication to the Board's letter referred above, the powers of General Managers indicated in item no.29 of Schedule of Powers, has been amended to read as under:-

Item No.29:

(a) To the incurrence of expenditure on each ceremonial occasion in excess of Rs.5 lakh.
(b) To the incurrence of expenditure on important functions which are attended by:
(i) Minister of Railways/Minister of State for Railways: in excess of Rs.15 lakh in each case,
(ii) President/Prime Minister: in excess of Rs.20 lakhs in each case.

NOTE:

(i) The powers under item No. 29 will be exercised by the General Managers subject to an annual ceiling of Rs.37.50 lakh for Production Units and Rs.75 lakh for Zonal Railways.
(ii) The power under item No.29(a) will cover the expenditure on Railway week celebration also, the limit for which will be Rs.5 lakh for a Zonal Railway/Production Unit as a whole.

Please acknowledge receipt.

(Sanjay Kumar Singh)
Dy.Director/Finance (Exp)-II
(Railway Board)

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Stores** **New Delhi, dated: 29-12-2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Process Reforms - Procurement
**Ref :** **(i)** Board's letter no. 88/RS(G)/779/14 dt. 18.10.2017
(ii) Board's letter no. 2016/RS(M)/Paperless Working dt. 27.09.2016

End to end Digitization of Contracts and Empowerment of Field Officers has been a priority area for Board. A review of some of the Stores Procedures has been carried out and the following provisions have been approved by Board (FC, CRB).

**1.0 End to end digitization of Contract Activities**

**1.1 Digitization of non-stock procurement**

It has been decided that NS demand / proposal generation and preparation as well as NS demand vetting / concurrence and submission should be done online. Tendering and order placement is already online. To complete the chain, receipts, accountal, issues, consumption and stock availability should also be made online. Demand stock linkage will optimize procurement, stock distribution and thereby reduce overstock as well as stock out situations. **This should be started upon the readiness of corresponding iMMS module under development by CRIS and attendant training of Consuming Department.**

**1.2 Digital Bill Passing**

Board's letter under reference (ii) above includes provision for bill passing / bill payment through IPAS based on digitally generated/available Receipted Challan / Receipt Note / Inspection Certificate etc. on iMMS without insisting on hard copy of the same either from depot or from supplier. It has now further been decided as follows:

Bill submission by vendor should be on-line on IREPS and the same is to be used by IPAS along with other digitally signed documents like Receipted Challan / Receipt Note / Inspection Certificate etc. for registering vendor's bill (CO-6). The bill payment by the bill paying authority will be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of the same either from depot / consignee or from supplier.

**2.0 Strengthening and Empowerment of Field Stores setup**

**2.1 Empowering Divisions**

Stores set-up in divisions should be re-organized the as follows:

**2.1.1 Divisional Store Depot (DSD)**

Each Division should have centralized Divisional Store Depot which will cater to the Divisional requirements. General Store Depot, wherever available should be converted into Divisional Store Depot for that Division. Where GSD is not available, divisional depot should be set up to cater to divisional requirements. Alternative arrangements may be done by utilising local facilities

which are available, e.g., existing space / ward from depots in sheds or workshops, unused godowns, signal depots etc. All the material requirements i.e. general items, electrical items, C&W items, S&T items, Civil Engineering items etc. (items required other than Diesel Shed, Electrical Shed, EMU/ DMU shed etc.) should be stocked in the Divisional Depot. All the materials (including non stock items) will be directly delivered to the Divisional Depot and in turn material will be distributed from the Divisional Depot to the various consignees. This will ensure proper receipt, accountal and speedier distribution of material besides preventing leakages (if any).

### 2.1.2 Divisional Set-up at Divisional HQ

(a) Minimum JAG/SG Officer (Sr DMM) should be posted in a division to be assisted by at least one JS/SS Officer. One stores officer of appropriate level as per need may be posted in the Divisional Stores Depot, with Sr DMM of division as the Depot officer. The staff/posts needed for the Divisional Store Depot for preparation of estimates/demands, receipt and other activities should be arranged from the General Store Depot as far as practicable and otherwise from neighboring depots or from HQ office by making suitable re-adjustments As General Store Depot caters to the requirement of 4/5 Divisions, staff/posts from such Depot should be transferred to Divisional Depot, since work load will shift from General Stores Depot to Divisional Stores Depots as they will function independently.

(b) Suitable Ministerial and Non-Ministerial staff may be posted in the Divisional HQ by making suitable readjustments by DRMs as the power to deal with TCs at SS/JAG has also been delegated. Some staff may also be transferred from the HQ. (PCMM) Office, as after the delegation, the load of HQ office will reduce.

(c) Initially, seniority of the transferred staff may be maintained by their respective parent units till further instructions are issued in this regard.

### 2.1.3 Acceptance of TCR of Divisional Stores Officers

(1) Acceptance of TCR of SS Stores officers as convener in divisions/sheds will be done by Sr DMM of that division.
(2) Acceptance of TCR of Sr DMM as convener in divisions will be done by ADRM of that division.

## 2.2 Empowering Sheds

As per extant instructions, Loco Sheds having holding of 70 locos should have SS level stores officers posted in attached depots. It has been observed that in many cases despite loco holding crossing 200, assistant level stores officers are posted in such sheds. In view of the difference in purchase powers of JS and SS level depot officers, it is reiterated that extant instructions regarding posting of SS level stores officers in sheds should be scrupulously followed.

## 2.3 Empowering Construction Organisations

2.3.1 On Railways where there is a post of CMM/C charged to construction estimates, they should report to CAO/C to look after the material requirements of Construction Organization. CMM should be responsible for all demands of construction irrespective of the nature of the item. SAG stores officers have been delegated Tender Committee powers upto Rs 200 Cr. which is considered adequate to cater to the urgent requirements of Construction Organization. Even if no SAG stores post is charged to construction estimates, one CMM should be nominated for construction wing. Accepting authority for TCs with CMM/Con as convener shall continue to be PCMM.



Sanjeeb Kumar

2.3.2 In case there no SAG stores officer available to cater to the material requirements of Construction Organization, the tender committee powers of Dy CMM/Con. as convener for stores tenders shall be at par with JAG/SG officers for works contracts, i.e., Rs 20 Cr. (Acceptance of TC shall be with concerned CMM). Where there are more than one posts of JAG/SG stores officers charged to construction estimates, minimum one DyCMM should report to CAO/C.

**3.0 Purchase Powers of Stores Officers**

3.1 Procurement of **Stock Items** by field officers (In urgency, and also for those items identified by PCMM for regular purchase by Field Units):

| **Direct Acceptance by Depot/Divisional Stores Officers through normal mode of tenders in terms of Para 328-S of Stores Code** | | | |
|---|---|---|---|
| **SN** | **Authority** | **Existing** | **Revised** |
| 1 | SrDMM/DyCMM Depot | Upto Rs 5 lakh per case | Upto Rs 50 lakh per case |
| 2 | DMM / SMM Depot | Upto Rs 5 lakh per case | Upto Rs 10 lakh per case |
| 3 | ADMM / AMM Depot | Upto Rs 2 lakh per case | Upto Rs 5 lakh per case |

3.2 Procurement of **Non Stock Items** by field officers (Including Turnkey Contract)

| **a) Direct Acceptance by Depot/Divisional Stores Officers through normal mode of tenders in terms of Para 328-S of Stores Code** | | | |
|---|---|---|---|
| **SN** | **Authority** | **Existing** | **Revised** |
| 1 | SrDMM/DyCMM Depot | Upto Rs 45 lakh per case | Upto Rs 50 lakh per case |
| 2 | DMM / SMM Depot | Upto Rs 8 lakh per case | Upto Rs 10 lakh per case |
| 3 | ADMM / AMM Depot | Upto Rs 3 lakh per case | Upto Rs 5 lakh per case |
| **b) Tender Committee by Depot/Divisional Stores Officers through normal mode of tenders in terms of Para 328-S of Stores Code** | | | |
| **SN** | **Item** | **Existing** | **Revised** |
| 1 | SrDMM/DyCMM Depot | Rs 1 Cr. to Rs 5 Cr. per case | Rs 1 Cr. to Rs 10 Cr. per case |
| 2 | DMM / SMM Depot | Rs 45 lakh to Rs 1 Cr. per case | Rs 50 lakh to Rs 1 Cr. per case |

3.3 Purchase powers of HQ Stores Officers

| **a) Direct Acceptance of Tenders** | | | |
|---|---|---|---|
| **SN** | **Authority** | **Existing** | **Revised** |
| 1 | AMM | Upto Rs 3 lakh per case | Upto Rs 5 lakh per case |
| 2 | SMM | Upto Rs 8 lakh per case | Upto Rs 10 lakh per case |
| 3 | Dy CMM | Upto Rs 45 lakh per case | Upto Rs 50 lakh per case |
| **b) Constitution of Tender Committee** | | | |
| **SN** | **TC Level** | **Existing** | **Revised** |
| 1 | SMM | Rs 45 lakh to Rs 1 Cr. per case | Rs 50 lakh to Rs 1 Cr. Per case |
| 2 | Dy CMM | Rs 1 Cr. to Rs 5 Cr. per case | Rs 1 Cr. to Rs 10 Cr. per case |
| 3 | CMM | Rs 5 Cr. to Rs 200 Cr. per case | Rs 10 Cr. to Rs 200 Cr. per case |

3.4 The above revision of purchase powers shall be subject to the following:

a) Powers of PHOD / CHOD level of TC shall remain unchanged.
b) Conditions and details as applicable on the delegation of powers issued vide Bd.'s letter no. 88/RS(G)/779/14 Pt. dt. 06-01-2017 shall apply.
c) The powers shall effect prospectively, i.e., for tenders invited after the issue of this letter.

d) The delegation is also applicable to cases pertaining to procurement of track items.
e) Composition of SMM level TC shall be same as contained in Bd.'s letter no. 2017/Trans/01/ Policy dt. 18-10-2017.
f) Value limit for issue of advertised tender (in normal circumstances) shall remain Rs 25 lakh.
g) In case the emergent / urgent demand for stock item is beyond the competency of depot officer, the same shall be forwarded to HQ.
h) In case the emergent / urgent demand for stock item (stocked in divisional depot as mandated in para 2.1.1 above) is beyond the competency of depot officer, the same shall be forwarded to HQ.

**4.0 Powers of Stores Officers to enter into Service / AMC / Consultancy Contracts**

Competent Authority / TAA may, in appropriate cases, nominate stores officer as convener for tenders pertaining to procurement of services / AMCs and procurement of consultancies. This may be followed wherever need is felt by DRM / CWM / CAO.

This is issued with the concurrence of Finance Directorate of Railway Board.

29/12

**(V. Arun Kumar)**
**Director / Transformation Cell**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 29-12-2017**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)** 29/12/17
**Executive Director Accounts**
**Transformation Cell**

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/TransCell/ProcessReform/Estt** **New Delhi, dated: 29.12.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Process Reform - Retention of Railway Quarter on education grounds**

Full Board in its meeting held on 26.12.2017 considered the issue of retention of railway quarter in the event of permanent transfer of a railway employee and decided in public interest that when the ward of the railway employee is studying in class 9th or class 11th, retention of railway accommodation may be allowed on educational ground to cover the current academic session and also the next academic session (examination) of the ward till the end of the academic/scholastic session of class 10th or 12th respectively plus 15 days.

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

29/12/17
(Jeetendra Singh)
Executive Director
Transformation Cell
Railway Board

**No. 2017/TransCell/ProcessReform/Estt** **New Delhi, dated: 29.12.2017**

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

Sanjeeb Kumar
(Sanjeeb Kumar) 29/12/17
Executive Director Accounts
Transformation Cell

Copy - As per list enclosed

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

No. 2017/Trans. Cell/MR Dash Board/Motivation Dated : 27.12.2017

General Manager,
North Western Railway,
Indian Railways.

**Sub: Incentive Schemes for Railway Employees.**

Measures to boost morale of railways employees was one of the important subject of session during recently concluded Conclave **"Sampark, Samanvay, Samvad"** on 16.12.2017.

Chairman Railway Board has approved a Committee of following Officers to suggest ways and means within existing framework of the Government and suggest measures to enhance the level of satisfaction and motivation of railway employees:-

| | | |
|---|---|---|
| (1) | Shri T.P. Singh, General Manager, NWR | Convener |
| (2) | Ms. Sunita Vedautam, Chief Personnel Officer, SR | Member |
| (3) | Shri Angraj Mohan, Chief Personnel Officer, NR | Member |

The Committee is required to submit its suggestions to Board within two weeks' time i.e. by 15.1.2018

(A.K. Chandra)
ED/Transformation
Railway Board
email: edme.trans@gmail.com

**Copy to:**

- PSO/CRB for kind information of CRB please.
- Chief Personnel Officer, Southern Railway for information and necessary action please.
- Chief Personnel Officer, Northern Railway for information and necessary action please.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, Dated: 26-12-2017**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Model Schedule of Powers, October 2017- Correction Slip-1**

**Ref: Railway Board's letter no 2017/Trans/01/Policy dated 26-10-2017**

1.0 With the Approval of Competent Authority, provisions in the following items in the model SOP document issued vide Railway Board letter referred above, have been modified and are enclosed as **Annexure - 1**.

| **Model SOP Item no.** | **Nature of Powers** |
|---|---|
| **Model SOP on Works Matters Part-A** | |
| 5 B (i & ii) | Consultancy works |
| 31 e, f, g | Annual Maintenance Contracts |
| 44 | Licensing of Railway Land for giving connectivity to Private sidings |
| Annexure A, B, C, D | Annexure A, B dealing with Works matters, Annexure C is regarding Track Items to be dealt as per Powers of Stores Matters , Annexure D is regarding Consultancy Tenders |
| **Model SOP on Miscellaneous Matters Part- C** | |
| 22 | Grant of way leave facilities/easement rights |

2.0 During discussions with Zonal Railways, clarifications have been sought for the course of action to be followed by the Zonal Railway in case the Railway is already exercising powers through its existing SOP based on some Railway Board authority however these powers are either not mentioned in the Model SOP or mentioned with restrictive powers.

In this regard, Zonal Railways may please refer to the covering letter of Model SOP referred above and also the Preamble of the Model SOP, which mention that the GMs may add or modify provisions in Model SOP to suit local conditions, within the overarching powers delegated to them. So, GMs can exercise such additional powers which are not mentioned in the Model SOP but which exist within the overarching powers delegated to GMs through various letters/authority issued from Railway Board interalia including Rly Bd letter no FX (II) – 2015/PW/7 dated 12.06.2017

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

Kindly acknowledge the receipt and ensure compliance.

