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Ministry of Railways
Government of India

Compendium of Circulars 2.0

Issued by
Transformation Cell
Railway Board

Up to
(Dec - June) 2019

Compendium of Circulars Issued by Transformation Cell Railway Board December - June, 2019

Ministry of Railways
Government of India

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cell/AC of Panel and Relay Rooms **Dated: 07.06.2019**

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara

Sub: Air Conditioning of Relay Room provided with Electronic Interlocking System.
Ref: Railway Board letter no. 2015/Sig/Air-Conditioning dated 07.12.15.

In order to improve the reliability of Signalling System, safety of train operation and extended Codal life of Electronic Interlocking system, Board (MST, FC & CRB) have approved the following:

1. In view of the effect of operating temperature and thermal cycling on Electronic equipments and its reliability, **Relay Rooms housing Electronic Interlocking (EI) Systems will be provided with Air Conditioning (AC)** along with the installation of the project. The cost will be charged to the project and the equipments will be included in the composite tender (indoor) or as considered by the Zonal Railway.
2. For the existing installed Electronic Interlocking systems, AC in Relay room will be provided by Electrical General Branch through work sanctioned under LAW Book/Pink Book, as the case may be, under Plan Head-36.
3. Board (MST) will constitute a committee to study the aspect of increase of Codal life of the EI system provided with AC.
4. The AC equipments shall be provided on the wall(s) which are not catering to the S&T wiring and the S&T equipments and shall be provided at safe distance to avoid/reduce damage due to fire, if any. Necessary instructions issued by Board in this regard may be followed.
5. Relay Room is a safety installation and directly related to train operation. It is therefore essential that adequate care is taken to provide ACs of proper/reputed make as decided by PCEE/SrDEE (G) & PCSTE/SrDSTE.
6. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or as modified from time to time.

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

07.06.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

No. 2018/Trans.Cell/AC of Panel and Relay Rooms **Dated: 07.06.2019**

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/01/Policy/PR **Dated: 06.06.2019**

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
MD/CRIS

Sub: Model Documents for Empanelment of Advertising Agencies and Selection of Agency for Social Media Services by Zonal Railways.
Ref: Railway Board's letter No. 2017/Trans/01/Policy/PR dated 04.06.2019.

With reference to the Railway Board's letter above, Board (FC & CRB), in consultation with the Public Relations Directorate have approved the following documents:

1. **Model Document for Empanelment of Advertising Agencies by Zonal Railways**. (Copy enclosed)
2. **Model Document for Selection of Agency for Social Media Services by Zonal Railways**. (Copy enclosed)

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

Kindly acknowledge the receipt and ensure compliance.

06.06.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2017/Trans/01/Policy/PR **Dated: 06.06.2019**

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

Sanjeeb Kumar
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Executive Director Accounts
Transformation Cell

Copy: As per list attached.

MODEL DOCUMENT FOR SELECTION OF AGENCY FOR SOCIAL MEDIA SERVICES

1.0 **General:**

Zonal Railways may select an agency through the process of open bidding. The agency will work within the existing framework of rules and regulation of Railways for professional analysis & feedback of content across various media which will also include perception analysis of the news, ongoing issues (if any), generating insights, gauging frequency of news items.

The agency will lend professional expertise to the already functional Public Relations Department of the railways for:

- Communication of various initiatives of Indian Railways
- Proactive perception analysis using analytical tools to improve operations and services for passengers
- Customer/ecosystem Feedback - For improvement in the system by analysing the feedback received from customers through various platforms
- Grievance Redressal - For grievances received through social media platforms and helping in their redressal thereof

2.0 **Scope of Work**

2.1 **Social Media**

2.1.0. The agency will formulate a result oriented comprehensive communication strategy for the following social media platforms:

- Facebook
- Twitter
- Instagram
- Quora
- YouTube
- LinkedIn
- Medium

Or any other platforms as decided from time to time at the time of calling RFP.

2.1.1. Content to be provided by CPRO of the railway based on which agency would be responsible for creating crisp text, creative, images, GIFs, infographics, animations, etc (details mentioned in **Annexure A**) in accordance with social media platform guidelines.

2.1.3. The agency will aggregate the grievances received through various social media forums and keep on sharing the same with the nominated official responsible for grievance redressal at the zonal level.

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2.2 Media Coverage Analysis

2.2.1 The agency is required to analyse all three forms of media i.e.

- Print Medium (Newspapers and magazines)
- Online Medium (News websites)
- Broadcast Medium (TV Channels)

2.2.2 Analysis is to be done for all news articles/ programmes regarding Indian Railways, its people and its schemes that appear in important news sources available in the cities in the jurisdiction of the zonal railways. List of number of Publications and TV channels which are to be analysed will be given to the agency by CPRO.

2.2.3 For analysing news, the agency is required to deploy a dedicated and qualified team of analysts, working at the back end offices, to read and qualify the news to aid the CPRO in:

- Perception analysis of each of the news coverage in Zonal Railways name
- Identifying issues/ themes that are being associated with zonal railways and its Divisions
- Assessing the frequency with which the issues are seen in news
- Identifying the influencers who are active in media in zonal railways.

2.3 Media Assistance

Assistance will be provided to CPRO/DRMs in the following:

- Gathering information and dissemination of the same to media houses
- Creating responses in effective & timely manner
- Briefing Railway personnel on various important matters
- Creating/preparing background on the forthcoming event/ announcement focusing on the need and impact

2.4 Resource Deployment

Number of personnel to be deployed at the zonal railways headquarters & its Divisional headquarters are given below: (Profiles of the personnel and tentative team setup are given at **Annexure B.)**

2.4.1 Zonal Headquarter Team to work with CPROs

- Project Lead = 01
- Social Media Manager = 01
- Content Analyst = 01

2.4.2 Division Headquarter Team

- Content Analyst: 01 at each Division Headquarter to work with DRM/PRO and also coordinate with Headquarter team

2.4.3 Backend Team at each Zone

- Project Manager = 01

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- Response Management Executive = 02
- Graphic Designers = 02
- Content Writers = 02
- Video Editors = 02

Note: The resource deployment given above is indicative and can be altered as per local conditions with the approval of GM. **The deployed manpower will work under the supervision/ guidance of the CPRO.**

2.5 Archival Support

2.5.1 Social Media content (as described at Annexure A.)

- The team will mark all digital content (text, photo, video or otherwise) as copyright, wherever applicable and monitor
- The team would be responsible for storage of content and data by means of online/offline archival support
- The archived content should be made available to the railways and its Divisions/Production Units on demand
- The archived content would be stored for 12 months on a rolling basis

2.5.2 Media Assistance content

- The team would be responsible for storage of content and data *(Information gathered, briefs produced, Responses made etc.)* by means of online/offline archival support
- The archived content should be made available to the railways and its Divisions/ Production Units as and when required

2.5.3 Media coverage analysis

- The agency is required to maintain a digital store in the form of an online portal which provides access to all news and TV programmes monitored on the railway.
- The portal must be password protected
- The portal must offer news and TV coverage for 12 months on a rolling basis
- Content archived should be easy to retrieve on predefined keywords

2.6 Reports

2.6.1 Social Media Reports

- **Social Media reports**
  - **On Weekly basis:** This will indicate the performance on each active Social Media platform. The report will include change in follower base, user response to the content posted, etc.
  - **On Quarterly basis:** This will be a comprehensive performance dashboard indicating the change in follower base, content engagement, achievements etc.
- **Response Management reports**

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- **On Daily basis:** This will indicate the number of queries received and answered (platform wise and resource wise) for the previous day and the average response time of the team with supporting screenshots. To be submitted by 12 pm of the next day
- **On Monthly basis:** This will be a compiled report on the total queries received & answered and team resource wise performance in terms of no. of queries handled, response time etc. To be a part of the monthly presentation

2.6.2 Media Assistance Reports

- A weekly report mentioning number of briefs produced
- A report of the produced briefs which have been published in the newspapers with the list of newspapers and snippets of the same to be provided on time to time basis
- The report should be delivered as a PDF document

2.6.3 Media Coverage Reports

- **Email alerts: DAILY**
  - Relevant news coverage from all sources (print, online and broadcast) to be sent in an email to the CPRO and other identified officials
  - For print sources, for every news article, the email should contain the name of the news source, its edition, date of coverage, the headline and link to the actual scan of the news article
  - For online sources, for every news article, the email should contain the name of the news source, date of coverage, the headline and link to the actual news article on the world wide web
  - For TV, the email should contain the name of the TV channel, Time of airing, date of airing, programme name, and link to view the TV clip
  - The email format should be smartphone friendly
  - The email alerts should be sent on all days of the week

2.7 Dashboard: 24/7

- Zonal Railways should have an independent dashboard available for the news in the Zone
- All news articles and TV clips monitored should be available online in the form of an online dashboard
- The dashboard should be password protected
- The dashboard should offer an integrated view of the news articles from Print and Online Sources
- The dashboard should also allow the user to look at news coverage from a specific city chosen by the user
- The dashboard should be optimised for viewing on smartphone, tablets, laptops and desktops
- The dashboard should further have following optimisation features for ease of reporting:
  - Slicing/ dicing of data to generate insights

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- Viewing and sharing of news from within dashboard
- Sorting/ Filtering basis specific selections/ qualifications/ tags as desired by the user

2.8 Access to a Mobile application with real-time notification system: 24/7

- All news monitored should be available on a mobile application. It should cover articles from print, online as well as TV
- The mobile application should be available for both Android and iOS platforms
- The mobile application should also enable and display the insights dashboard
- The mobile application should enable PUSH notifications for important and prominent news coverage
- The mobile application should allow the user the option to switch on or switch off the PUSH notifications from within the mobile application, as and when desired

2.9 Electronic Dossiers: QUARTERLY

- Every quarter, the agency is required to provide all news articles and TV programmes monitored during the quarter in a hard drive
- The hard drive for last quarter should be delivered in the first week of the first month of every quarter

2.10 Media Analysis Report: MONTHLY

- A report analysing the media coverage should be provided every month
- The analysis report (for previous month) should be delivered by the 14th every month
- The report should be delivered as a PDF document
- Analysis should cover quantitative parameters and qualitative parameters (perception, issues/ themes)

3.0 Infrastructure Requirement

- Railways/Divisions/Production Units will provide the agency with space, furniture & electricity free of cost, for its operations. However, the agency shall arrange for its resources - their own latest generation laptops/computers/software, etc.
- The agency shall arrange to provide backup 4G Wi-Fi internet connections & laptops to be utilized by resources deployed

4.0 Duration of Contract

The duration of the contract will be for a period of two years, on monthly retainer basis, from the date of issue of the letter of award. The successful applicant shall be required to execute an agreement on non-judicial stamp paper worth Rs. 100/- attested

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by notary public oath commissioner/first class magistrate. The cost of the stamp duties for the execution of the agreement will be borne by the advertising agency.

5.0 Right to Accept Proposal

Railways reserves the right to accept or reject any proposal and to annul the proposal process or to reject all proposals at any time prior to award of contract, without assigning any reason or without incurring any liability to the affected parties or any obligation to inform the affected parties of the grounds for such decision. CPRO office reserves the right to seek performance report from other clients of the PR agency.