**(Jeetendra Singh )**
Executive Director, Transformation

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

Annexure-1

Works Matters

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 5. | **(B)**<br>(i) Consultancy works for other than property development schemes from outside bodies including PPP projects<br><br>GM – Full powers in consultancy contracts with the concurrence of PFA upto Rs 10 Crore | **Shall be as per the Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11- 2017 on the subject Process Reforms – Engagement of Consultants"** | | | *Authority:*<br>Item No.30(a) of GM's delegation. Bd's Letter No. F(X)II-2016/PW/ 3 dt.14.09.2016<br><br>Railway Board Letter no F(X)-II/2015/PW/7 dated 12.06.2017<br><br>2017/Trans/01/Policy dtd 18.10.2017<br><br>Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11-2017 on the subject Process Reforms – Engagement of Consultants |
| | (ii) Consultancy works for property development schemes i.e., for commercial exploitation from outside bodies | **Shall be as per the Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11- 2017 on the subject Process Reforms – Engagement of Consultants"** | | | *Authority:*<br>Item No.30(a) of GM's delegation. Bd's Ltr.No. F(X)II-2016/ PW/3 dated 14.09.2016<br><br>Railway Board Letter no F(X)-II/2015/PW/7 dated 12.06.2017<br><br>2017/Trans/01/Policy dtd 18.10.2017<br><br>Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11-2017 on the subject Process Reforms – Engagement of Consultants |

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Annexure-1 (Page 1 of 9)

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 31 | (e) To enter into AMC (other than Single Tender) for Machines/ Appliances/ Equipment other than office equipment | PHOD<br>Full powers<br><br>HOD<br>Full Powers as per works contract. | DRM<br>Full powers as per works contract. | Full Powers as per works contract. | *Authority:*<br>Board's L.No.2011/F(X)II/5/11 dtd. 15.06.2016 CS No. 11 dtd. 23.8.2016;<br>Board's L.No. 2017/Trans/01/Policy dt. 18.10.2017<br><br>Note:<br>1. The AMC of critical equipment on single tender basis may be awarded to OEMs or authorized dealers. The decision to award work to OEMs or authorized dealers on single tender shall be decided by the sanctioning authority while obtaining finance concurrence.<br>2. This would need the prior concurrence of finance.<br>3. Since AMCs are in the nature of Service Contracts and OEMs/Authorised Dealers are often reluctant to submit Earnest Money or Security deposits, this need not be insisted upon in each case. Care may, however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance and minimum downtime of the equipment.<br>4. The above powers may be exercised subject to availability of funds.<br>5. In workshops where workshop in charge are in JAG, the powers will be exercised by CWE.<br>6. Normally the work of repair of window AC, split AC, water coolers is |
| 31 | (f) Annual Maintenance Contract for equipment including small track machines on single tender basis to be placed on OEMs / Authorised dealers of OEMs | PHODs<br>Full powers<br><br>HOD<br>Up to a maximum of Rs.5 lakhs per item per annum. | DRM/ADRM/CWM/SAG:<br>Up to Rs.10 lakhs per case finance concurrence with annual ceiling of Rs. 50 lakhs | SG/JAG<br>Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs | |
| 31 | (g) Annual Maintenance Contract on single tender basis for Track Machines, equipment of Disaster Management viz. HRE, HRD and 140 T DSL BD cranes, electronic equipment of SP-ART, SP-ARMV & Tower Wagon with OEM or their authorized agent with finance concurrence. | PCME, Pr. CE, & P CEE<br>Full powers<br><br>Other PHODs<br>Up to Rs. 10 lakhs per item subject to maximum ceiling limit of Rs. 50 lakhs per annum.<br><br>SAG officer (Civil / Mech Deptt) dealing with the subject<br>Full powers | DRM<br>Full powers | SG/JAG<br>Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs | |

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Annexure-1 (Page 2 of 9)

Works Matters

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | undertaken departmentally. However, to enter into AMC for such repairs from outside agency, a certificate to this effect that the work cannot be undertaken departmentally, may to be given by controlling officer. Such repairs may normally be done through open tender from reputed firms.<br>7. As per the laid down procedure of works matters tenders. In case of Single tender the Tender committee and the accepting authority should be one step higher than in case of open tender excepting where GM is the accepting authority.<br>8. The AMC can be of the following types: -<br>"Full services maintenance agreements" which as the name implies is all inclusive of labour, consumables and spares.<br>"Annual Maintenance Agreements" where labour and consumables are included.<br>A schedule of rates for spares and non-recurring spares can be drawn up before entering into the AMC to facilitate fixing of rates during AMC.<br>It is also to be understood that the cost of yearly AMC is to be defined clearly. The materials from spares list actually used together with AMC value should not exceed the sanction limit.<br>9. In all cases not covered above, AGM shall be the competent authority to |





Annexure-1 ( Page 3 of 9)

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Works Matters

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | approve such cases with full powers.<br>*10.* Constitution of TC and Accepting Authority shal be as per the delegations of Works matters (Annexure-A) read with note 7 above.<br><br>*Authority:*<br>1. 324-S, S-226/1 of 21.06.1971<br>2. 200/F(S)i/PW/7/2 dated 12.10.2001<br>3. 05.09.2003 2007/F(S)/PW/7/1 dated 07.02.2007<br>4. 706-S & 328-S81/F(S)I/PW/7/1 dated 28.04.1981<br>5. IRSTMM-2005 |
| | | | | | |





Annexure-1 (Page 4 of 9)

Works Matters

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| 44 | Licensing of Railway Land for giving connectivity to Private sidings to increase Railway earnings | | DRM<br>Full powers with recommendation of three member standing committee on Land Matters comprising Sr.DEN(Co), Sr.DCM & Sr.DFM | | *Authority:*<br>Rly. Board's letter no. 2017/Trans/01/Policy dtd 18.10.2017<br><br>Along with related Freight Marketing and Land & Amenities circulars on the subject issued from Railway Board laying policy on the subject. |



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Annexure-1 (Page 5 of 9)

**Annexure 'A'**

**I. ACCEPTING AUTHORITY FOR WORKS TENDERS – OPEN LINE:**

| SL | Powers of Acceptance of Works Tender | Accepting Authority |
|---|---|---|
| 1 | Upto Rs 50 Lakh | Selection grade/JA Grade/Sr. Scale holding independedt charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-I/CT/9 dated 11.09.2017 |
| 2 | Upto Rs 4 Crore | Selection grade/JA Grade |
| 3 | Above Rs 4 Crore and upto Rs 20 Crore | SAG/DRM/ADRM/CWM |
| 4 | Above Rs 20 Crore and upto Rs 75 Crore | CHOD in SA Grade# # The Tender Commitee shall be of SA Grade level |
| 5 | Above Rs 20 Crore and upto Rs 300 Crore | PHOD in HAG/AGM |
| 6 | Above Rs 20 Crore and upto Rs 300 Crore | CAO/RE in HAG |
| 7 | Above Rs 20 Crore and upto Rs 500 Crore | CAO/Construction in HAG |
| 8 | Full Powers | General Manager |

Constitution of Tender Commitees shall be as per the decision of Zonal Railway Authority:

1) Board's letter No. 2017/Trans01/Policy dated 26.12.2017
2) Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017
3) Board's Letter No.2015/CE-I/CT/O/20/1 dated 14.09.2017
4) Board's Letter No.2015/CE-I/CT/O/20/1 dated 03.04.2017

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Works Matters

**Annexure 'B'**

**II. ACCEPTING AUTHORITY FOR WORKS TENDERS – CONSTRUCTION/RE:**

| SL | Powers of Acceptance of Works Tender | Accepting Authority |
|---|---|---|
| 1 | Upto Rs 50 Lakh | Selection grade/JA Grade/Sr. Scale holding independedt charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-I/CT/9 dated 11.09.2017 |
| 2 | Upto Rs 4 Crore | Selection grade/JA Grade |
| 3 | Above Rs 4 Crore and upto Rs 20 Crore | SAG/DRM/ADRM/CWM |
| 4 | Above Rs 20 Crore and upto Rs 75 Crore | CHOD in SA Grade# # The Tender Commitee shall be of SA Grade level |
| 5 | Above Rs 20 Crore and upto Rs 300 Crore | PHOD in HAG/AGM |
| 6 | Above Rs 20 Crore and upto Rs 300 Crore | CAO/RE in HAG |
| 7 | Above Rs 20 Crore and upto Rs 500 Crore | CAO/Construction in HAG |
| 8 | Full Powers | General Manager |

Constitution of Tender Commitee shall be as per the decision of Zonal Railway

Authority:
1) Board's letter No. 2017/Trans01/Policy dated 26.12.2017
2) Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017
3) Board's Letter No.2015/CE-I/CT/O/20/1 dated 14.09.2017
4) Board's Letter No.2015/CE-I/CT/O/20/1 dated 03.04.2017

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Annexure-1 (Page 7 of 9)

A

Works Manual

**Annexure 'C'**

**All Stores related matters pertaining to procurement of spares, consumables, and small tools for Track machines and Small Track machines as mentioned in Item 31(a) including Constitution of tender committee and accepting authority etc, shall be as per SOP on Stores matters (Part –D).**

**Annexure 'D'**

**Constitution of Tender Committee and Accepting Authorityfor Consultancy Contracts (Standing Tender Committee)**

**Shall be as per the Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11- 2017 on the subject Process Reforms – Engagement of Consultants"**

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Annexure-1 (Page 8 of 9)

Miscellaneous Matters.

| S.No. | Nature of Powers | PHOD/HOD | DRM/ADRM SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 22. | Grant of way leave facilities/easement rights | PCE<br>Full Powers | DRM (without any further redelegation)<br>Full Powers | Nil | 1. Finance concurrence is necessary.<br>2. However granting of way –leave for unreasonably long stretch over/across railway land should be avoided and particularly for oblique crossings unavviodable and bare minimum railway land parallel to track should be used.<br><br>*Authority*:<br>Board's letter No.97/LM(L)/24/3 dt.27.11.2001 followed by 97/LML/24/3 dated 01.09.2014. |

Annexe-I (Page 9 of 9)

26/12/17

Government of India
Ministry of Railways
(Railway Board)

No. 2017/Trans/01/Policy/PR New Delhi Dated: 26.12.2017

The General Manager,
All Zonal Railways.

**Sub: Structural Reforms – Sustainable Public Relation set up at Divisions**

**Ref: Meeting of CRB with CPROs of the Zonal Railways on 16.11.2017**

During meeting of CRB with CPROs of the zonal railways on 16.11.2017, the need for strengthening PR Organization at divisional level was strongly advocated by all the zones. DG/PR Railway Board has also requested the Transformation Cell to frame suitable policy to ensure a proper PR set up at divisions.

Accordingly, following policy framework is issued with the approval of Board (CRB) for a sustainable PR set up at divisions of IR.

**1.0** Cadre of PR is very small and generally exists in structured form at the zonal railway headquarters; there is presently stagnation in career progression for years together. General Managers in consultation with CPOs may evolve a suitable career enhancement policy for PR staff whereby work charged elements may be provided to ensure minimum promotional avenues to such staff.

**2.0 Proposed structure at divisions**

At divisional level, DRMs are assisted by Sr. DCMs to look after PR works on day to day basis in addition to their commercial functions. They are assisted by Publicity Inspectors if available.

**2.1** On 12 major divisions (CSTM, NGP, HWH, SDAH, MGS, LKO, DLI, ALD, MAS, SC, SBC, MCT) where recently 3/4 ADRMs have been posted, GMs will ensure posting of a Sr. PRO/PRO(Sr. Scale/Jr.Scale) by any of the means given in Para 2.3 below.

**2.2** As regards the structure of PR and media management on the Divisions, the DRMs shall continue to be the chief architect of media management on the divisions but with increase in number of ADRMs, it is now possible to entrust PR responsibilities to one of the ADRMs. ADRMs will be assisted by Sr. PROs/PROs.

**2.3** General Managers shall arrange a post of SrPRO/PRO for the division by either of the following means:

(i) by arranging a work charged elements
(ii) by utilizing an existing vacant revenue post
(iii) or by re-designating an existing post

Sr. PROs/PROs shall report to ADRMs. They shall be assisted by Publicity Inspectors in suitable grade. Sr. DCMs shall continue to assist ADRMs in day to day handling of the PR and media till Sr PROs/PROs are posted.

**2.4** For creating a PR set up in the division, General Managers may consider following broad guidelines and issue uniform guidelines for their railways:

(i) Two vacant Group C Post may be re-designated on each division as PI / Sr PI / CPI (depending on grade & excluding safety category posts)

(ii) Suitable person may be posted to these posts for a period of 3 years but shall retain their lien with their parent cadre.

(iii) He /She will be eligible for all selections/promotions within their cadre within this 3 years duration and continue to work in PR

(iv) DRM may nominate a suitable staff (clerical/supervisory but excluding safety category post) to function as Publicity Inspector or Senior Publicity Inspector.

(v) At the end of 03 years period, the staff may be allowed to exercise option to remain either in the PR organization or return back to his/her parent cadre. His further career progression shall be guided accordingly.

**3.0 PR Related Professional Works**

**3.1** Photography, videography, invitation card printing, printing of flex boards, brochures, leaflets, visiting cards, making of short documentaries for training/safety related issues may be carried out by the divisions through the empanelled agencies of the zonal railways.

**3.2** In case there are no empanelled agencies in the zone at any point of time, these works may be done by calling quotations from the INS (Indian Newspaper Society) Accredited Advertising Agencies.

**3.3** In rest of the Divisions, DRMs and ADRMs shall be assisted by Sr. DCMs along with Publicity Inspectors in day to day handling of the media. However, in case the General Managers of the zones feels that there is a need for posting an exclusive officer to take care of PR related works, they can do so by nominating an officer of suitable rank to look after PR works along with his/her regular assignment or may post a PRO by arranging a post as detailed in Para 2.3 above.

**3.4** In addition to setting up the above structure for PR and media on the Zones/Divisions and in order to have effective PR personnel, proper training modules focused on building and honing PR skills of all the newly inducted PR officials may be designed and conducted at mass communication institutes of repute like IIMC of Ministry of Information and Broadcasting. CPROs can design a suitable module to give hands on training to the new staff / officers in the short term.

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

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

**No. 2017/Trans/01/Policy** **New Delhi Dated: 26.12.2017**

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

SN. 40

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy New Delhi, dated: 26 -12-2017

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Model Schedule of Power October, 2017**

**Ref :** 1- Railway Board's letter No. 2017/Trans/01/Policy New Delhi, dtd: 18.10.17
2- Railway Board's letter No. 2017/CE-I/CT/9 dtd 11.09.17
3- Railway Board's letter No. 2015/CE-I/CT/O/20/1 dtd 14.09.17
4- Railway Board's letter No. 94/CE-I/CT/4/Pt.17 dtd 13.08.12
5- GM NCR letter dtd 24/25.11.17

With the Approval of Railway Board (ME, FC & CRB), following changes are made in Board's instructions referred above.

1. The value Rs 100 Crore mentioned in row 5 of table in letter under reference 3 above may be replaced with Rs 300 Crore. With this change, the powers of acceptance of Works Tender (for Each Tender) and the accepting authority are as under:

| SL | Powers of Acceptance of Works Tender (for each tender) | Accepting Authority |
|---|---|---|
| 1 | Upto Rs 50 Lakh | Selection grade/JA Grade/Sr. Scale holding independent charge, subject to stipulations mentioned in letter under reference 2 |
| 2 | Upto Rs 4 Crore | Selection grade/JA Grade |
| 3 | Above Rs 4 Crore and upto Rs 20 Crore | SAG/DRM/ADRM/CWM |
| 4 | Above Rs 20 Crore and upto Rs 75 Crore | CHOD in SA Grade |
| 5 | Above Rs 20 Crore and upto Rs 300 Crore | AGM / PHOD in HAG |
| 6 | Above Rs 20 Crore and upto Rs 300 Crore | CAO/RE in HAG |
| 7 | Above Rs 20 Crore and upto Rs 500 Crore | CAO/Construction in HAG |
| 8 | Full Powers | General Manager |
| Note: (i) Where no AGM is posted, such tenders shall also be accepted by GM.<br>(ii) The Tender Committee for Tenders to be accepted by 'CHOD in SA Grade' shall be of SA Grade level | | |

2. Para 2 of letter under reference 4 above is revised as:

*"However, for all works contract tenders within the Tender Acceptance Powers powers of SAG/DRM/ADRM/CWM valuing more than Rs 10 Crore, 'Two packet System shall mandatorily be followed, except in cases where it is decided by an executive not below **SAG** level for reasons to be recorded in writing and with*

रेल मंत्रालय Ministry of Railways रेलवे बोर्ड/Railway Board संलग्नक सहित/with Enclosure ... Signature ... तारीख/Date of Issue 26/12/17



26/12/2017

*the concurrence of* ***associate Finance****, that it would be advantageous to follow 'Single packet system". For Tenders valuing beyond the tender acceptance powers of SAG/DRM/ADRM/CWM, and costing more than Rs 10 Crore, decision of executive not below HAG in consultation with FA& CAO shall be required to adopt Single packet system of tendering in case of works tenders"*

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

Kindly acknowledge the receipt and ensure compliance.