6.0 Selection Procedure

Offers to provide these services will be invited from agencies having experience of providing such services through open advertisement. No addition, alteration or modification to the documents once submitted shall be permitted. However, Railways may at their discretion seek clarifications from the parties concerned, if any. An evaluation committee comprising of CPRO and 01 SG/SAG officer having experience/interest in PR, to be nominated by the General Manager, shall be formed for evaluation of scrutinized documents and Technical & Financial Criteria mentioned in the process for selection of PR agency given below:

- **Eligibility criteria:**
  - The agency shall be of sound financial status with a turnover of Rs. 15 Crore or more in the last financial year.
  - The agency must have carried out (completed/ ongoing) atleast 3 eligible projects for Government of India (Central/ State/ PSU) during the last 3 financial years.
- **List of documents to be submitted:**
  - Details of offices located in cities with address, phones – both fixed and mobile, fax no's and e-mail ID etc.
  - List of important clients including Railways/other Government Ministry/ department/PSUs/Multilaterals institution etc. since last 2 years for which eligible projects were carried out by the agency. Self attested copies of various Work orders to be submitted.
  - Details of eligible projects completed/ongoing with duration and value (inRs.) during the last 3 financial years. Self attested copies of various Work orders to be submitted.
  - Details of eligible projects completed/ongoing for Government of India (Central/State/PSU) with duration and value (inRs.) during the last 3 financial years. Self attested copies of various Work orders to be submitted.
  - Annual turnover duly certified by the chartered accountant of the agency with proper seal and signatures along with financial details like certified copies of

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Audited Balance Sheets of preceding 3 years (Certification by Chartered Accountant/Auditor is mandatory).

- Copies of Income Tax Returns filed for the last 3 years and GST Registration Certificate.
- Names and short CVs of principal officers of agency. The list of the technically qualified and competent professionals on rolls with the agency (especially project leads, social media leads, graphic designers, content writers, content analysts) clearly mentioning their name, designation, academic and professional qualifications, length of service with the agency, achievements etc.
- All the copies of documents must be certified by the agency's Chartered Accountant, with proper seal and date. The documents, the data, other statements and details in the application may be subjected to verification (physical or otherwise) by Public Relations office.
- If information in any of the document submitted is found incorrect then application would be summarily rejected.

- **Preliminary Scrutiny:** Preliminary scrutiny of the applications will be done to ensure fulfillment of eligibility criteria by agency, to determine that the application is complete, documents have been properly signed, that there are no computational errors and that required documents are in order. Applications not conforming to these preliminary requirements will not be considered.
- **Selection Method**: Selection will be QCBS (80:20 or 70:30, as decided by the Zonal Railways) based where bidder will also be evaluated based on a technical presentation. The bidder will have to submit a financial bid, in the format given at **Annexure C**, for the work as defined in the scope of work. 80% or 70% weightage will be given to Technical Evaluation and 20% or 30% weightage to Financial Bid.
- **Technical Evaluation:** The bidders would be shortlisted based on the technical evaluation given below:

S. No.	Parameter	Score	Max. Score
1	**Annual Turnover for the last financial year**		**10**
	>=15 crores and <20 crores	8	
	>=20 crores and <30 crores	9	
	>=30 crores	10	
2	**Number of eligible projects completed/ongoing during the last 3 financial years**		**10**
	>6 and <=9 projects	7	
	>9 and <=12 projects	8	

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	>12 and <=15 projects	9	
	More than 15 projects	10	
3	**Number of eligible projects completed/ongoing for Government of India (Central/State/PSU) during the last 3 financial years**		**5**
	3 projects	3.5	
	4 projects	4	
	5 projects	4.5	
	6 or more projects	5	
4	**Number of full time technical staff employed with the agency**		**5**
	30	2	
	31 to 40	3	
	41 to 50	4	
	51 or more	5	
5	**Strategy Presentation for Zonal Railways on Social Media Management and Media Analysis, on the nominated date, time and place as fixed by the committee** • SWOT Analysis of the Zonal Railways current Social Media Presence • Action plan/strategy proposed for the Zonal Railways to enhance its Social Media presence & leverage the same for business • Technology Platform for Automation/Integration/Social Media Listening/Online Response Management • Social Media Tracking Metrics/Analytics & its relevance & usage for the Zonal Railways		**30**
6	**Strategic Thinking:** Case study on Media and its Analysis wherein strategy direction/building is involved • The advertising agency will have to submit on the spot Media and its analysis strategy for the given case study within 4 hours on any date to be notified later during the empanelment process		**20**

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7	**Value of at least 1 eligible project completed/ongoing for Indian Government (Central/State/PSU)**		**10**
	>=50 lakhs and <1 crore	7	
	>=1 crore and <1.5 crores	8	
	>=1.5 crores and <2 crores	9	
	>=2 crores	10	
8	**Experience of manpower ofthe agency**		
a)	**One Project Lead (Years of experience)**		**2**
	>=6 years and < 7 years	1	
	>=7 years	2	
b)	**One Social Media Lead (Years of experience)**		**2**
	>=4 years and < 5 years	1	
	>=5 years	2	
c)	**Two Content Analysts (Years of experience)**		**2**
	>=4 years and < 5 years	1	
	>=5 years	2	
d)	**Two Content Writers (Years of experience)**		**2**
	>=4 years and < 5 years	1	
	>=5 years	2	
e)	**Two Graphic designer (Years of experience)**		**2**
	>=4 years and < 5 years	1	
	>=5 years	2	
Total			**100**

Note: Eligible project for this purpose means completed/ongoing works of managing social media handles or analysing various forms of media (print, digital and online) for Government/Semi-Government/PSU/Autonomous body under any Ministry of Central/State Government or Private organizations.

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In case, the project is on monthly retainer basis, the total value of the project will be calculated as - Work Order billing per month x Duration of project in months.

Bidders having technical score of 70 and above will be eligible for Financial Evaluation.

- **Financial Evaluation:** The financial scores would be normalized on a scale of 100. The individual Bidder's financial scores (SF) are normalized as per the formula below:

  SF = 100 * (Smin/Sb)

  Where,
  SF = Normalized financial score for the Bidder under consideration (rounded off to two decimal places)
  Sb = Absolute financial quote for the Bidder under consideration
  Smin = Minimum absolute financial quote

- **Combined and final evaluation:** Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

  S = ST x TW + SF x FW

  Where,
  S is the combined score
  TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 or 0.70 and 0.20 or 0.30 respectively

  Note: "*The limiting values of item number 1 &7 as given in the Table in Para 6 may be modified by zonal railways with the concurrence of associate finance and approval of the General Manager depending on the local conditions*".