26/12/2017

(T.K.Pandey)
Executive Director, Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 26 -12-2017**

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

Sanjeeb Kumar

(**Sanjeeb Kumar**)
Executive Director Accounts
Transformation Cell

**Copy to**

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railway Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.
11. 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.

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

D.O. No. 2017/Transf. Cell/Transf. Drive 21st December, 2017

Dear General Manager,

**Sub: Transformation drive to assess impact of empowerment & process reforms.**

I would like you to refer to various instructions issued from Railway Board in the recent past with regards to delegation of power and process reforms to energize the entire workforce to improve safety and service delivery.

Informal feedback received from different levels has been encouraging but has not been received in a structured manner. Meaningful transformation will happen only when process, structure and cultural reforms reach the intended beneficiary without any delay.

From this stand point, a 'Transformation Drive' may be launched from 1-15, January, 2018 to ensure that instructions issued from Railway Board have been implemented in letter and spirit and have led to improving the productivity, enhancing the level of satisfaction of employees and customers. During this period, GMs, PHODs and DRMs may also launch/initiate various process reform initiatives at their level to make our working more simpler and efficient.

A consolidated report highlighting the actions undertaken during this drive may be sent to PED (Transformation).

With best wishes,

Yours sincerely

(Ashwani Lohani)

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड / Railway Board
अनुलग्नक सहित जारी
Issued with Enclosure
हस्ताक्षर / Signature
जारी करने की तारीख
Date of issue 26/12/17

**General Managers**
All Indian Railways
The Production Units

Room No. 236, Rail Bhawan, New Delhi-110 001.
Tel.: 011-23384010, Fax : 011-23381453, E-mail : crb@rb.railnet.gov.in

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

**No-2017/Transf. Cell/Transformation Workshop** **New Delhi, Dated 18.12.2017**

General Manager All Indian Railways/PUs, NF (Con), CORE
DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF
Director - IRICEN, IRITM, IRIMEE, IRIEEN, IRITM, IRISET

**Sub: Decisions taken in Conclave titled "Sampark, Samanvay, Samvad" on Vision for New Railway - New India 2022 on Dec' 16, 2017 in New Delhi**

The conclave titled "**Sampark, Samanvay, Samvad**" aimed at evolving the "**Vision for New Railway - New India 2022"** was held on Dec' 16, 2017 in New Delhi.

Pursuant to the presentations made by General Managers, fourteen actionable items have been approved by Chairman, Railway Board as mentioned in the Annexure enclosed. Officers responsible for implementing these items and target date for completion (TDC) are also indicated.

It is requested that necessary action may be taken within the TDC and feedback furnished.

DA/- Annexure (2 pages)

18.12.17

**(Sudheer Kumar)**
**Principal Executive Director (Transformation)**

Copy to:
1. PS to MR, MOSR(S), MOSR(G), OSD/MR, EDPG (MOSR(S), EDPG(MOSR(G))
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG (S&T)
3. AM/C&IS Railway Board
4. All AMs & PEDs Railway Board
5. EDPM, EDCC, ED/E(G), ED/CE(G) ED/Accts/Transf Railway Board
6. PFA/SCR, PFA/ECR, COM/ECR, COM/SCR, CME, E.Rly, DGM/G/N.Rly
7. MD/CRIS

**Letter No No-2017/Transf. Cell/Transformation Workshop Dated 18.12.2017**

**Decisions taken in Conclave "Sampark, Samanvay, Samvad" held on Dec 16, 2017**

**1) Item 1** - Modalities for implementation of

- **Automatic feeding of train timings and train numbers in control office application**

Immediate action to be taken by AM/C&IS to get it done

TDC - Jan 22, 2018

**2) Item 2** - Recommendations for implementation of

- **single window supervision for all onboard amenities**
- **graded punctuality of coaching trains, and**
- **right powering of coaching trains**

to be given by GM/CR. GM/CR may form a Committee of 3 SAG and 3 JAG/SG level officers from CR.

TDC - Jan 15, 2018

**3) Item 3** - Recommendations for implementation of

- **Point of Sale (POS) machine and tablets to be provided with TTEs to replace paper charts**

to be given by AM/C&IS and CRIS

Modalities for implementation may be decided by Board (MT).

TDC - Jan 15, 2018

**4) Item 4** – Guidelines for

- **refurbishment of coaches in 6 years (i.e. the 4$^{th}$ POH)**

may be prepared by RDSO including the Must Change items and other repairs

Board (MRS) may decide the modalities for implementation

TDC - Jan 22, 2018

**5) Item 5** - Guidelines for

- **Rate contract (RC) for spares of coaches and locomotives to be done by PUs and zonal railways to source spares through this RC**

may be decided and issued by DG/Store, Rly Bd for implementation

TDC - Feb 5, 2018

**6) Item 6** - Items to be included in

- **Negative list of SOP for GMs and DRMs (one page)**

to be decided by Committee comprising GM/SCR (convener), GM/ICF, GM/CR, PFA/SCR and ED/E(G)/Rly Bd (Shri A.S.Khati)

TDC - Jan 22, 2018

18/12/17

**Letter No No-2017/Transf. Cell/Transformation Workshop Dated 18.12.2017**

**7) Item 7** - Recommendations for implementing

- **Strategies for increasing carrying capacity and speed of trains** (this would include pooling of maintenance facilities, development of mobile App for freight)

to be given by GM/NR. GM/NR may constitute a Committee comprising 3 SAG and 3 JAG/SG level officers from NR.

TDC - Jan 15, 2018

**8) Item 8 – Introducing dynamic pricing - premiums & discount**

EDPM/Rly Bd has already processed constitution of a Committee on this subject. GM/WCR and PFA/ECR may be co-opted in the Committee

TDC – Dec 31, 2017

**9) Item 9** – Recommendation for

- **Increasing modal share in freight business**

to be given by Committee comprising GM/SER (Convener), COM/ECR and COM/SCR

TDC - Jan 15, 2018

**10) Item 10** – Recommendation for

- **Improving project execution and monitoring**

to be given by GM/SCR

TDC - Jan 15, 2018

**11) Item 11** - Recommendation for

- **Streamline procurement to reduce cost and time**

to be given by Committee comprising GM/ICF (convener), GM/CLW & CME/ER. Committee may also recommend modalities to expedite procurement of new technology items.

TDC - Jan 15, 2018

**12) Item 12** - All Zones/PUs and Divisions should digitize the service records of employees as soon as possible - not beyond March 31, 2018

**13) Item 13** – Recommendations for

- **Comprehensive Housing Policy which should inter alia include upkeep and maintenance of colonies as well**

to be given by Committee comprising Shri A.S. Khati (ED/E(G), Rly Bd) (convener), ED/CE/G, Rly Bd, ED/Accts/Transf, Rly Bd and DGM/G/NR

TDC - Jan 15, 2018

**14) Item 14** – Guidelines on

- **Hospitals and medicines**

to be framed by GM/WR. GM/WR may form a suitable committee for this purpose. One Director level officer may be co-opted from Health Directorate, RB.

TDC - Jan 22, 2018

18/12/17

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Transformation/Process Reform/Estt** **New Delhi, Dated: 12.12.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegation of Powers to GMs regarding establishment matters**

The matter of posting of ADRMs and duty list of officers on Zonal Railways has been reviewed and in partial modification of the existing instructions the following instructions are herby issued.

1. The officers whose orders will be issued by Railway Board for posting as ADRMs up to Dec'18, 2017, should be spared immediately to join their new assignment. In the event of a GM desiring a change in any of the ADRM posted on his divisions, a reference may be sent to EDCC, Railway Board with cogent reasons to effect the change. This will normally be considered by the Board.

2. The tenure of ADRMs shall be around 3 years. An officer having completed cumulative 3 years as ADRM shall normally not be posted again as ADRM on any division.

3. For each new additional ADRM posted since Oct' 6, 2017 or for those that may be posted in future, the supporting staff shall be transferred from the Zonal Headquarters to the Divisions.

4. GMs are hereby authorized to change the duty list of any officer posted on their Zonal Railways.

The above is issued with the approval of Chairman Railway Board.

12/12/17
(Jeetendra Singh)
Executive Director
Transformation Cell
Railway Board

Copy - As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 8.12.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Formation of spot purchase committee as per Railway Board letter No 2002/RS(G)/779/12 dated 14.12.2011**

1. Vide this office letter of even no dated 8.11.2017, item no F-13 of the earlier letter of even no dated 18.10.2017 (pertaining to spot purchase committee) was deleted. Northern Railway and South Central Railway, vide letter no Secy/Misc/2017 dated 5.12.2017 and No G.203/Policy/Vol-XII dated 5.12.2017 have sought clarification as to whether the earlier instructions in Railway Board letter No 2002/RS(G)/779/12 dated 14.12.2011 regarding formation of spot purchase committee are valid or not.

2. Board (FC & CRB) have approved that instructions of Railway Board regarding formation of spot purchase committee as contained in Railway Board letter No 2002/RS(G)/779/12 dated 14.12.2011 are valid. However, this administrative arrangement may be exercised under inescapable circumstances duly recording reasons at the level of DRM/GM.

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

**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**
**Email: jeetendra.s@nic.in**
**(Phone: 011-23047542)**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 8.12.2017**

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

Issue fair
Accepted
8/12/2017

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy

New Delhi, dated: 06 - 12- 2017

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms – Clarification on provisions of Model SOP**

**Ref:** 1. Railway Board's letter no. 2016/EnHM/06/09 dated 12-06-17.
2. Railway Board's letter no. 2017/Trans/01/Policy, New Delhi, dated 26.10.2017
3. Railway Board's letter no.2017/Trans/01-1/Policy, New Delhi, dated 28.11.2017

A reference was received by EnHM Directorate from one of the railways about maximum period of tendering for a Service Contract. Need for clarification arose due to perceived differing provisions in Model SOP and the Standard Bid Document (SBD).

The SBD stipulates that for all housekeeping contracts, tenders shall be invited for a period of 4 years (Ref 1.) whereas Serial No. 7 of notes of Item No. 37 of SOP Part-A (Works Matter) stipulates that maximum period of outsourcing contracts shall be for a period of 2 years (Ref 2.) It further states that in case of contracts for OBHS, Mechanized Cleaning and CTS etc. 02 packet system shall be followed as per stipulations issued by Board.

Railways may connect the letter under Ref.3 regarding constitution of the Tender Committee for Service Contracts where tenders valued between Rs.4 Crore to Rs.100 Crore can be finalized by a committee of JAG Officers. Rs 100 Crore limit is based on the premise that the period of contract shall be for 4 years as given in SBD.

As the Service Contracts shall henceforth be governed by the Standard Bid Document issued vide letter under reference (Ref.1), tenders for all the housekeeping contracts shall be invited for a period of 4 years as provided for in the SBD and not 02 years as given in Model SOP. In case of any conflict within the provisions of SBD & Model SOP, the provisions contained in SBD shall prevail in case of Service Contract only.

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

No. 2017/Trans/01/Policy

New Delhi, dated: 06-12-2017

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

Sanjeeb Kumar
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Only UM
11/12/2017

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/Process Reforms/Estt.** **New Delhi, Dated: 04.12.2017**

The Chairman & Managing Directors/Managing Directors
Container Corporation of India Ltd., New Delhi
Dedicated Freight Corridor Corporation of India, Ltd., New Delhi
Indian Railway Finance Corporation Ltd., New Delhi
Indian Railway Catering & Tourism Corporation, New Delhi
Ircon International Ltd., New Delhi
Kolkata Metro Rail Corporation Ltd., Kolkata
Konkon Railway Corporation Ltd., Mumbai
Rail Vikas Nigam Ltd., New Delhi
Mumbai Railway Vikas Corporation Ltd., Mumbai
RITES Ltd., Gurgaon
RailTel Corporation of India Ltd., New Delhi
Braithwaite and Company Ltd., Kolkata
Burn Standard Company Ltd., Kolkata
Bharat Wagon & Engineering Ltd., Patna

**Sub: Letters issued by Railway Board on Process Reforms**

Following letters have been issued by Railway Board on Process Reforms:

1. Letter no 2017/Trans/01/Policy dated 16.11.2017 regarding mitigating the fear perception of vigilance investigations.

2. Letter no 2017/Trans/Process Reforms/Estt dated 29.11.2017 regarding Station/ Headquarter leave permission for going abroad on leave.

3. Letter no 2017/Trans/Process Reforms/Estt dated 29.11.2017 regarding vigilance/ D&AR clearance requirement for going abroad on duty.

   Copies of the above mentioned letters are enclosed for information (copies are also available on Railway Board website (Transformation Cell page)).

DA/- As above

4/12/17
(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
04.12.2017

Copy: ED/PSU for information

**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**RAILWAY BOARD**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 30.11.2017**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Delegation of powers for empanelment of Private Hospitals for referral**
**Ref: 1. Railway Board letter no. 2017/Trans/01/Policy dated 18.10.2017**
**2. Railway Board letter no. 2016/H-1/11/69/Hospital Recognition dtd 23.12.16**
**3. Railway Board letter no. 2014/H-1/19/3/PNM dated 05.10.2015**

Vide Railway Board letter referred to above (ref 1), full powers with finance concurrence were delegated to GMs for 'Empanelment of Private Hospitals for referral'.

The matter has been reconsidered and with the approval of Board (CRB), full powers for 'Empanelment of Private Hospitals for referral' are delegated to DRMs for divisions and to CWMs for workshops. They will exercise these powers with concurrence of associate finance and in consultation with CMS. The extant procedures/guidelines including the ones given in letters referred to above may be followed in full. For rest of the units, existing delegation will continue.

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

30.11.17
**(Rajesh Gupta)**
**Executive Director (S&T)**
**Transformation Cell**

**No. 2017/Trans/01/Policy/Pt. I** **New Delhi, dated: 30.11.2017**

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

Sanjeeb Kum
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy- As per list enclosed

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

**No. 2017/Transformation Dte/Tfc/03** **New Delhi Dated 30.11.2017**

**The General Managers,**
**All Indian Railways.**

**Sub: Amendment in "Policy regarding development of goods sheds by private investment in railway premises" issued vide Railway Board's letter No. 96/TT(I)/10/ACC/NR/36 dated 23.10.1997**

Kindly refer to the above mentioned Policy regarding development of goods sheds by private investment in railway premises issued vide Railway Board's letter No. 96/TT(I)/10/ACC/NR/36 dated 23.10.1997 and subsequent Railway Board letters No. (i) 2014/TC(FM)/18/16 of 11.12.2014 (ii) 2014//TC(FM)/18/16 of 08.10.2015 and (iii) Civil Engg. Circular No. 2015/CE-I/SP/1/Misc./Pt. dated 17.09.2015.

2. As per the procedure of approval laid down for development of these facilities in Para (2) of the policy, *"On receipt of an application from the concerned party, the decision on the development of these facilities will be personally taken by the General Manager of the Railway in consultation with FA & CAO."*

3. In view of feedback/suggestions received from various Divisions, the following amendments are made in the approval process for such proposals as laid down in Para (2) of the above policy:

*"On receipt of an application from the concerned party, the decision on the development of these facilities will be taken by the Divisional Railway Manager in consultation with the Divisional Finance, Operating, Commercial and Civil Engg. branches. However, the authority for notification for the operation of Goods Shed shall remain with the Zonal HQrs as per extant rules."*

The above is issued with the approval of Board (MT, ME and CRB).