7.0 Award of contract:

Railways will enter into an Agreement with the agency selected after the due process is completed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

8.0 Disqualification:

- Canvassing or recommendations or putting pressure from any source to influence the process of selection of Social Media agency will lead to automatic disqualification and applications will be summarily rejected/will not be considered.
- Railways may at its sole discretion and at any time during the evaluation of proposal, disqualify any agency if the agency has submitted the proposal documents after the response deadline; indulged in any unfair practice or not

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followed the professional ethics; made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; submitted a proposal that is not accompanied by required documentation or is nonresponsive; failed to provide clarifications related thereto, when sought; declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted.

- Railway may terminate the contract of any agency at any time for not fulfilling any of the terms and conditions.
- Railway reserves right not to assign reasons for declining to consider any particular application or applications.
- Incomplete and conditional applications will be summarily rejected.

9.0 Settlement of Disputes – Arbitration and Conciliation Rules

9.1 Reconciliation of disputes: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the Contractor to the "General Manager" through "Notice of Dispute" (given at **Annexure D (i) to (iv)**) provided that no such notice shall be served later than 30 days after the date of issue of Completion Certificate by the Engineer. GM shall, within 30 days after receipt of the Contractor's "Notice of Dispute", notify the name of conciliator(s) to the Contractor.

The Conciliator(s) shall assist the parties to reach an amicable settlement in an independent and impartial manner within the terms of contract.

If the parties reach agreement on a settlement of the dispute, they shall draw up and sign a written settlement agreement duly signed by GM, Contractor and conciliator(s). When the parties sign the settlement agreement, it shall be final and binding on the parties.

The parties shall not initiate, during the conciliation proceedings, any arbitral or judicial proceedings in respect of a dispute that is the subject matter of the conciliation proceedings.

The conciliation proceedings shall be terminated:

- by the signing of the settlement agreement by the parties on the date of agreement; or
- by written declaration of the conciliator, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of declaration; or

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- by a written declaration of the parties addressed to the conciliator to the effect that the conciliation proceedings are terminated, on the date of the declaration; or
- by a written declaration of a party to the other party and the conciliator, if appointed, to the effect that the conciliation proceedings are terminated, on the date of declaration.

9.2 **Matters Finally Determined by the Railways:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the contractor to the GM and the GM shall, within 120 days after receipt of the contractor's representation, make and notify decisions on all matters referred to by the contractor in writing provided that matters for which provision has been made in any Clause (stated as expected matter) of the Special Conditions of the Contract, shall be deemed as 'excepted matters' (matters not arbitrable) and decisions of the Railway authority, thereon shall be final and binding on the contractor; provided further that 'excepted matters" shall stand specifically excluded from the purview of the Arbitration Clause.

9.3 **Demand for Arbitration:**

a. In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter In question, dispute or difference on any account or as to the withholding by the Railway of any certificate to which the contractor may claim to be entitled to, or if the Railway fails to make a decision within 120 days, then and in any such case, but except In any of the "excepted matters" referred to in Clause 9.2 of these conditions, the contractor, after 120 days but within 180 days of his presenting his final claim on disputed matters shall demand In writing that the dispute or difference be referred to arbitration.

b. The demand for arbitration shall specify the matters which are in question, or subject of the dispute or difference as also the amount of claim item-wise. Only such dispute or difference, in respect of which the demand has been made, together with counter claims or set off, given by the Railway, shall be referred to arbitration and other matters shall not be Included In the reference.

c. The parties may waive off the applicability of sub-section 12(5) of Arbitration and Conciliation (Amendment) Act 2015, If they agree for such waiver in writing, after dispute having arisen between them, in the format given under **Annexure E** of these conditions.

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d. The Arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by the Railway.

e. The claimant shall submit his claims stating the facts supporting the claims alongwith all the relevant documents and the relief or remedy sought against each claim within a period of 30 days from the date of appointment of the Arbitral Tribunal.

f. The Railway shall submit its defence statement and counter claim(s), if any, Within a period of 60 days of receipt of copy of claims from Tribunal, unless otherwise extension has been granted by Tribunal.

g. Place of Arbitration: The place of arbitration would be within the geographical limits of the Division of the Railway where the cause of action arose or the Headquarters of the concerned Railway or any other place with the written consent of both the parties.

h. No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of arbitration proceedings subject to acceptance by Tribunal having due regard to the delay in making it.

i. If the contractor(s) does/do not prefer his/their specific and final claims in writing, within a period of 90 days of receiving the intimation from the Railways that the final bill is ready for payment, He/they Will be deemed to have waived his/their claim(s) and the Railway shall be discharged and released of all liabilities under the contract in respect of these claims.

9.4 **Obligation During Pendency Of Arbitration**

Work under the contract shall, unless otherwise directed by the GM, continue during the arbitration proceedings, and no payment due or payable by the Railway shall be withheld on account of such proceedings, provided, however, it shall be open for Arbitral Tribunal to consider and decide whether or not such work should continue during arbitration proceedings.

9.5 **Appointment of Arbitrator:**

a. Appointment of Arbitrator where applicability of section 12 (5) of Arbitration and Conciliation Act has been waived off

- In cases where the total value of all claims in question added together does not exceed Rs. 1,00,00,000/- (Rupees One Crore only), the Arbitral Tribunal shall consist of a Sole Arbitrator who shall be a Gazetted Officer of Railway not below JA Grade, nominated by the General Manager. The sole arbitrator shall be appointed within 60 days from the day when a written and valid demand for arbitration is received by GM.
- In cases not covered by the above Clause, the Arbitral Tribunal shall consist of a panel of three Gazetted Railway Officers not below JA Grade

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or 2 Railway Gazetted Officers not below JA Grade and a retired Railway Officer, retired not below the rank of SAG Officer, as the arbitrators. For this purpose, the Railway will send a panel of at least four (4) names of Gazetted Railway Officers of one or more departments of the Railway which may also include the name(s) of retired Railway Officer(s) empanelled to work as Railway Arbitrator to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM.

Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as contractor's nominee Within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'presiding arbitrator' from amongst the 3 arbitrators so appointed. GM shall complete this exercise of appointing the Arbitral Tribunal Within 30 days from the receipt of the names of contractor's nominees. While nominating the arbitrators, it will be necessary to ensure that one of them is from the Accounts Department. An officer of Selection Grade of the Accounts Department shall be considered of equal status to the officers in SA grade of other departments of the Railway for the purpose of appointment of arbitrator.

- The serving railway officer working in arbitral tribunal in the ongoing arbitration cases as per above clauses, can continue as arbitrator in the tribunal even after his retirement.

b. Appointment of Arbitrator where applicability of section 12 (5) of Arbitration and Conciliation Act has not been waived off

- In cases where the total value of all claims in question added together does not exceed Rs. 50,00,000/- (Rupees Fifty lakh only), the Arbitral Tribunal shall consist of a Retired Railway Officer, retired not below the rank of SAG Officer, as the arbitrator. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrator duly indicating their retirement dates to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM.

  Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as arbitrator within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the arbitrator.
- In cases where the total value of all claims in question added together exceed Rs. 50,00,000/- (Rupees Fifty lakh only), the Arbitral Tribunal shall consist of a panel of three (3) retired Railway Officers, retired not below

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the rank of SAG Officer, as the arbitrators. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrator duly indicating their retirement dates to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM.

Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as contractor's nominee within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'Presiding Arbitrator' from amongst the 3 arbitrators so appointed. GM shall complete this exercise of appointing the Arbitral Tribunal within 30 days from the receipt of the names of contractor's nominees. While nominating the arbitrators, it will be necessary to ensure that one of them has served in the Accounts Department.

c. If one or more of the arbitrators appointed as above refuses to act as arbitrator, withdraws from his office as arbitrator, or vacates his/their office/offices or is/are unable or unwilling to perform his functions as arbitrator for any reason whatsoever or dies or in the opinion of the General Manager fails to act without undue delay, the General Manager shall appoint new arbitrator/arbitrators to act in his/their place in the same manner in which the earlier arbitrator/arbitrators had been appointed. Such re-constituted Tribunal may, at its discretion, proceed with the reference from the stage at which it was left by the previous arbitrator(s).

d. The Arbitral Tribunal shall have power to call for such evidence by way of affidavits or otherwise as the Arbitral Tribunal shall think proper, and it shall be the duty of the parties hereto to do or cause to be done all such things as may be necessary to enable the Arbitral Tribunal to make the award without any delay. The proceedings shall normally be conducted on the basis of documents and written statements.

e. Before proceeding into the merits of any dispute, the Arbitral Tribunal shall first decide and pass its orders over any plea submitted/objections raised by any party, if any, regarding appointment of Arbitral Tribunal, validity of arbitration agreement, jurisdiction and scope of the Tribunal to deal with the dispute(s) submitted to arbitration, applicability of time 'limitation' to any dispute, any violation of agreed procedure regarding conduct of the arbitral proceedings or plea for interim measures of protection and record its orders in day to day proceedings. A copy of the proceedings duly signed by all the members of tribunal should be provided to both the parties.

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f. **Qualification of Arbitrator(s)**

- Serving Gazetted Railway Officers of not below JA Grade level
- Retired Railway Officers not below SA Grade level, one year after his date of retirement
- Age of arbitrator at the time of appointment shall be below 70 years

g. An arbitrator may be appointed notwithstanding the total number of arbitration cases in which he has been appointed in the past.

h. While appointing arbitrator(s) due care shall be taken that he/they is/are not the one/those who had an opportunity to deal with the matters to which the contract relates or who In the course of his/their duties as Railway servant(s) expressed views on all or any of the matters under dispute or differences. A certification to this effect as per **Annexure F** shall be taken from Arbitrators also. The proceedings of the Arbitral Tribunal or the award made by such Tribunal will, however, not be invalid merely for the reason that one or more arbitrator had, in the course of his service, opportunity to deal with the matters to which the contract relates or who in the course of his/their duties expressed views on all or any of the matters under dispute.

i. The arbitral award shall state item wise, the sum and reasons upon which it is based. The analysis and reasons shall be detailed enough so that the award could be inferred therefrom.

j. A party may apply for corrections of any computational errors, any typographical or clerical errors or any other error of similar nature occurring in the award of a Tribunal and interpretation of a specific point of award to Tribunal within 60 days of receipt of the award.

k. A party may apply to Tribunal within 60 days of receipt of award to make an additional award as to claims presented in the arbitral proceedings but omitted from the arbitral award.

l. In case of the Tribunal, comprising of three Members, any ruling on award shall be made by a majority of members of Tribunal. In the absence of such a majority, the Views of the Presiding Arbitrator shall prevail.

m. Where the arbitral award is for the payment of money, no interest shall be payable on whole or any part of the money for any period till the date on which the award is made.

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n. The cost of arbitration shall be borne by the respective parties. The cost shall Inter-alia include fee of the arbitrator(s), as per the rates fixed by Railway Board from time to time and the fee shall be borne equally by both the parties, provided parties sign an agreement in the format given at **Annexure E** to these conditions after/ while referring these disputes to Arbitration. Further, the fee payable to the arbitrator(s) would be governed by the instructions issued on the subject by Railway Board from time to time irrespective of the fact whether the arbitrator(s) is/are appointed by the Railway Administration or by the court of law unless specifically directed by Hon'ble court otherwise on the matter.

o. Subject to the provisions of the aforesaid Arbitration and Conciliation Act 1996 and the rules thereunder and relevant para of General Conditions of Contract (GCC) applicable to railways and any statutory modifications thereof shall apply to the appointment of arbitrators and arbitration proceedings under this Clause.