Niraj Sahay 30/11/20

**(Niraj Sahay)**
**ED (Traffic)/Transformation**

**No. 2017/Transformation Dte/Tfc/03** **New Delhi Dated 30.11.2017**

**Copy to:**

1. **The PCOMs, All Indian Railways**
2. **The PCCMs, All Indian Railways**
3. **The PCEs, All Indian Railways**
4. **The PFAs, All Indian Railways**
5. **The CTPMs, All Indian Railways**
6. **All Additional Members, Railway Board**
7. **All PEDs, Railway Board**
8. **ED/CE (G), ED/TC (Rates), ED/FM, ED/Works, ED/Infra (Civil), EDV(T), EDV(E), ED (FC)**
9. **PSO/Sr.PPS to CRB, FC, MT, ME, MRS, MTR, MS and Secretary, Railway Board for kind information of CRB, FC, MT, ME, MRS, MTR, MS and Secretary, Railway Board**

Niraj Sahay 30/11/

**(Niraj Sahay)**
**ED (Traffic)/Transformation**

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/Process Reforms/Estt.** **New Delhi, Dated: 29.11.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Process Reforms – Regarding Vigilance/D&AR clearance requirement for going abroad on Duty**

During interactions with field officials it has emerged that in Zonal Railways there is a practice of obtaining Vigilance/D&AR clearance in cases of officials/staff who are nominated to go abroad on Duty e.g. for attending meetings, workshops/ conferences etc.

2. In this connection, following instructions are issued with the approval of CRB:

"***Vigilance/D&AR clearance is not required in case of officers/staff nominated to go abroad on Duty***".

29/11/17
(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
29.11.2017

Copy: As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/Process Reforms/Estt.** **New Delhi, Dated: 29.11.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, IROAF

**Sub: Process Reform - Regarding Station/Headquarter leave permission for going abroad on leave**

During interactions with field officials it has emerged that time bound grant of permission to employees for leaving station/headquarters for going abroad while on leave is an issue. The matter has been considered and following instructions are issued.

2. Vide O.M. No F.No. 11013/8/2015-Estt.A-III dated 27th July 2015, Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions has circulated detailed instructions with regard to requirement of taking prior permission by government servants for leaving station/headquarters for going abroad while on leave. These instructions have been circulated vide Railway Board letter No. E(P&A) I -2015/CPC/LE-3 dated 18.09.2015 (RBE No 107/2015) to all Zonal Railways/PUs and other railway offices.

3. The above mentioned O.M. of DOPT inter alia mentions that "*....it is also desirable that requests of Government servants for such permission are dealt with expeditiously. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application.* ***In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him***"

4. It should be ensured that the above instructions of DOPT are implemented.

This issues with the approval of CRB.

DA/- Rly Bd letter No E (P&A) I - 2015/CPC/LE-3 dated 18.09.2015
(RBE No 107/2015)

29/11/17

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
29.11.2017

Copy: As per list enclosed

भारत सरकार /GOVERNMENT OF INDIA
रेल मंत्रालय /MINISTRY OF RAILWAYS
(रेलवे बोर्ड /RAILWAY BOARD)

RBE No.107/2015

No.E(P&A)I-2015/CPC/LE-3 New Delhi, dated.18.09.2015

The General Managers/FA&CAOs,
All Indian Railways and Production Units etc.

Sub: Requirement of taking permission by railway servant for leaving station/headquarters.

*****

A copy of O. M. No. 11013/8/2015-Estt.A-III dated 27th July, 2015 received from the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) on the above subject is enclosed herewith for information and necessary action.

DA: As above.

(S. R. KANAUJIA) 15.9.1
Joint Director Estt.(P&A)
Railway Board

No.E(P&A)I-2015/CPC/LE-3 New Delhi, dated.18.09.2015

Copy forwarded to:-

1. The General Secretary, AIRF, R.No.253, Rail Bhawan, New Delhi.(with 35 spares).
2. The General Secretary, NFIR, R.No.256-E, Rail Bhawan, New Delhi.(with 35 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.(with 60 spares).
4. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi.(with 5 spares).
5. The Secretary, RBSS, Group 'A' Officer Association, R.No.402, Rail Bhawan (with 5 spares).
6. The President, Railway Board Class II Officers' Association.
7. The Secretary General, IRPOF, Room No.341-C, Railway Board.
8. The President, Indian Railway Class II Officer Association.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association
11. The Secretary General, AIRPF Association.
12. The General Secretary, All India SC/ST Railway Employees Association, R.No.8, Ground Floor, Rail Bhawan, New Delhi-110001.
13. The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Raod, Gurgaon.
14. The Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.

For Secretary, Railway Board

Contd.....2/-

F. No. 11013/8/2015-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Establishment Division)

North Block, New Delhi – 110001
Dated July 27th, 2015

OFFICE MEMORANDUM

1. No. 11013/7/2004-Estt.(A) dt the 1st September, 2008

2. No. 11013/7/2004-Estt.(A) dt the 15th December, 2004

3. No. 11013/8/2000-Estt(A) dt the 7th November, 2000

4. No. 11013/7/94-Estt.(A) dt the 18th May, 1994

Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned with 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

(M P Rama Rao)
Under Secretary to the Government of India

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Contd.....2/-

PERFORMA FOR TAKING PRIOR PERMISSION BY

RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

**Part A – To be filed by the Railway servant applying for visit abroad**

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

| Period of travel | Name of foreign countries to be visited | Purpose | Estimated expenditure (travel, board, lodging, visa, misc., etc.) | Source of funds |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

6. Details of private foreign travel undertaken during the last four years

| Period of travel | Name of foreign countries to be visited | Purpose |
|---|---|---|
| | | |
| | | |

Signature

Date:

Name and Designation

**Part B – To be filled by the Administration**

1. Whether the Railway servant is handling large amounts of railway cash.

2. Whether the Railway servant is dealing with secret/top secret matters.

3. Whether any case involving serious charges against the Railway servant is under investigation (Details).

4. Whether the Railway servant is under suspension.

5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date:

Name and Designation

**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/CHOD | 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

**(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

**Copy to:**

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

Please send for
(A) Cell
28/11

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

**No. 2017/Trans/01/Policy** **New Delhi, dated: 27 - 11- 2017**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms – Engagement of Consultants**

**Ref :** 1. Railway Board's letter no. F(X)II-2015 / PW/ 7 dated 12-06-17.
2. Railway Board's letter no. 2017/Trans 01/Policy dated 18-10-17, 08-11-17
3. Railway Board's letter no 2007/CE-I/CT/18/Pt.13 dated 11.09.17
4. Railway Board's letter no 2017/CE-I/CT/9 dated 11.09.17
5. DRM/DLI letter no DRM/Misc/2017 dated 01-11-17

**1.0** Powers have been delegated to Zonal Railways for entering into consultancy contracts vide letters under reference 1, 2 above. Railways have experienced difficulties in award of these consultancy contracts, leading to operational/service delivery inadequacies.

**2.0** Following powers have recently been delegated to DRMs, CWMs, PHODs, CHODs & CAOs/Construction vide letters referred 1, 2 above:

a) DRM/CWM –Upto Rs 10 Lakh per case with annual ceiling of Rs 1.5 Crore
b) PHOD/CHOD –Upto Rs 20 Lakh per case with an annual ceiling of Rs 1.5 Crore
c) CAO/Construction – Rs 50 lakh per case with annual ceiling of Rs 5 Crore
(Powers to CAO/Con are in addition to powers delegated to General Managers)
d) GMs –Upto Rs 10 Crore

**3.0** In view of the exigencies brought out by field officials, and in order to develop draft guidelines for dealing with consultancy tenders, the following documents have been considered:

a) GFR-2017
b) Manual of Procurement of Consultancy & Other services 2017, issued by Ministry of Finance (Department of Expenditure, DoE)
c) CPWD Manual
d) Railway Boards letters under reference 1 to 4 above

Accordingly, with the approval of Board (CRB), following guidelines are issued for engagement of consultants.

**4.0 Guidelines on the Procedure for entering into Consultancy Contracts**

4.1 Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Railway does not have requisite expertise. Approval of the competent authority (GM/DRM/CWM/PHOD/CHOD/CAO) with concurrence of associate

Ministry of Railways
रेलवे बोर्ड / Railway Board
Issued with Disclosure
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Date of issue

finance should be obtained before engaging consultant(s). The proposal to the competent authority shall comprise of at least the following:

a) Name of the Consultancy Work including its Objectives and Scope
b) Estimated Cost of Consultancy
c) Eligibility and prequalification criteria
d) Classification of the Nature of Consultancy as per 4.5 below
e) Type of Selection method proposed to be followed (as per Para 4.4 below)
f) The proposal shall be concurred by Finance only at one level, i.e by the associate finance of the approving authority.

4.2 **Preparation of Scope of required consultants:** The requirement, objectives and the scope of the assignment should be prepared in simple and concise language. The eligibility and prequalification criteria, to be met by the consultants should also be clearly identified at this stage.

4.3 **Estimating reasonable expenditure:** Reasonable expenditure should be estimated by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.

4.4 **Types of Selection:** There are three methods of selection prescribed as per the Manual of Procurement of Consultancy and Other Services 2017 published by the Ministry of Finance (DoE) and these are:

a) Price based System – Least Cost Selection (LCS)
b) Quality and Cost Based Selection (QCBS)
c) Direct Selection: Single Source Selection (SSS)

Any of the above methods may be followed as per the requirement.

4.5 **Classification of Nature of Consultancy:** Classification should be done based on both monetary value as well as complexity of the proposed assignment. The procedure to be followed will be different according to the nature of consultancy, and the following classification is recommended:

(a) **Low Cost Simple Consultancies:** This includes assignments of a standard or routine nature (such as audits and engineering design of non-complex works, architectural consultancies, design of structures, design of systems like water treatment, sewage treatment, garbage handling and processing, traffic flow, checking of designs etc) where well established methodologies, practices and standards exist. The upper limit for such consultancies under this category is Rs 20 lakhs.

(b) **Other Consultancies:** This includes all assignments costing above Rs 20 lakh, (including the standard or routine nature assignments /simple consultancies also) and assignments below Rs 20 lakh which are complex in nature and cannot be classified as 'simple' in terms of (a) above.

4.6 **Panel based Selection Procedure for Low Cost Simple Consultancies as defined in para 4.5 (a) above:** This as basically the LCS system of selection only, however as the value of Consultancy is less than Rs 20 Lakh, publication of EoI on Central Public Procurement Portal (CPPP) www.eprocure.gov.in / GEM or Railway website is not mandatory. For such cases the detailed procedure is as outlined below:

4.6.1 **Identification of Likely Sources:** Preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organizations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms including other Railway Zones/Divisions CPWD, MES, DDA, PSUs etc. Concurrently valid panels if any, existing on these organizations may be used as such, if required.

4.6.2 **Short Listing of Consultants:** From the list of consultants identified above, those meeting the requirements for the assignment should be short listed for further consideration. The number of short listed consultants should not be less than three. For the purpose of short listing, objective eligibility criteria (based on guidelines mentioned in para 5-D) may be prepared by the officer concerned (not below SG/JAG) and approved by DRM/CWM/PHOD/CHOD/CAO concerned. The shortlisted panel should be got approved by the SAG officer in charge.

4.6.3 **Preparation of Terms of Reference (TOR).** The TOR should include:

a) Precise statement of objectives.
b) Outline of the tasks to be carried out.
c) Schedule for completion of tasks.
d) The support or inputs to be provided by the Railway to facilitate the consultancy.
e) The final outputs that will be required of the Consultant.

4.6.4 **Issue of Tender Enquiry/RFP:** This is the document to be used for obtaining offers from the **shortlisted consultants** for the required service. It should contain:

a) A letter of Invitation
b) Information to Consultants regarding the procedure for submission of proposal.
c) Terms of Reference (TOR).
d) Qualification Criteria
e) Bid Evaluation Criteria and selection procedure
f) Standard Format in which Technical and Financial Proposal is Required
g) Proposed contract terms.
h) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

4.6.5 **Receipt and Opening of Proposals:** Normal Tender Opening procedure to be followed.

4.6.6 **Evaluation of Bids:** Evaluation is to be done by duly constituted tender committee. The committee shall record in detail the reasons for acceptance or rejection of bids analyzed and evaluated by it. The selection / evaluation may be done by following the **Least Cost selection (LCS) method.** This system of selection is roughly the same as the price based selection of L-1 offer (among the technically responsive offers) in procurement of Goods/Works. There is no weight age for Technical score in the final evaluation and the responsive technically qualified proposal with the lowest offered cost shall be selected. Under normal circumstances, as the offers are received from the shortlisted and technically qualified bidders, the lowest cost offer may be chosen.

4.6.7 **Other terms and Conditions**: Regarding Notice Period, Earnest Money, Security Deposit, Release of SD/EMD etc. terms and conditions of the Works contract tenders are to be followed.

4.6.8 For processing all such activities as described above, IREPS may be used.

4.6.9 Constitution of Tender Committee shall be as under

| **Tender Acceptance Authority** | **Tender Committee** |
|---|---|
| DRM in Division and CWM in Workshop<br>CHOD in (SAG)<br>and SAG officer in Hq/ Construction/ RE Upto Rs 10 Lakh | Two member Committee of SG/JAG branch officers from Executive Department as Convener and a Finance member |
| PHOD & CAO/Con in Headquarter, Railway Electrification, Projects & Construction Organization beyond Rs 10 lakh and upto Rs 20 lakh | Two member Committee of SAG officers From Executive Department as Convener and a Finance member |

4.7 **Procedure for Other Consultancies, as defined in para 4.5 (b) above :**

4.7.1 **Preparation of Terms of Reference (TOR).** A TOR should be prepared for the consultancy assignment. The TOR should include the following:

a) Precise statement of objectives.
b) Outline of the tasks to be carried out.
c) Schedule for completion of tasks.
d) The support or inputs to be provided by the Railway to facilitate the consultancy.
e) The final outputs that will be required of the Consultant.

4.7.2 **Issue of Tender Enquiry/RFP:** This is the document to be used for obtaining offers from the consultants for the required service. It should contain:

a) A letter of Invitation
b) Information to Consultants regarding the procedure for submission of proposal.
c) Terms of Reference (TOR).
d) Qualification criteria.
e) List of key position whose CV and experience would be evaluated.
f) Bid evaluation criteria and selection procedure.
g) Standard formats for technical and financial proposal.
h) Proposed contract terms.
i) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

4.7.3 RFP shall be issued to the likely consultants shortlisted as per method provided in para 4.6.1 & 4.6.2 above. If required Expression of Interest (EoI) may also be floated for shortlising of potential consultants and RFP may be issued to these as well. Further the RFP (and EoI if necessary) should be published on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in/ www.ireps.gov.in and on GeM. It should also be published on Railway's website.

4.7.4 **Receipt and Opening of Proposals:** Proposals should ordinarily be asked for from consultants in 'Two bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first at the specified date, time and place. Now with implementation of IREPS tenders may be processed on IREPS as Two packet tendering system.

4.7.5 **Evaluation of Technical Bids:** Evaluation is to be done by duly constituted tender committee. Based on pre-specified Technical eligibility criteria, the committee shall consider the technical proposals in detail and give Technical score. Only those bidders whose Technical score is more than specified Technical score required for qualifying, shall be considered for opening of the financial bids.

Following the LCS model of selection of consultants, If the Consultancy is of Simple nature as defined in para 4.5 (a) above, Simple pass/ fail decision can also be arrived based on the objective Technical criteria and the Technically Qualified bidders may be decided for further evaluation. In this case giving Technical scores is not required.