10.0 Other Conditions

- The Agency shall undertake, during or after completion/termination of the contract, that it will not indulge itself in any work or project, which may hamper the image of Railways.
- The Agency will handover all the concerned software/tools/credentials/source code or any such thing to the **Zonal Railways name** on completion/termination of the contract, after satisfaction of the CPRO.
- The Agency is obligated to indemnify **Zonal Railways name** from and against damages, liabilities, losses, costs, and expenses caused by the Agency's negligent performance of services. Also, a prompt corrective action shall be taken by the Agency for the resolution of the same.
- Railways, at its sole discretion, may impose penalty, as deemed fit, on any agency for poor performance/ service during the period of empanelment.

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Annexure –A

Social Media Deliverables

SN	Type of Work	Frequency	Remarks
1.	Regular creative content for Social Media platforms/websites	**On a Weekly basis:** At least 5 creatives in .jpeg form. Adaptations of the same for other digital/ non-digital formats including websites, etc. **On a monthly basis:** At least 2 GIFs	At least 75 such creatives per quarter shall be required. At least 6 such GIFs per quarter shall be required.
2.	Whiteboard Animation Videos	**On a monthly basis:** At least 1 video, each of up to 2 minutes duration	The video shall be shared in HD quality and adaptations of the same for different media platforms like YouTube, Facebook, Twitter, etc. At least 4 such videos, each of up to 2 minutes per quarter shall be required.
3.	Infographics	**On a monthly basis:** At least 3 infographics	These will need to be adapted for other mediums as well. At least 9 infographics per quarter shall be required.
4.	Blog Content	**On monthly basis:** At least 1 article	Blog articles need to be 300 to 500 words with appropriate graphical content

Note: The social media deliverables given above can be altered as per local conditions with the approval of GM.

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Annexure- B

Resource Deployment: Profiles of the Personnel

SN	Designation	Required Profile
1.	Project Lead	**Qualification:** Graduate in Mass Communication/Journalism/PR **Required Experience:** >5 years **Expected Role:** This person shall be the focal point of contact with RAILWAY ZONE. This person will function as the campaign manager–cum-team leader
2.	Social Media Manager	**Qualification:** Any Graduate **Required Experience:** 3 years in Social Media **Expected Role:** This person shall focus on managing the overall hygiene, formulating strategies, coordinating with back-end team (design and content) and shall have ability to analyse social media platforms for the Railway Zone
3.	Content Analyst	**Qualification:** Any Graduate **Required Experience:** 1 year in the field of content management **Expected Role:** This person is expected to be proficient in spoken and written English/Hindi. He/She should effectively able to communicate, cordinate with teams deployed at division level & with internal teams of Railway Zones.
4.	Project Manager	**Qualification:** Post-Graduation in Mass Communication/PR/Journalism **Required Experience:** 5-8 years with at least 3 years in Social Media Management **Expected Role:** This person shall be the focal point of contact with Zonal Team. This person will function as the campaign manager–cum-team leader. The person shall have knowledge of Social Media Management, ORM, Social Analytics, etc.
5.	Response Management Executive	**Qualification:** Any Graduate **Required Experience:** 3-5 years with at least 2 years in Response Management on social media for consumer-centric brands **Expected Role:** The person will be the team leader for the ORM team and shall be responsible for day-to-day user query management, MIS reports and user conversations related analytics

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6.	Graphic Designer	**Qualification:** Any Graduate with Diploma in Multi-media **Required Experience:** Must have experience of having worked on multiple platforms such as Adobe Photoshop, Corel Draw, in Design. The person should have an experience of 3 to 5 years with at least 3 years, as graphic designer for multiple mediums and at least 2 years for designing graphics for social media or digital audience **Expected Role:** The person will be required to create designs for social media
7.	Content Writers	**Qualification:** Any Graduate **Required Experience:** Must have experience of having worked on multiple platforms such as social media content, articles, blog, etc.
8.	Video Editor	**Qualification:** Any Graduate with Diploma in Multi-media **Required Experience:** Must have experience of having worked on multiple platforms such as Adobe Premiere Pro, Final Cut Pro, Adobe After Effects, etc. The person should have an experience of 3 to 5 years, with at least 3 years as video editor for multiple mediums

Note: All concerned personnel shall be proficient in Microsoft Office and IT Tools required for managing social media like publishing softwares, softwares meant for Creative Designs etc.

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Annexure C

Price Bid Format

SN	Item Name	Proposed Quantity	Unit of Measurement	Base Price per unit exclusive of GST (inRs.)	Total Price exclusive of GST (in Rs.) (in Figures)	Total Price exclusive of GST (in Rs.) (in Words)
	(1)	(2)	(3)	(4)	(5)=(2)x(4)	(6)
1	Annual Agency fees covering the complete scope of work	1	Lump Sum			

Note:

Price Basis

a. The quoted rates of the bidder in Sl. No. 1 of Price bid table have to be all-inclusive (including all costs pertaining to personnel and logistics) for execution of the complete work as per the Scope of Work, activities, terms & conditions, and compliances, etc. Any other item as required for execution of Scope of work to be provided within the quoted price.

b. The quoted rates are inclusive of all applicable taxes and levies, etc. except GST charges. GST would be paid extra at applicable rates. The successful bidder must be mandatorily registered under GST Act of the particular state.

c. Prices given is for an year and will remain firm till the execution of the contract for 2 years.

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Annexure D (i)
Registered Acknowledgement Due

PERFORMANCE NOTICE

_____ __RAILWAY
(Without Prejudice)

To

M/s_____

Dear Madam/Sir

Contract Agreement No. _____
In connection with _____

1. In spite of repeated instructions to you by the subordinate offices as well as by this office in various letters of even no. _____ ,dated_____,you have failed to start service/achieve desirable standard of services till now.
2. Your attention is invited to this office/Chief Manager's office letter no._____, dated_____ in reference to your representation, dated_____.
3. As you have failed to abide by the instructions issued to commence the service/ achieve desirable standard of services, you are hereby given a notice to commence the service/ to make good the default, failing which further action will be taken as to terminate your Contract and complete the balance services without your participation.
4. In addition to the above, Railway is also free to invite a bid to procure the balance services without your participation, starting from the date of issue of this notice.

Kindly acknowledge receipt.

Yours faithfully,

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Annexure D(ii)

Registered Acknowledgement Due

REVOCATION OF PERFORMANCE NOTICE

_____RAILWAY

(Without Prejudice)

To

M/s _____

Dear Madam/Sir,

Contract Agreement No. _____

In connection with _____

1. Your attention is invited to this performance notice Issued by this office vide letter no. _____, dated _____.
2. As you have Improved the delivery of services since the issue of the said notice, the performance notice mentioned at para 1 above stands withdrawn.

Kindly acknowledge receipt.

Yours faithfully,

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Annexure D(iii)
Registered Acknowledgement Due

7 DAYS NOTICE

_____RAILWAY
(Without Prejudice)

To

M/s _____

Dear Madam/Sir,

Contract Agreement No. _____
In connection with. _____

1. Performance Notice was given to you under this office letter of even no., dated_____, but you have taken no action to commence the services / improve the quality of the services to the specified standards.
2. You are hereby given 7 days notice to commence the service to make good the default, failing which further action to terminate your Contract and complete the balance services without your participation will be taken.
3. If your performance does not improve, on expiry of this period, a notice for termination of the above contract shall be Issued to you under which your contract shall stand rescinded and the services under this contract will be earned out independently without your participation and your Performance Guarantee shall also be encashed forfeited and consequences which may please be noted.

Kindly acknowledge receipt.

Yours faithfully,

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Annexure D(iv)
Registered Acknowledgement Due

TERMINATION NOTICE RAILWAY

(Without Prejudice)

No._____ Dated _____

To

M/s. _____

Dear Madam/Slr

Contract Agreement No. _____
ln connection with _____

Seven days (7 days) notice was given to you under this office letter of even no. dated_____ but your performance has not Improved/ you have taken no action to commence the services/ improve the quality of the services to the specified standards.

Since the period of 7 days' notice has already expired, the above contract stands rescinded and the balance services under this contract will be carried out independently without your participation. Your participation as well as participation of every member/partner In any manner as an individual or a partnership firm is hereby debarred from participation in the Bid for executing the balance services and your Performance Guarantee shall also be encashed/ forfeited.

In addition, your participation as well as participation of every member/ partner in any manner as an individual or a partnership firm is hereby debarred from participation in the bid for executing any work being tendered by the said Railway for a period of two years from the date of issue of this letter.

Kindly acknowledge receipt.

Yours faithfully,

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Annexure E

Agreement towards Waiver under Section 12(5) and Section 31A (5) of Arbitration and Conciliation (Amendment) Act

I/we_____ (Name of agency/Contractor) with reference to agreement no. _____ raise disputes as to the construction and operation of this contract, or the respective rights and liabilities, withholding of certificate and demand arbitration in respect of following claims:

Brief of claim:

a. Claim 1- Detailed at Annexure -
b. Claim 2 -
c. Claim 3 -

I/we_____(post of Officer) with reference to agreement no. _____ hereby raise disputes as to the construction and operation of this contract, or the respective rights and liabilities, withholding of certificate and demand arbitration in respect of following claims:

I/we _____ do/do not agree to waive off applicability of section 12(5) of Arbitration and Conciliation (Amendment) Act.

Signature of Claimant _____ Signature of Respondent _____

Agreement under Section 31(5)

I/we_____ (Name of claimant) with reference to agreement no. _____ hereby waive off the applicability of sub section 31-A (2) to 31-A (4) of the Arbitration and Conciliation (Amendment) Act. We further agree that the cost of arbitration will be shared by the parties as per Clause 9.5 (h).

Signature of Claimant _____ Signature of Respondent _____

* Strike out whichever not applicable.

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Annexure F

Certification by Arbitrators appointed under Settlement of Disputes - Arbitration and Conciliation Rules
Conditions of Contract

1. Name:
2. Contact Details:
3. Prior experience (Including Experience with Arbitrations):
4. I do not have more than ten on-going Arbitration cases with me.
5. I hereby certify that I have retired from Railways w.e.f. _____ and empanelled as Railway Arbitrator as per 'The Arbitration and Conciliation Act- 1996'.
6. I have no any past or present relationship in relation to the subject matter in dispute, whether financial, business, professional or other kind
   Or
   I have past or present relationship in relation to the subject matter in dispute. Whether financial, business, professional or other kind. The list of such interests is as under:

7. I have no any past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of The Arbitration and Conciliation Act-1996.
   Or
   I have past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of The Arbitration and Conciliation Act-1996. The details of such relationship or interests are as under:

8. There are no concurrent Circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months.
   Or
   There are Circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months. The list of such circumstances is as under:

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Model Document for Empanelment of Advertising Agencies by Zonal Railways

1.0 Terms and conditions of empanelment

1.1 General

Zonal Railways proposes to empanel experienced, reputed and INS accredited advertising agency to meet requirements of producing creative artwork, release of display advertisement and release of tender notices in appropriate manner and economy of space, to various newspapers/publications having DAVP rates, mainly within the jurisdiction of railway and also in other important cities in India.

1.2 Duration of Contract

The duration of the contract will be for a period of two years, from the date of issue of the letter of empanelment. The successful applicant shall be required to execute an agreement on non-judicial stamp paper worth Rs. 100/- attested by notary public oath commissioner/first class magistrate. The cost of the stamp duties for the execution of the agreement will be borne by the advertising agency.

1.3 Right to Accept Proposal

Railways reserves the right to accept or reject any proposal and to annul the proposal process or to reject all proposals at any time prior to award of contract, without assigning any reason or without incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision. CPRO Office reserves right to seek performance report from other clients of the advertising agency.