4.7.6 **Evaluation of Financial Bids of the qualified bidders:**

The Department shall open the financial bids of only those bidders who have been declared technically qualified by the Tender Committee for further analysis, evaluation and ranking and selecting the successful

bidder for placement of the consultancy contract. Now the selection can be done using either of the following two options

(a) The Lowest cost offer from amongst the technically qualified/passed Consultants may be selected, i.e. LCS method of selection as described in para 4.6.6 above.

**OR**

(b) The selection / evaluation may be done by following the **Quality and Cost Based Selection (QCBS) method described below.**

4.7.7 **Quality and Cost Based Selection (QCBS):**

i. In QCBS system, initially the quality of technical proposals is evaluated and a technical score given as per criteria announced in the Tender/RFP. Only those responsive proposals that have achieved at least minimum specified qualifying score in quality of technical proposal are considered further.

ii. After opening and scoring, the financial proposals of responsive technically qualified bidders is opened and , a final combined score arrived at by giving predefined relative weightages for the score of quality of the technical proposal and the score of financial proposal.

iii. The RFP shall specify the minimum qualifying score for the quality of technical proposal and also the relative weightages to be given to the quality and cost (determined for each case depending on the relative importance of quality vis-a-vis cost aspects in the assignment, e.g. 70:30, 60:40, 50:50 etc). The proposal with the highest weighted combined score (quality and cost) shall be selected. The weightages shall be prescribed in the RFP as per the approval of competent authority (DRM/CWM/PHOD/CHOD/ CAO/C).

iv. The weightage of the technical parameters i.e. non- financial parameters in no case should exceed 80 percent.

**4.7.8** Constitution of Tender Committee shall be as under

| **Tender Acceptance Authority** | **Tender Committee** |
|---|---|
| DRM in Division and CWM in Workshop ,CHOD in (SAG) and SAG officer in Hq/ Construction/ RE Upto Rs 10 Lakh | Two Member Committee of SG/JAG branch officers from Executive Department as Convener and a Finance member |
| PHOD in Headquarter, beyond Rs 10 lakh and upto Rs 20 lakh | Two member Committee of SAG officers From Executive Department as Convener and a Finance member |
| CAO in Construction & RE works beyond Rs 10 lakh | Two member Committee of SAG officers From Executive Department |

| | |
|---|---|
| and upto Rs 50 lakh | as Convener and a Finance member |
| GM for all cases beyond the powers listed above and upto Rs 10 Crore | Three member Committee of HAG officers From Executive Department as Convener, One Finance member and one Third member to be nominated by GM |

4.8 **Direct Selection of Consultancy: Single Source Selection (SSS)**

Under some special circumstances, it may become necessary to select a particular consultant/service provider where adequate justification is available for such single source selection in the context of overall interest of procuring entity. The selection by SSS/Nomination on the Railways may be done for all types of consultancies under exceptional circumstances such as:

A. Tasks that represent a natural continuation of previous work carried out by the firm;
B. In case of an emergency situation, situations arising after natural disasters, situations where timely completion of the assignment is of utmost importance;
C. Situations where execution of the assignment may involve use of proprietary techniques or only one consultant has requisite expertise;
D. At times, other PSUs or Government organizations are used to provide technical expertise. It is possible to use the expertise of such institutions on SSS basis. such organizations may be RITES, IRCON, RAILTEL, DMRC, IITs, IIMs, IISC Bangalore, NITs, School of Planning and Architecture Delhi, J J College of Architecture Mumbai etc;
E. Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Railway. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single source selection.
F. Single Source Selection (**SSS**) shall be approved as per following:

(I) **For SSS cases under Item no 4.8 D** above

| **Approval of the case** |
|---|
| **DRM** in Division upto the limits specified in para 2.0 above based on Executive proposal duly concurred by associate finance |
| **PHOD/CHOD/CWM/CAO** in Headquarter, Workshops, Railway Electrification, Projects & Construction Organization upto the limits specified in para 2.0 above based on Executive proposal duly concurred by associate finance |

**(II) In other cases of SSS, approval of GM would be required.**

**5.0** The procedure mentioned in Para 4, above is subject to the following:

a) Full justification of the single source selection as per para 4.8 above, is recorded in the file

b) Prices are reasonable and consistent with market rates for tasks of a similar nature.

c) The required consultancy services are not split into smaller sized procurement

d) For the Objective Technical eligibility criteria The Railway may decide based on the following example:

   i. Minimum experience including number of assignments handled by the firm similar to the area of assignment;
   ii. Turnover and other financial parameters of the firm, if required
   iii. Minimum educational qualifications of each of the key professionals
   iv. Minimum requirement of experience of the key professionals in an area similar to the proposed assignment.

e) As for as possible such Consultancy Tenders may be dealt with on IREPS

f) All rules, procedures, guidelines regarding EMD, SD, Notice Period etc shall be as per the Rules of the Works Tenders on IR. For further clarity if any, The Manual for Procurement of Consultancy & Other services 2017 published by Ministry of Finance (Department of Expenditure) may be referred to.

6. This is issued with the concurrence of Associate Finance of Transformation Cell Railway Board.

Kindly acknowledge the receipt and ensure compliance.

27/11/17

**(T.K.Pandey)**
Executive Director (Civil) Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 27-11-2017**

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

Sanjeeb Kumar

**(Sanjeeb Kumar)**
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 17 - 11- 2017**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms -Improving Delivery & Performance: Contracts**

Indian Railways is the lifeline of the nation and it needs to serve the people of the country safely & efficiently. Field officials have to be empowered and instilled confidence in order to take decisions in the best interest of work, within the broad framework of rules. Following contract related matters have been considered, to simplify and streamline the decision making process.

**1. Discharge of tenders in the event of lowest (L1) bidder withdrawing from the procurement process**

(a) There are several instances where tenders have to be discharged and fresh tenders invited because of L-1 bidder's withdrawal. Finalization of tenders get delayed. As per the instruction from CVC vide letter No. 98/ORD/1 dated 24.08.2000 the current practice being followed on IR is "if L-1 Party backs out, there should be re-tendering in a transparent and fair manner. The authority may in such a situation call for limited or short notice tender, is so justified in the interest of work and take a decision on the basis of lowest tender".

(b) However, as per para 7.5.11 (i) f of the *Manual for Procurement of Goods 2017 Ministry of Finance, Department of Expenditure Chapter – 7,* following procedure is to be adopted for dealing with cases where L-1 bidder withdraws:

*"If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder."*

It has been decided to follow the latest guidelines of MOF mentioned above in cases of Stores and Services (other than Consultancy) Tenders.

17/11/2017

## 2. Delay in deposition of performance guarantee in the Works Contracts within the stipulated period of 60 days

At present, difficulties are normally experienced in the field where the selected bidder is not able to submit the performance guarantee within the stipulated period of 60 days and the tender is discharged even if the delay is by one day.

Based on due deliberations, it has been decided to modify the relevant Clause 16. (4) (a) of GCC with the new clause as under:

*"The successful bidder shall have to submit a Performance Guarantee (PG) within 30 (thirty) days from the date of issue of Letter Of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto the date of submission of PG from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG after 60 days from the date of issue of LOA, a notice shall be served to the contractor to deposit the PG immediately (however not exceeding 90 days from the date of issue of LOA). In case the contractor fails to submit the requisite PG even after 90 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work."*

## 3. Variation in Contracts

In quite a number of cases while the contract is in operation, variations are resorted to in accordance with the terms and conditions of the contract. Field officers are generally afraid of taking risk despite the variation being a reasonable option in the given situation.

Regarding Variations as defined in Para 1265 of Engineering Code following clarification is issued:

*"Contracts are a means of execution of works and as an executive; our primary role is to achieve the desired performance. It is seen that the executives are becoming more and more risk averse in taking decisions, citing various apprehensions regarding variations which are governed by para 1265 of the Engineering Code. As a matter of fact, variations in conditions, rates, quantities and items are permitted as per Engineering Code. It should however be governed by the basic principle that the variation should be limited so as not to completely change the scope,character and purpose of the original contract.The CVOs may also take an active part in such education. The executive taking decision with regards to variations may inter alia keep in mind the opportunity cost of not taking a decision, delaying it and the importance of a project which may even impact the image of the Railways."*

17/11/17

4. **Extension of Earning Contracts**

Earning contracts may be extended, for a reasonable time period (to be defined in the contract document, based on the duration of contract) with mutual agreement between the parties, under special circumstances till a new contract is expeditiously finalized to ensure continuum of earnings.

5. This is issued with the approval of the Chairman Railway Board. Kindly acknowledge the receipt and ensure compliance.

17/11/2017

**(T.K.Pandey)**
Executive Director (Civil) Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 17-11-2017**

**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

**Copy to:**

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

17/11

**(T.K.Pandey)**
Executive Director (Civil) Transformation

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 16 - 11- 2017**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub: Process Reforms - Improving Delivery & Performance**

Indian Railways is the lifeline of the nation and it needs to serve the people of the country safely & efficiently. Field officials have to be empowered and instilled confidence in order to take decisions in the best interest of work, within the broad framework of rules. During various interactions with officials working in the field, it has emerged that the performance of the organization sometimes gets compromised because of over-emphasis on procedures and undue fear of vigilance.

**The matter has been considered, and following instructions are issued to mitigate the fear perception of Vigilance investigations.**

**1. Guidelines to be followed for registration of a vigilance case:**

1.1 Whereas Vigilance Angle is obvious in the acts listed in Para-1.4.1 of CVC Vigilance Manual 2017; with regards to other irregularities, Para-1.4.2 stipulates that the disciplinary authority (DA) with the help of the CVO may carefully examine the case and within the given circumstances ascertain whether there is a reasonable ground to doubt the integrity of the official concerned. This implies that, for actions under para 1.4.2, before registering a case against an official, first and foremost aspect, required to be examined by the DA, and the Vigilance is the integrity of the official in the context of the allegations. Accordingly following procedure may therefore be followed:

a) SDGM may first examine the case/complaint from the standpoint of vigilance angle, and in case no vigilance angle is prima-facie found, the case may be sent to PHOD concerned for further action as deemed fit.

b) In other cases, in order to have a comprehensive picture of the entire case, it is important that the views of the PHOD(s) concerned are also taken before registration of a case against an officer/official.

c) In partial modification of the existing procedure, the matter should therefore be referred to the PHOD(s) concerned for his/their reasoned views on the existence of a vigilance angle or otherwise in the matter before a final decision on registration of a case is taken. In case of a disagreement between PHOD & SDGM, final view may be taken by the General Manager in his capacity as the

16/11/2017

Disciplinary Authority. The PHOD may, if required, consult DRM/CAO/CWM etc.However, in the interest of ensuring that the vigilance investigation is not delayed and processed as expeditiously as possible, it is important that the PHOD(s) concerned give his/their views within a period of 14 days. If this is not done, the case may be withdrawn from PHOD(s) and processed further without the views of the PHOD. This would be tantamount to disagreement between SDGM and PHOD and therefore case should be put up to GM as the DA.

c) The PHOD/DA while giving his reasoned order may also consider, among other things, the following:

i. Law of ordinary prudence be kept in mind for the evaluation of a case, and instructions which are not available in codes/manuals, or not readily available on websites, need not be the sole criteria for ascertaining the vigilance angle.
ii. Petty cases like a small difference found in the cash available with a cash handling official, or other minor procedural errors need not lead to the conclusion of a vigilance angle.
iii. Whether a pattern has emerged on the basis of which an inference that an officer/official was actuated by extraneous consideration can be drawn.
iv. Whether there has emerged from record, one or more circumstances which indicate that the decision which formed the basis of the charge of misconduct was not an honest exercise of the executive discretion and delegation of power.
v. The charge of misconduct against an executive must be distinguished from a purely erroneous decision whether on law, policy or fact.

2. **Guidelines to be followed regarding Vigilance Clearance in the matters of Career progression:**

To avoid undue harassment to officials against frivolous complaints, and delays in their promotions etc., Railway Boards' letter E(D&A)92RG6-149(B) dated 21.01.1993 (RBE No. 14/93) mentions that the following cases be brought to the notice of DPC (as the cases of sealed cover procedure):

**a.** Government servants under suspension;
**b.** Government servants in respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and
**c.** Government servants in respect of whom prosecution for a criminal charge is pending.

In this regard DoPT's instructions issued vide Office Memorandum (OM) no F.No. 22034/ 4/ 2012 – Estt.(D) dated 02-11-2012 makes it clear that that vigilance clearance for promotion may be denied only in above mentioned three circumstances. DoPT's letter further clarifies that "*Withholding of Vigilance clearance to a Government servant who is not under suspension or who has not been issued a charge sheet and the disciplinary proceedings are pending or against whom prosecution for criminal charge is not pending may not be legally tenable in view of the procedure laid down in the aforesaid O.Ms.*"

Above instructions may be followed scrupulously.

16/11

3. This is issued with the approval of the Chairman Railway Board. Kindly acknowledge the receipt and ensure compliance.

16/11

**(T.K.Pandey)**
Executive Director (Civil) Transformation

**No. 2017/Trans/01/Policy** **New Delhi, dated: 16-11-2017**

**Copy to**

1. SDGM All Indian Railways & Production Units, NF(Con) & CORE
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways
4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
6. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
8. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
9. The Director, Indian Railway Institute of Transport Management, Lucknow.
10. The Registrar, Railway Claims Tribunal, Delhi.
11. The General Secretary, IRCA, New Delhi.
12. The Chief Commissioner of Railway Safety, Lucknow.
13. The Secretary, Railway Rates Tribunal, Chennai.
14. 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

**Copy to:**

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
4. Principal Executive Director (Vigilance) Railway Board.

16/11/2017

**(T.K.Pandey)**
Executive Director (Civil) Transformation

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 08.11.2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Corrigendum Slip No 1 to enhanced delegation of Powers to GMs and DRMs conveyed vide Letter No No. 2017/Trans/01/Policy dated 18.10.2017**

Vide Railway Board letter No 2017/Trans/01/Policy dated 18.10.2017, enhanced delegation of powers to GMs and DRMs was conveyed. Corrigendum Slip No 1 to letter No 2017/Trans/01/Policy dated 18.10.2017 incorporating the above modifications is enclosed as Annexure 1 for necessary action. This has the approval of Competent Authority.

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

8/11/17
**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 08.11.2017**

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

Sanjeeb Kumar
**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy - As per list enclosed

Annexure - I

**Corrigendum Slip No 1 to enhanced delegation of Powers to GMs and DRMs conveyed vide Letter No No. 2017/Trans/01/Policy dated 18.10.2017**

**1. Para 3 – A (Delegation of Powers to General Managers), item 3 - "Consultancy contracts" may be read as under:**

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 3 | **Consultancy contracts**<br><br>**Ref:**<br>Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30(a) & (b)<br><br>CRB's Inspection of Delhi main Station on 15.09.2017 circulated vide Note No.2017/CRB/TN/4<br><br>NR/SOP/Misc/General/ 2017 Dated: 27/09/17 | GM Rs 1 Crore in each case<br><br>For PPP Projects other than property development Rs 2 Crore per case with an annual ceiling of Rs 6 Crore<br><br>Further delegation as under:<br>(a) CAO – Rs 50 lakhs in each case with annual ceiling of Rs 3 Crore<br>(b) PHOD – Upto Rs 10 lakhs in each case with annual ceiling of Rs 20 lakhs<br>(c) DRM - Upto Rs 5 lakhs in each case with annual ceiling of Rs 10 lakhs<br><br>Property development works Rs 2.5 Crore per case, with an annual ceiling of Rs 12.5 Crore | GM - Rs 10 crore per case with concurrence of PFA.<br><br>Further delegation as under:<br><br>(a) CAO/C - Rs 50 Lakh per case, annual ceiling of Rs 5 Crore<br><br>(b) PHOD/CHOD - Rs 20 lakh per case, Annual Ceiling of Rs 1.5 Crore<br><br>(c) DRM/CHOD/CWM (in SAG) - Rs 10 lakh per case, Annual Ceiling of Rs 1.5 Crore<br><br>Minimum level of tender acceptance shall be at SAG level. |

**2. Para 3 - A (Delegation of Powers to General Managers), item 5 – "Powers to sanction Out of Turn Works" may be read as under:**

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 5 | **Powers to sanction Out Of Turn Works**<br><br>**Ref:**<br>Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-B<br><br>Rly Bd letter no FX (II)-2015/PW/7 dated 5.10.2017 | GM - Rs 2.5 Crore per case with annual ceiling of Rs 12 Crore of which not more than Rs 5 Crore can be on other than safety works<br><br>DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 1 crore in each case | GM – Upto Rs 2.5 Crore per case.<br><br>Budgetary ceiling for other than safety related items will be Rs 25 Crore (other than lump sum) in a financial year. However, this restriction will not be applicable to safety related works. Safety related works should be |

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| | | | completed within a maximum period of 8 months from the date of sanction.<br><br>DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 2.5 crore in each case |

**3. Para 3 – B (Delegation of Powers to General Managers – Other than Finance Matters, item 8 – "Monetary Limit for Procurement of LAPTOP" may be read as under:**

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 8 | **Monetary Limit for Procurement of LAPTOP**<br><br>**Ref:**<br>2011/C&IS/COMMITTEE/LAPTOPS/Pt.II dtd 23-01-2012 | (i) Laptop for JAG and above- Rs 55,000/- with maintenance charges Rs 30,000, Codal Life 04 years<br><br>(ii) Laptop for SS/JS - Rs 25,000 with maintenance charges Rs 20,000 | Same as existing delegation |

**4. Para 3 - F (Delegation of Powers for Stores Matters), item 13 – "Procurement through Spot Purchase" is deleted**

Sanjeeb Kumar

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भारतसरकारGOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्डRAILWAY 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



8/11/17

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

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Railway Board
(Email: jeetendra.s@nic.in)

Copy To:

1. PS/MR, OSD/MR, EDPG/MR, PS/MOS(S), EDPG/MOS(S), PS/MOS(G) EDPG/MOS(G)
2. PSOs/Sr.PPSs/PPSs/PSs to CRB, FC, MRS, ME, MTR, MS, MT, Secretary, DG/RPF, DG/RHS, DG/Pers,DG/RS, DG/S&T
3. ADG/PR, JS(E), JS(E)II, JS(G), JS(G)II, JS(D), JS(P), JS(C)P, Dir(E), EDE(GC), DS(C)/CRB
4. DG/RDSO Lucknow, DG, NAIR, Vadodara
5. Secretary General, FROA, Rail Bhawan New Delhi
6. Secretary General, IRPOF, Rail Bhawan, New Delhi
7. Secretary General, AIRF & NFIR, Rail Bhawan, New Delhi
8. General Secretary, All India SC & ST Officers Association, Rail Bhawan, New Delhi
9. Railway Board Secretariat Service Group 'A' Officers Association, Room No. 370, Rail Bhawan, New Delhi
10. Railway Board Computer Centre – for uploading on website

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 18-10-2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

**Sub:** Delegation of Powers to GMs and DRMs
**Ref :** 1) Minutes of the Meeting of the Board with General Managers (open line) through Video Conference held on 16-09-2017, circulated vide No. 2017/E&R/8(1)/3, New Delhi, Dated 21-09-2017.
2) PED/Transformation's D.O. letter no 2017/Transf.Cell/CRB Review dated 16.09.17 written to General Managers

As directed by Board (CRB), a review of the Schedule of Powers (SOP) delegated by Railway Board to the General Managers and by the General Managers to their subordinate units has been carried out by Transformation Cell.

2. Vide letter under reference 2 above, suggestions were invited from GMs for making changes in SOP of GM with regard to financial and administrative powers with a view to improve efficiency in train operations and overall service delivery.

3. Full Board in its meeting held on October 13, 2017 has approved the enhanced delegation of powers on different subjects including Medical matters as detailed in paras A to G below. This revised delegation will supersede earlier instructions on the subjects to the extent indicated below.

**A. Delegation of Powers to General Managers**

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 1 | **Sanctioning of works under PH-17 (Computerization)**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-a | GM can sanction new works up to Rs 1 Crore per case for replacement of the over aged IT System. These powers shall be exercised with personal concurrence of FA&CAO and personal approval of GM. | (a) GM can sanction new works and replacement related works of over aged IT assets up to Rs 1 crore per case with finance concurrence. These powers are also delegated to PHOD/CHOD/DRM/CWM as under:<br><br>PHOD/CHOD - Full Powers<br>DRM/CWM - Rs 25 Lakh per case<br><br>(b) Zonal Railway are permitted to procure equipment like computer, printer etc for new UTS/PRS as under:<br>GM – Full Powers upto Rs 1 Crore per case with finance concurrence<br>DRM – Full Powers upto Rs 50 Lakh per case with finance concurrence |
| 2 | **Work for strengthening of LAN under PH-17** | GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case. | GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case. |



Sanjeev Kumar

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| | **(Computerization)**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-c | | PHOD/CHOD/DRM/ CWMs can also sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case. |
| 3 | **Consultancy contracts**<br><br>**Ref:**<br>Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30(a) & (b)<br><br>CRB's Inspection of Delhi main Station on 15.09.2017 circulated vide No.2017/CRB/TN/4<br><br>NR/SOP/Misc/General/ 2017 Dated: 27/09/17 | GM Rs 1 Crore in each case<br><br>For PPP Projects other than property development<br>Rs 2 Crore per case with an annual ceiling of Rs 6 Crore<br><br>Further delegation as under:<br>(a) CAO – Rs 50 lakhs in each case with annual ceiling of Rs 3 Crore<br>(b) PHOD – Upto Rs 10 lakhs in each case with annual ceiling of Rs 20 lakhs<br>(c) DRM - Upto Rs 5 lakhs in each case with annual ceiling of Rs 10 lakhs<br><br>Property development works<br>Rs 2.5 Crore per case, with an annual ceiling of Rs 12.5 Crore | GM - Full powers in all Consultancy Contracts with concurrence of PFA.<br><br>Further delegation as under:<br><br>(a) CAO/C - Rs 50 Lakh per case, annual ceiling of Rs 5 Crore<br><br>(b) PHOD/CHOD - Rs 20 lakh per case, Annual Ceiling of Rs 1.5 Crore<br><br>(c) DRM/CHOD/CWM (in SAG) - Rs 10 lakh per case, Annual Ceiling of Rs 1.5 Crore<br><br>Minimum level of tender acceptance shall be at SAG level. |
| 4 | **Tender Committee for Consultancy Works**<br><br>Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30-B-IV | Minimum level of TC is of SAG in HQ. For single tender, one level higher TC (PHOD) is constituted. Hence acceptance is with GM. | For consultancy tenders in HQ the minimum level of TC shall be of JAG/SG level.<br><br>For consultancy tenders in divisions TC shall be of JAG/SG level and acceptance by DRM<br><br>For all single tenders for consultancy, TC shall be of SAG level. |
| 5 | **Powers to sanction Out Of Turn Works**<br><br>**Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-B | GM- Rs 2.5 Crore per case with annual ceiling of Rs 12 Crore of which not more than Rs 5 Crore can be on other than safety works<br><br>DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 1 crore in each case | GM - Rs 2.5 Crore per case with annual ceiling of Rs 50 Crore out of which not more than Rs 25 Crore can be on other than safety works<br><br>DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 2.5 crore in each case |
| 6 | **Powers to sanction work in PH-52 Staff Amenities, Schools, Dispensary, Institute, Officers** | GM - Rs 20 Lakh per case | GM - Full powers up to Rs 1 Crore per case |



Sanjeeb Kumar

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| | **Club, ORH, Holiday Home**<br><br>**Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a (ii) | | |
| 7 | **Sanctioning of proposal for AMC on Single tender basis with OEM / authorized agencies for service**<br><br>**Ref:** Rly Bd letter no. 2011/F(X) II/5/11 DTD 15-06-2016 | Full powers are delegated to PHOD/DRM/SAG. | Powers are further delegated to ADRMs and SG & JAG upto Rs 2 lakh per case with annual ceiling of Rs 30 lakh |
| 8 | **Hiring of Vehicle**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 17 | Powers can be delegated up to PHOD only. | Full powers delegated to PHOD/CHOD/DRM and SAG officers heading independent field units for hiring vehicles upto JS officers in field. Multi Utility Vehicles (MUV) may be hired for supervisor in charges in field to carry man/material to work/breakdown sites. |
| 9 | **Empowerment of Supervisors to hire a vehicle in case of emergencies like breakdowns on reimbursable basis.** | No delegation | In case of emergencies other than train accidents like OHE Breakdown, S&T failures, rail/weld failures, hot axle etc., when supervisors have to rush to the spot along with men and material, Supervisors are allowed to hire vehicles up to Rs 5,000/- per occasion on reimbursable basis. This provision would be applicable only when the breakdown vehicle is not available/under repair for transport of men and material. Concerned Branch Officer to accord post facto sanction. |
| 10 (a) | **Ceremonial Functions**<br><br>**Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-a | GM can sanction upto Rs 2 lakh for each ceremonial occassion | GM can sanction upto Rs 5 Lakh for each ceremonial occasion |
| 10 (b) | **MR/MOSR functions**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-i | GM can sanction upto Rs 10 lakh in each case | GM can Sanction upto Rs 15 lakh in each case |
| 10 (c) | **PM/PRESIDENT Functions**<br><br>**Ref:** Rly Bd letter no | GM can Sanction upto Rs 15 lakh in each case | GM can Sanction upto Rs 20 lakh in each case |



Sanjeeb Kumar

| SN | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| | F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-ii | | |
| 11 | **Sanction of Detailed Estimates/ revised Estimates**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 40 (1) | Sanction of Detailed Estimate/Revised Estimate for works where the excess over original sanctioned cost (abstract cost) due to reasons other than price escalation is upto 20% of the original cost estimate; | Existing provision is retained. However the 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. |
| 12 | **Air Travel on Duty**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 22 | General Manager may permit Air Travel on duty to not below JAG level officers. | General Manager may permit Air Travel on duty to not below Junior Scale level officers. |
| 13 | **Software development**<br><br>**Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 39 (b) | No powers to GM | GM - Full Powers up to Rs 2.5 Crore per case<br><br>PHOD/CHOD - Rs.50 Lakh per case with Annual Ceiling of Rs 2 Crore<br><br>DRM – Rs 10 Lakh per case with annual ceiling of Rs 50 Lakh<br><br>JAG/SG- Rs 5 lakhs with Annual Ceiling of Rs 10 Lakh |

**B. Delegation of Powers to General Managers – Other than Finance Matters**

| Sr | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 1 | **Introduction of NS items**<br><br>**Ref:** Rly Bd letter no 2007/CE-I/CT/I DTD 31-08-2007 | SAG:10% of contract value or Rs 5 Lakh whichever is less<br>SG/JAG - Rs 50,000 without finance concurrence | Tender Accepting Authority not below JAG: 10% of contract value or Rs 5 Lakh whichever is less, without finance concurrence |
| 2 | **Lease of usufruct of trees etc**<br><br>**Ref:** RB letter no. 74-EB/3000 dt.14-01-1975. | DRM-Full Powers | Full Power delegated to SG/JAG of Civil Engineering Department |
| 3 | **Preparation of estimates**<br><br>**Ref:** Para 701 of Engineering Code | In accordance with Para 701 of the Engineering code, estimates are required to be prepared in case of new work costing more than Rs 50,000/- and revenue work costing more than Rs 2 lakhs. | The limit is enhanced to Rs 5 lakh in both the cases. |



Sanjeeb Kumar

| Sr | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| 4 | **Zonal Contract**<br><br>**Ref:** Railway Board letter No 2001/CE-I/CT/17 dated 22.11.2001 | Work Orders for Rs 2 lakh can be issued against zonal contract. | Work Orders upto Rs 5 lakh can be issued against zonal contract. |
| 5 | **Outsourcing of Permanent Way activities**<br><br>**Ref:** RB letter no 2011/CEDO/SR/15/O/VO L III dated 6.12.2013 | GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre. | GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre.<br>This Power is delegated to DRM also |
| 6 | **i) Appointment of Arbitrator** | GM | Delegated to AGM |
| | **ii) To deal old cases of arbitration as per new GCC** | No clear directions | If the complete panel is being changed due to transfer, retirement or resignation of arbitrator, permission is granted to deal with the cases as per new clauses of GCC. |
| | **iii) Limitation of cases per member for retired officers.** | Presently maximum 05 cases can be allotted to retired officers for arbitration. | This limit is increased to 10. |
| 7 | **Monetary limit for procurement of Desktop PC for office use**<br><br>**Ref:** 2006/C&IS/ Oth./Delegation of Powers/36 DTD 10-12-2008. Item -3 | Up to a limit of Rs 40,000 per Desktop PC | Limit enhanced to Rs 75,000 per Desktop PC and Desktop PC to include UPS, Printers & other Accessories including AMC for 03 years. |
| 8 | **Monetary Limit for Procurement of LAPTOP**<br><br>**Ref:** 2011/C&IS/COMMITTEE/ LAPTOPS/Pt.II dtd 23-01-2012 | (i) Laptop for JAG and above- Rs 55,000/- with maintenance charges Rs 30,000, Codal Life 04 years<br><br>(ii) Laptop for SS/JS - Rs 25,000 with maintenance charges Rs 20,000 | (i) Limit on Laptop for JAG (including Ad-Hoc JAG) and above enhanced to Rs 1 Lakh including AMC/ Warranty/ Service. Codal life 03 years<br><br>(ii) Laptop for SS/JS - Rs 50,000 including AMC/Warranty/ Service with 03 year codal life |
| 9 | **Printing publicity material such as leaflets, folders, stickers & posters, invitation cards, brochures handout etc.** | No powers to DRMs | Rs 1 lakh per case to DRMs |
| 10 | **Emergency repairs of Track machines**<br><br>**Ref:** No. 2017/EDTK | **Existing – No powers**<br>**Revised:**<br>1-Emergency repairs and purchases of spares incidental to such repairs of all Track Machines. (Including PAC items), without | |



Sanjeeb Kumar

| Sr | Item & Reference | Existing delegation | Revised delegation |
|---|---|---|---|
| | (MC)/Misc Dt: 27.09.2017 | finance concurrence.<br>• DyCE/TMC/TM dealing with Track Machine - Rs 4 Lakh per case with Annual ceiling of Rs 1 Crore<br>• Senior Scale Rs 2 lakhs ( Annual ceiling limit Rs 50 lakhs)<br>• CE/TM/CTE dealing with Track Machines- More than Rs 4 Lakh upto Rs 10 lakh per case with finance concurrence with annual ceiling limit of Rs 1 Crore.<br>• Full powers to PHOD/CHOD<br>2-Emergent Hiring of Road crane, Vehicle/Truck for break down maintenance of Track Machines without finance concurrence<br>• JAG/SG upto Rs 50,000/- per case with annual ceiling limit of Rs 6 lakh per annum<br>3- Scheduled overhauling/repairs to Machines and for purchase of spare parts incidental to such repairs with Finance Concurrence as per the Works Contracts. | |
| 11 | **Licensing of Railway Land for Sidings and giving connectivity to sidings to increase Railway earnings**<br><br>**Ref:** Railway Board's letter No. 2005/LML/18/8 dated 10.02.2005 (Master Circular) | **Existing - No powers**<br><br>**Revised:**<br>Full powers to DRM with recommendation of three member standing committee on land Matters comprising Sr DEN (Co), Sr DCM & Sr DFM | |

## C. COMMERCIAL MATTERS

| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 1 | **Powers to waive Demurrage or Wharfage charges**<br><br>**Ref:** Rly bd letter TC-I/2004/201/9 dtd 11.10.2004 | GM - Full Powers but cannot be delegated further as per clause 1.3 | AGM Full Powers |
| 2 | **Guidelines for provision of Passenger Amenities at Railway stations through Individuals/ NGOs/ Trusts/ Charitable Institutions /Corporate etc. has been circulated.**<br><br>**Ref:** RB letter No: 2012/LM(PA)/03/08/Policy dated 26.09.2014 & amended instructions issued vide letter dated 21.10.2015 | Permission to execute the works by sponsoring party itself.<br><br>GM can sanction with PFA's concurrence | DRM – Full Power with Finance Concurrence |



Sanjeeb Kumar

| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 3 | **Guidelines have been received for execution of identified Railway Works through Corporate Social responsibility (CSR) of Corporate and PSU.**<br><br>(Ref: RB letter No: 2015/EnHM/06/06 dated 3.2.2016) | Sponsoring party is to execute the work. | Sponsoring agency to include NGOs<br><br>Deposit work permitted from CSR funding in case party is unwilling to execute the work |
| | | Master plan should be approved by GM for A-1 and A category stations and by DRM for other stations. | DRM- Full Power. |
| | | Investment by the Sponsoring Entity up to Rs 2 Cr. per case - with the approval of DRM and beyond Rs 2 Cr. With the approval of GM. | DRM- Full Power. |
| 4 | **Renting of space for opening of PRS at Non Rail Head Locations**<br><br>Board's letter No. C&IS/PH-17/PRS-1000/Non Rail Head Location/06/10 dated 14.06.2010. | Presently, GM's sanction is required for renting premises for operating PRS at places where local authorities are unable to provide space for housing PRS free of cost in terms of letter under reference. | DRM- Full power with Finance concurrence. |
| 5 | **Providing new UTS cum PRS (Or Converting UTS/PRS TO UTS CUM PRS)**<br><br>Railway Board letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014 | Criteria for providing UTS-cum-PRS (UCP) laid down by Railway Board vide letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014, but this requires GM's sanction. | DRM- Full Power. |
| 6 | **Earning Contract: Acceptance of tender for leasing of parcel space, brake van, VP etc**<br><br>Authority: Rly. Board's letter No. 2013/TC(FM)/10/02 dated 15.04.2014 circulated under FM circular No. 6 of 2014 | PHOD above Rs 15 crores, DRM upto Rs15 crores, ADRM upto Rs 10 crores & SG/JAG upto Rs 5 crores. | PHOD/CHOD/DRM – Full Powers<br><br>Note: Further delegation to HQrs and Divisional Officers may be done with approval of GM. |



Sanjeeb Kumar

| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 7 | **Earning Contracts: Acceptance of Contracts for commercial matters viz. Parking, publicity, pay & use toilets, labour licence, Miscellaneous matters (except parcel leasing and catering)**<br><br>Ref: Rly. Board's letter No.2007/TG-IV/39/22/SOP dated 14.08.2007 – Commercial Circular 74 of 2007 | PHOD- Above Rs 15 crores upto Rs 40 crores (subject to SAG level committee at HQ), HOD-Above Rs 10 Crores upto Rs 15 crores (subject to JAG level committee at HQ level)<br><br>DRM- Above Rs 5 crores upto Rs 10 crores | PHOD/CHOD/DRM – Full Powers<br><br>Note:<br>1. Further delegation to HQrs and Divisional Officers may be done with approval of GM.<br>2. It may be ensured that there is no time gap in commercial earning contracts, as far as possible. |
| 8 | **Refund of fares in cases covered by Tariff Rules**<br><br>TC/II/2003/89 Rules dated 04.02.94 and 22.07.94 Item No 26 of GMs Delegation | Existing:<br>PHOD/HOD/DRM/ADRM – Rs 20000 | PHOD/CHOD/DRM – Full Powers<br><br>Note:<br>Further delegation to HQrs and Divisional Officers may be done with approval of GM. |

**D. MECHANICAL MATTERS**

| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 1 | **Sanctioning of M&P proposals**<br><br>Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iii | GM can sanction upto Rs 50 lakh in each case, can be delegated to DRMs/CWMs upto Rs 10 lakh only. | GM - Rs 50 Lakh<br>PHOD/CHOD - Rs 50 Lakh<br>DRM/CWMs - Rs 20 lakh<br>SG/JAG - Rs 10 Lakh<br>(in each case) |
| 2 | **Sanctioning of Procurement of Two/Four wheelers under M&P** | GM- NIL power | GM – Full Powers to sanction two wheelers for RPF Post In-Charge |
| 3 | **Definition of M&P for Tools and Plants** | Present limit is Rs 1 lakh.<br><br>Tools and measuring equipments costing above Rs 1 lakh are procured as M&P | Limit for tools & plants enhanced to Rs 10 lakh<br><br>No finance vetting up to Rs 3 lakh |



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| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 4 | **Delegation of power in case of Service Contracts**<br><br>Ref: GM/WR DO No. M 324/9/1/SOP Dt: 26.09.2017<br>. | DRM – Rs 20 crore in each case | DRM - Rs100 crore in each case<br><br>DRMs can enter into service contract for a period of 3 months irrespective of value of contract only in case of termination of existing service contract with finance concurrence by calling quotations from approved list of vendors. |
| 4a | **Sanction of Estimate for Environment Related Works using 1% provision of Sanctioned Estimates**<br><br>Ref: Rly Board No. 2016/EnHM/13/02 dated 13.05.2016 | GM's can sanction works up to Rs 1 Crore<br><br>No powers to DRMs | GM - full powers up to Rs 2.5 Crore<br><br>DRM/CEnHM<br>Full Powers up to Rs 2.5 Crore |
| 5 | **Powers to DRM and /CWM for projects to be undertaken on BOOT basis.** | GM- Full Powers | DRM/CWM-<br>Full Powers<br>With finance concurrence<br><br>Subject to technical approval of PHOD/CHOD and following the extant guidelines of Board. |
| 6 | **Miscellaneous** | | |
| (i) | Purchase of technical books, periodicals | Rs1 lakh per annum for SAG officers in-charge of the workshop and Rs 50000 to DRMs & CMSs | |
| (ii) | Statutory testing/ certification as per Pollution Control Act, Factories Act etc. | Full powers delegated without finance concurrence to the Unit In-charges (CWMs/SrDMEs/ SrDEEs/ SrDENs/ DyCEs/CDOs) | |
| (iii) | Condemnation of M&P | Powers delegated to CWMs for condemnation of M&P<br>• No finance concurrence for over-aged M&P<br>• Condemnation of M&P with more than 75% life achieved – full powers of condemnation to CWM with finance concurrence.<br>• Full powers of condemnation of under-aged M&P with concurrence of workshop finance and approval of CWE | |
| (iv) | Repair of equipment, plant and machinery | • For diagnosis including Track Machines - Up to Rs 2 lakhs<br>• For repairs - Limit up to Rs 5 lakhs (with finance concurrence) | |
| (v) | Annual Maintenance Contract | Unit in-charges (JAG & above) - Rs 20 lakhs with OEM and finance concurrence | |
| (vi) | Replacement / addition of T&P chargeable to revenue | • DRM/CWM– Up to Rs 5 Lakh per item<br>• PHOD/CHOD – Up to Rs 8 lakhs per item | |



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| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| | | (with finance concurrence) | |
| (vii) | Condemnation of under-aged coaches | CWM – Full powers without finance concurrence for under-aged coaches up to one POH cycle.<br><br>Approval of GM with finance concurrence where age of coach is less by more than one POH cycle | |

## E. ESTABLISHMENT MATTERS

| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| 1 | **Training to Railway employee by outside institutions**<br><br>Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 25 | GM annual limit is Rs 20 lakh<br><br>Limit is Rs 4000 per day per person or maximum Rs 25,000 per course per person<br><br>DRM empowered for Non Gazetted staff<br><br>Limit is Rs 2000 per day per person for maximum of Rs 10,000 per course per person. | GM annual limit - Rs 1 Crore<br><br>Limit is Rs 10,000/- per day per person subject to maximum of Rs 50,000/- per course per person.<br><br>(above limits are for Gazetted and non Gazetted employees)<br><br>DRM empowered for Non Gazetted staff only<br><br>Limit is Rs 8000/- per day per person subject to maximum of Rs 40,000/- per course per person. |
| 2 | **Ex. Gratia payment to railway servants who die In performance of their bona fide official duties**<br>(RBE No. 285/99) | Presently concurrence of PFA and personal approval of GM required. | Power is delegated to DRM with Finance concurrence |
| 3 | **Sanction of National Holiday Allowance to Essential Staff in HQ offices.** | Full power with GM | Full power delegated to PHOD/CHOD |
| 4 | **Re-engagement of retired employees In exigencies of service**<br>(Ref: Rly Bd Letter No E(NG)-II/2007/RC-4/CORE/1 dated 16/10/2017) | Full power with GM/DRM | This Power is also delegated to CWMs in SAG. The provision will be utilized only against existing vacancies following a due process involving personnel and finance. |
| 5 | **Approval of Tour Programmes of General Managers and DRMs** | No approval is required for Tour Programmes of General Managers and DRMs, for tours within India. Only information may be sent to the controlling officers. | |
| 6 | **Inter Railway/ Inter division transfer on own request basis and mutual transfer of** | Full powers to DRMs | |



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| Sr | Item & Reference | Existing Delegation | Revised Delegation |
|---|---|---|---|
| | divisional controlled cadres | | |

## F. STORES MATTERS

### 1. Constitution of Tender Committees

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item no. 1.0 (B) (i))

| | TC and accepting authority level | Existing Value Limit | Revised value limit |
|---|---|---|---|
| 1. | **TC of Sr. Scale (Two Members)**<br>SMM/DMM as convener and Sr. Scale of Finance dept. as member. Technical scrutiny of offers to be done by executive department for non stock cases.<br>Accepting Authority: Dy CMM | Nil | Above Rs 45 lakhs and upto Rs 1 Crore |
| 2. | **TC of JAG/SG (Three Members)**<br>Dy CMM/Sr DMM as convener and Dy Level of Finance and Dy Level of user departments as members.<br>Accepting Authority: CMM | Above Rs 45 lakhs and upto Rs 5 Crore | Above Rs 1 Crore and upto Rs 5 Crore |

Other powers for acceptance of Tenders to remain unchanged

### 2. Sanctioning /Signing of non-stock demands

(Ref: Bd.'s letter no. 2005/RS(G)/779/7 dated 06-05-2015)

| Officer | Power of Approving NS indents | |
|---|---|---|
| | Existing | Proposed |
| JS | Upto Rs 15000 | Upto Rs 25000 |
| SS | Rs 15000 to Rs 75000 | Rs 25000 to Rs 2 lakh |
| JAG | Rs 75000 to Rs 3 lakh | Rs 2 lakh to Rs 15 lakh |
| SAG | Rs 3 lakh to Rs 15 lakh | Rs 15 lakh to Rs 45 lakh |
| PHOD/CHOD | Above Rs 15 lakh | Above Rs 45 lakh |

Note- Zonal Railways may attempt computerization of non-stock procurement right from the stage of indenting to the receipt of material and its payment similar to the procurement of stock item presently through iMMS.

### 3. Signing of PAC

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

| Officer | Power of signing PAC | |
|---|---|---|
| | Present | Proposed |
| JS | Upto Rs 75000 | Upto Rs 75000 |
| SS | Upto Rs 75000 | upto Rs 2 lakh |
| JAG | up to Rs 3 lakh | upto Rs 15 lakh |
| SAG | upto Rs 15 lakh | upto Rs 25 lakh |
| PHOD/CHOD | Above Rs 15 lakh | Above Rs 25 lakh |

### 4. Vetting of non stock demands

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

| | Existing Limit | Revised Limit |
|---|---|---|
| Vetting of Non Stock Demands | Safety Items – Above Rs 5 lakh | Safety Items – Above Rs 10 lakh |
| | Other than Safety Items – Above Rs 2.5 lakh | Other than Safety Items – Above Rs 2.5 lakh |



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## 5. Vetting of AAC/EAC

(Ref: Bd.'s letter no. 88/RS(G)/779/43 dated 11-12-89 and 21-10-02)

(a) Vetting of AAC/EAC of only A category items by HQ finance. (no finance vetting for AAC/EAC approval of B and C category items)
(b) No requirement of quantity/demand vetting by finance for stock items.

## 6. Power to invite single tender

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

| SN | Item | Existing | Revised |
|---|---|---|---|
| 2 | Invitation of Single Tender for non-proprietary articles without finance concurrence in: | | |
| | (a) Normal Circumstances | PCMM/CMM – upto Rs 8 lakh<br>DyCMM/SMM/AMM – upto Rs 15000 | PCMM/CMM – upto Rs 8 lakh<br>Dy CMM – upto Rs 50000, SMM/AMM – upto Rs 25000 |
| | (b) Emergencies affecting maintenance, outturn, operation etc. | PCMM/CMM – upto Rs 25 lakh | PCMM/CMM – upto Rs 45 lakh |
| | (c) Safety items below two months stock | No separate delegation | PCMM/CMM – Upto Rs 1 Crore |
| | (d) Existence of single approved source on list issued by RDSO/PUs | No separate delegation | PCMM/CMM/DyCMM upto their purchase powers(Preference should be given to invite ADVT.) |

## 7. Invitation of Global Tenders (GT)

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

PCMM – Full powers upto his power of acceptance without finance concurrence and without the essentiality of import being certified by user department.

## 8. Operation of Option Clause

(Ref: Bd.'s letter no. 88/RS(G)/779/5 dated 15-04-2015)

Operation of 30% option clause in TC cases to be done without finance concurrence. Only M.A. to be vetted by finance.

## 9. Security Deposit for PAC items

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item 3.0)
Security Deposit not required to be submitted by sources in whose favour PAC has been signed by user department.



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## 10. Post Contract Variation

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

| SN | Item | Existing | Revised |
|---|---|---|---|
| 25 | Variation of IRS conditions of contract. (Bd.'s letter no. 88/RS(G)/779/14 pt. dt. 12-3-15 Para 2.0 SN 25) and Rly. Bd.'s letter no. 2001/RS(G)/779/14 dt. 14-01-16) | 1. PCMM may waive operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.<br>2(a). For contracts upto Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence.<br>2(b) For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract.<br>Note1: The above decision mentioned at 2(a) and 2(b) should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm.<br>Note2: For contract more than Rs 15 lakh, whenever RP is being waived without levying GD, PCMM/CMM will take finance concurrence. | 1. PCMM may waive without finance concurrence operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' (including waival of RP without imposing GD) and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.<br>2(a). For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence.<br>2(b): For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases without imposing GD with finance concurrence.<br>Note1: The decision to waive RP should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm. |

## 11. Procurement through GeM

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 22-09-2017 and 06-01-2017)



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| SN | Item | Existing | Recommended |
|---|---|---|---|
| 6 | Placement of supply order for items appearing on GeM | PCMM – full powers CMM/DyCMM/SMM - as per their level of acceptance | PCMM – full powers CMM/DyCMM/SMM/AMM - as per their level of acceptance |

**12. Procurement through GeM by user departments**

(Ref: Stores Code Para 711-A)

Officers authorised by PHODs of user departments may be permitted to buy goods (Non stock items) available on GeM by placing direct on-line orders upto Rs 25000 in each case. This may be subject to annual ceiling of Rs 10 lakh per department per annum. The officers will have to certify as follows:

"I,...., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Note - A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

**13. Procurement through Spot Purchase**

(Ref: Bd.'s letter no. 2002/RS(G)/779/12 dated 14-12-2011)
Model guidelines/ powers are recommended as below:

**13.1** There are occasions to purchase materials on the spot without following the formal tendering system but by calling offers through physical visit of the premises of the firm by the nominated officers. This mode of purchase is commonly known as '**Spot Purchase**'.

**13.2** Keeping the instructions contained in Rly. Bd's L.No.2002/RS(G)/779/12 dtd. 14/12/2011 in view, the following instructions / guidelines are issued in supersession of all earlier orders issued on this subject.

**13.3 <u>Conditions for resorting to Spot Purchase:</u>**

**13.3.1** The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by proper justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down under para (a) or (b) below:

**(a) <u>Stock Item:</u>**

The stock item should be purchased only when the material is out of stock which is affecting train operations/earning of railways and supply against the existing covered dues if any, is likely to take more time and requirement is very urgent which cannot wait for the supplies to be received against the pending orders.

**"The certificate to this effect to be recorded by at least the concerned SAG officer of the concerned user department."**

**(b) <u>Non-stock item</u>:**

**(i)** For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.

**(ii)** For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture, cutleries, linens, carpets and other furnishing items etc.

**13.3.2** However, Spot purchase shall not be resorted to, for purchasing such items which have got detailed specifications and drawings and are required to be purchased only from approved sources.

**13.4 Procedure for Spot Purchase**

**13.4.1** Since Spot Purchase is one of the modes of purchase, therefore, there should be a proper requisition for non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for stock items. The quantity is to be restricted to bare minimum. For stock items, demand may not exceed three months requirement and the same to be adjusted against the immediate ensuing demand.

**13.4.2** The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned consuming department after obtaining the concurrence of Associate finance.

The proposal for Spot Purchase of 'Stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned Purchase officer of Stores department after obtaining the concurrence of Associate finance.

**13.4.3 Authorities competent to approve Spot Purchase:**

**(a) For Field units i.e, Divisions & Workshops:**

(i) Items valuing upto Rs 15 lakh (for both Stock & Non-stock) will require the approval of the DRM/CWM.

(ii) Items valuing above Rs 15 lakh and upto Rs 25 lakh (for both Stock & Non-stock) will require the approval of the PCMM. The proposal shall be submitted through concerned PHOD.

(iii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

**(b) For HQRS & Construction Organization:**

(i) Items valuing upto Rs 25 lakh:

**For Non-stock items** : will require the approval of the PHOD of the consuming department.

**For Stock items** : will require the approval of the PCMM.

(ii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

**13.4.4** After the proposal has been approved by competent authority as mentioned above, proper file will be opened in convener's office against the requisition for Non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for Stock items.

**13.4.5** The Spot Purchase would invariably be made by a Spot Purchase Committee (as detailed in para 13.5.1 below) consisting of 03 officers, one from Stores Department (to be nominated by DRM/CWM/PCMM), one from Accounts deptt. (to be nominated by DRM/CWM/FA&CAO) and one from indenting department (to be nominated by concerned co-ordinating HOD/DRM/CWM). The Stores officer will act as the Convenor to the committee for Stock & Non-stock items.



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**13.5 Level of Committee:**

**13.5.1** The level of **Spot Purchase Committee** (SPC) will be as under:

| SN | Value of Purchase | Stores Deptt. | Indenting/Consu-ming Deptt. | Account Deptt. |
|---|---|---|---|---|
| 1 | Upto Rs 5 lakh | Sr. Scale officer * | Sr.Scale officer * | Sr.Scale officer * |
| 2 | Above Rs 5 lakh & upto Rs 40 lakh | JAG /SG officer | JAG/SG officer | JAG/ SG officer |
| 3 | Above Rs 40 lakh | SAG officer | SAG officer | SAG officer |

* If Sr. Scale officer is not available, then JAG/SG officer will associate the SPC.

**Note:**

(i) If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level of the committee and the competent authority to sanction.

(ii)The above composition of SPC will also be applicable for ZTCs and CTIs located within the jurisdiction of the Zone (e.g. for Central Railway, the procedure will be applicable to ZTS/BSL, IRICEN/PUNE & IREEN/NKRD).

In case of CTIs, the nomination will be done by respective directors & in case of other units, by concerned PHOD/CHOD officer of HQ.

**13.5.2** The Spot Purchase Committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down for obtaining the quotations (as in the case of cash purchase) will be followed. In conducting their business, the Committee shall give due regard to the Canons of Financial Propriety, while doing Spot Purchase.

**13.5.3** Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.

**13.5.4** The committee will draw proceedings duly covering all the aspects listed below:

i. Authority for constitution of the Spot Purchase Committee.
ii. Description of the item
iii. Tabulation statement
iv. Brief discussion of the offers obtained.
v. Recommendations/Acceptance with certification on reasonability of recommended rates.
vi. Unusual terms & conditions and deviations, if any, accepted.
vii. Consignee.
viii. Delivery terms & delivery period.
ix. Paying authority and bill Passing Officer.

**13.5.5** The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and the minutes of the committee shall be kept on the file.

**13.5.6** All decision in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final. However in case of dissent by any one of the members, the case should be put up to the officer nominating the SPC in case of Division/Workshop and to the concerned CMM (dealing the item) in Stores HQ for SPC of JAG/SG level and to PCMM for SPC comprising of SAG level, for final decision.

**13.5.7** Formal communication (in the form of PO or letter) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convener of SPC for placing order on the firm.

**13.5.8** Field Units i.e., Division/Workshops as well as HQRS & Construction organization shall maintain proper record of such Spot Purchase nominated by them.



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**13.6 Payments:**

**13.6.1** Cash payment should be avoided, unless payment is made through cash imprest.

**13.6.2 Stock Items:** Payment to the suppliers may either be made in cash on the spot from cash imprest or through cheque to be issued by Accounts officer. In case of stock items, the cheque/cash payment may be made against a Pay order prepared by the Stores member of the Spot Purchase committee against a proforma invoice. Alternatively, normal payment terms through FA&CAO(S) may be followed depending upon the agreed terms & conditions.

**13.6.3 Non-stock items:** Payment to the suppliers may either be made in cash on the spot or through cheque to be issued by Accounts officer. In case of cheque/cash payment, the Pay order against a proforma invoice will be prepared by the Indenting deparment's representative in the Spot Purchase committee. Alternatively, payment through FA&CAO may also be followed depending upon the agreed terms & conditions.

**13.6.4** The material purchased will be accounted for as is being done for material received against regular purchase orders. In case of stock items, formal R/Note should be granted. The R/Note should invariably bear respective Pay Order no. & date if paid through Pay order. The POs for Stock items will be fed in iMMS so that R/Note can be generated by iMMS system.

**13.6.5** A report of Spot purchase may be put up to the PHOD/CHOD of concerned department by the convenor of the committee for information, after completion of Spot Purchase i.e., after the receipt of supplies.

**13.6.6** The Spot purchase Committee shall ensure that the purchase is completed within **45** days of appointment of the committee, failing which fresh approval of AGM/PCMM/ CAO(C)/DRM/CWM (as the case may be) should be obtained for purchase of the items through Spot Purchase.

## G. MEDICAL MATTERS

### 1. Sanctioning of advance/reimbursement in case of medical emergency

| **Authority** | | **To sanction medical advance in emergency** | | **To sanction reimbursement in emergency** | |
|---|---|---|---|---|---|
| | | In Non-referred Govt. Hospital/ Autonomous Body Hospital | In Non-referred , non-recognized private hospital | In Non-referred Govt. Hospital/ Autonomous Body Hospital | In Non-referred recognized private hospital |
| **CMS/MD/CMO** | Existing Power | NIL | NIL | NIL | NIL |
| | Revised Power | Rs 1 Lakh per case without annual ceiling | Rs 1 Lakh per case without annual ceiling | Rs 1 Lakh per case without annual ceiling | Rs 1 Lakh per case without annual ceiling |
| **DRM & CWM** | Existing Power | Rs 50,000 | NIL | Rs.50,000 | Rs.25,000 |



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| Authority | | To sanction medical advance in emergency | | To sanction reimbursement in emergency | |
|---|---|---|---|---|---|
| | Revised Power | Rs 5 Lakh in each case | Rs 2 lakh in each case | Rs.5 Lakh in each case | Rs2 lakh in each case |
| CMD | Existing Power | NIL | NIL | NIL | NIL |
| | Revised Power | Full power | Rs 5 lakh in each case | Full power | Rs 5 lakh in each case |
| AGM | Existing Power | Full power | Rs 4 lakh in each case | Full power | Rs 5 lakh in each case |
| | Revised Power | Full power | Rs 10 lakh in each case | Full power | Rs.10 lakh in each case |
| GM | Existing Power | Full power | Rs 10 lakh in each case | Full power | Rs 10 lakh in each case |
| | Revised Power | Full power | Full power | Full power | Full power |

2. **Sanction of Purchase/Work Order of medical items**

| For Sanction of Purchase/Work Order | | | |
|---|---|---|---|
| **Authority** | **Subject** | **Existing Power** | **Revised Power** |
| CMS/MD /CMO | Power to sanction work contract and Purchase Order for procurement of medical implants such as hearing aid, Bi-Pap/C-Pap and other implants to be purchased for supply/implant to the patients & other hospital related items. | NIL | Rs 5 lakh each item through quotation/ tender subject to annual ceiling of Rs 60 lakh |
| **Sanction of Pathological Radiology Investigations and PET Scans** | | | |
| Health Unit with one doctor | Pathological & Radiological investigations | An imprest of Rs 5000 | An imprest of Rs 30,000/- subject to maximum of Rs 1500/- per investigation. |
| Health Unit with more than one doctor | | An imprest of Rs 10,000 | An imprest of Rs 60,000 subject to maximum of Rs 1500 per investigation. |
| CMS/MD /CMO | Pathological & Radiological investigations | Rs 10,000 | Up to Rs15,000 per investigation including CT/MRI. |
| **Engagement of Doctors & Para-medical Staff** | | | |
| **Authority** | **Subject** | **Existing Power** | **Revised Power** |
| DRM /CWM (CAO in PU) | Engagement of doctors as | NIL | DRM – Full Power based on recommendations of the |



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| | | | |
|---|---|---|---|
| | Contract Medical Practitioners (including part-time dental surgeons). | | committee headed by CMS, Sr. DPO, Sr DFM. (one member (not below JA Grade) of SC/ST may be co opted if not already on the committee to be nominated DRM/CWM |
| CMS/MD/ CMO | Payment of fee of doctors engaged on case-to-case basis. | Rs 500 fee for first patient and Rs 100/- for each subsequent patient | Rs 1000 fee for first patient and Rs 200 for each subsequent patient |
| First engagement-with approval of GM. Subsequent extensions of engagement by DRM/CWM | Engagement of doctors as Honorary visiting Specialist (HVS). | No power to DRMs | Extension by DRM |
| CMS/MD/ CMO | Engagement of Para-medical Staff on contract basis. | NIL | As per procedure laid down from time to time. |
| **Procedure for recommending/sanction of pathological & CT/MRI investigations and PET Scans:**<br>• Treating doctor to recommend.<br>• MD/CMO/CMS or any other doctor nominated by MD/CMO/CMS to accord approval. | | | |
| CMD will have full power without any limitation in respect of pathological investigations & CT/MRI and PET Scan. In respect of PU hospitals the power of CMD powers will be exercised by CMO. | | | |

Note: Reimbursement in each case will be governed by the CGHS policy issued from time to time

**3. Other medical matters**

| | **MEDICAL MATTERS** | | |
|---|---|---|---|
| | **Items** | **Existing Power** | **Revised Power** |
| 1 | Sanctioning Limit for Transplant of Liver | Railway Board Live - Rs 14 Lakh Cadaver - Rs11 Lakh | GM-Full Powers (Subject to CGHS Policy) |
| 2 | Sanctioning Of Advance Payment for Transplant of Kidney (CGHS Circular 18-02-2015) | GM- 6.45 Lakh | GM - Full Powers, (Subject to CGHS policy) |
| 3 | Powers to CWMs (SAG In charge of major workshops with major Hospitals) for<br>• Hiring of ambulances<br>• Medical Reimbursement | CWM – Nil Power | Powers of CWMs are same as that of DRMs for<br>• Hiring of ambulances<br>• Medical Reimbursement |
| 4 | Empanelment of Private Hospitals for referral | Power only with Railway Board | GM – Full Powers with finance concurrence |
| 5 | Hiring of ambulance / vehicle to transport patient to the hospital in emergency | Nil | ADMO/CMP & above – Full powers to be paid from the cash imprest |



Sanjeev Kumar

4. Board has also approved that the powers delegated to Branch Officers in the divisions are also delegated to Station Directors in JA/SG grade. The Administrative Officers deployed in Railway Hospitals in JA/SG will also be considered equivalent to Branch Officers and delegated powers, as applicable to Branch Officers.

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

18/10/17

**(Jeetendra Singh)**
**Executive Director (Elect)**
**Transformation Cell**
**Railway Board**

**No. 2017/Trans/01/Policy** **New Delhi, dated: 18-10-2017**

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

Sanjeeb Kumar 18/10/2017

**(Sanjeeb Kumar)**
**Executive Director Accounts**
**Transformation Cell**

Copy – As per list enclosed

Government of India
Ministry of Railways
(Railway Board)

No. 2017/TRF/DEL/Misc/01 New Delhi Dated: 10.10.2017

**The General Managers,**
**All Indian Railways,**
**Including CLW, DLW, ICF, RCF, & Rail Wheel Factory.**

**Metro Railways, Kolkata.**

**The General Managers (Const.),**
**N.F. Railway, Guwahati.**

**CAOs (Const.), all India Railways (except NF Railways)**

**The Director General and Ex-Officio General Manager, RDSO, Lucknow.**

**The General Manager,**
**Central Organization for Railway Electrification, Allahabad.**

**CA, MTP/Mumbai.**

**CAO/DLMW, Patiala and COFMOW, New Delhi.**

**Sub: Enhancement of Hospitality Fund for CPROs.**

The CPROs of Zonal Railways, Production and other Units were authorised an annual ceiling of ₹ 1,00,000 and ₹ 50,000 respectively vide Item No. 4.8 and 4.9 of Manual for Public Relations Department issued in September, 2007.

It has now been decided by Board (FC& CRB) to enhance the annual ceiling to ₹ 3,00,000 per annum for Zonal Railways and ₹ 1,00,000 per annum for Production and other Units.

GMs of Zonal Railways may consider sanctioning of suitable cash imprest for hospitality to the Station Directors of A1 Class Stations based on importance and need of the Stations.

**(A.K. Chandra)**
**Executive Director/Mech./Trans.**
**Railway Board**

# Contact Details of Officers of Transformation Cell, Railway Board

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| 2 | Shri A. K. Chandra | ED/ME/Transf/RB | 9717646228 | 47545 | 23047545 |
| 3 | Shri A. S. Khati | ED/E(G)& Transf/RB | 9810978048 | 47174 | 23047174 |
| 4 | Shri Jeetendra Singh | ED/E/Transf/RB | 9717647809 | 47542 | 23047542 |
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| 6 | Shri Sanjeeb Kumar | ED/Acc/Transf/RB | 9717643642 | 47543 | 23047543 |
| 7 | Shri T. K. Pandey | ED/Civil/Transf/RB | 9910487316 | 47544 | 23047544 |
| 8 | Shri Umesh Balonda | Ed/S&T/Transf/RB | 9773533800 | 47546 | 23047546 |
| 9 | Shri Neeraj Kumar Singh | DD/Transf/RB | 8826621758 | 47549 | 23042549 |

**All the circulars in the compandium are uploaded on Railway Board's website at the following URL**

**http://www.indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,1813,1873**

# Compendium of Circulars

Issued by
Transformation Cell
Railway Board

Ministry of Railways
Government of India