1.4 Application Procedure

Application on the prescribed form, downloaded from the Zonal Railways website, in a sealed envelope and addressed to **Chief Public Relations Officer,** Zonal Railways name and Address should be dropped in a sealed box kept in the CPRO office, up to **1100 hrs.** on **Date**. In case the date fixed is declared as holiday, the application should be submitted on the next working day up to 1100 hrs, without any further notice by Railway Administration. Application received after the stipulated date and time will not be considered. Applicants must also submit, along with the application form, a demand draft* of Rs. 5000/- (non-refundable) from scheduled banks, in favour of Financial Advisor & Chief Accounts Officer, Zonal Railways name payable at Zonal Railways HQ city name, towards the cost of application form.
* Zonal Railways may prescribe any other official approved mode of payment.

2.0 Eligibility criteria

2.1 The firm/company should have a fully functional office at Zonal Railways HQ city. If the firm/company is not having any office in the Zonal Railways HQ city, the firm/company

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will have to open a fully functional office in the Zonal Railways HQ city within 15 days from the date of empanelment failing which, their empanelment will be summarily cancelled.

2.2 The agency must have carried out communication campaigns for Government Ministry/Department/PSU and/or Multilateral institutions such as UNICEF, WHO, UNDP etc of a minimum value of Rs. 7.5 Crores (including release value and agency commission) in the last financial year.

2.3 The agency shall be of sound financial status with accumulative turnover of Rs. 15 Crore or more during the last 3 financial years.

2.4 The agency should be accredited with Indian Newspaper Society. Agency must have **full accreditation** by the Indian Newspaper Society, provisional or conditional accreditation shall not be accepted. **(Franchise is not permitted and application submitted by franchisee will not be entertained).**

2.5 The agency shall employ and provide professionally qualified and experienced personnel as may be required to perform the services under the specific works assigned by the railways and it is expected that the agency shall deploy personnel, who have adequate experience in the domain related with the work. The agency must have technically qualified and competent designers, content writers, High speed internet, proofreaders and in-house/contractual English & Hindi translators.

3.0 List of Documents to be submitted

Following documents shall be attached with the application:

3.1 Duly filled application form including complete address.

3.2 Details of offices located in cities with address, phones – both fixed and mobile, fax no's and e-mail ID etc.

3.3 If the firm/company is not having any office in the Zonal Railways HQ city, a Self declaration that the applicant will open a fully functional office in Zonal Railways HQ city within 15 days of the empanelment.

3.4 Details of ownership and organization structure of the agency. Copy of the Memorandum of Articles of Association/Partnership Deed/Proprietorship Deed/ Certificate of Incorporation (in case of company) etc. **(Franchise is not permitted and application submitted by franchisee will not be entertained.)**

3.5 INS accreditation certificates or self attested certificate regarding full accreditation status of agency with INS valid during empanelment period.

3.6 List of important clients including Railways/other Government Ministry/ department/PSUs/Multilaterals institution etc. since last 2 years for which media campaigns were carried out by the agency.

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- Details of media campaigns carried with duration and value (in Rs.).
- Details of all Display Ads with value (in Rs.) published for Government of India (Central/State/PSU) in the last financial year
- Details, if any, of production of software such as video/radio spots/ serial etc.
- Self attested copies of various Work orders to be submitted.

3.7 Annual turnover duly certified by the chartered accountant of the agency with proper seal and signatures along with financial details like certified copies of Audited Balance Sheets of preceding 3 years (Certification by Chartered Accountant/Auditor is mandatory).

3.8 Print Media Turnover duly certified by the chartered accountant of the agency with proper seal and signatures along with financial details like certified copies of Audited Balance Sheets for the last financial year.

3.9 Copies of Income Tax Returns filed for the last 3 years and GST Registration Certificate.

3.10 Details of infrastructure like computers, printers, photocopier and other electronic/sophisticated gadgets/software at local office along with the documentary evidence in support thereof.

3.11 List of original software available with the agency and copy of original bills and license thereof. In case of software companies which do not issue license, copies of original bills to be submitted.

3.12 Names and short CVs of principal officers of agency. The list of the technically qualified and competent professionals on rolls with the agency (especially project leads, Ad-designers, content writers, proofreaders and in-house/contractual English & Hindi translators) clearly mentioning their name, designation, academic and professional qualifications, length of service with the agency, achievements etc.

3.13 Any two advertisements, published in last 1 year, of Campaigns handled in past by the agency.

3.14 In case of new office to be opened at Zonal Railways HQ city by the agency, above details to be given for the proposed hardware/software/manpower.

All the copies of documents attached with the application must be certified by the agency's Chartered Accountant, with proper seal and date. The documents, the data, other statements and details in the application may be subjected to verification (physical or otherwise) by Public Relations office.

Authorised person on behalf of the agency must affix seal and sign on each and every page of the application, terms and conditions and all documents submitted (this is in addition to required verification / attestation). If information in any of the document submitted is found incorrect then application would be treated as non responsive and would be summarily rejected.

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Note: In case of new office to be opened at Zonal Railways HQ city by the agency, if it is found that any of the information in any of the document submitted is incorrect or agency has not fulfilled the proposed requirement then the empanelment of the agency will be cancelled and the next agency in the list will be empanelled.

4.0 Selection Procedure

4.1 No addition, alteration or modification to the documents once submitted shall be permitted. However, Railways may at their discretion seek clarifications from the parties concerned, if any. An evaluation committee comprising of CPRO and 01 SG/SAG officer having experience/interest in PR, to be nominated by the General Manager, shall be formed for evaluation of scrutinized documents and Technical & Financial Criteria mentioned below.

4.2 ***Technical Evaluation:** Offers of only those firms, which are responsive and meet the eligibility criteria based on the documents submitted by the firms shall be evaluated. The offers shall be evaluated as per the following parameters:

SN	Parameter	Score	Max. Score
1	**Print Media Turnover for the last financial year**		**10**
	>=5 crores and <10 crore	8	
	>=10 crores and <15 crores	9	
	>=15 crores	10	
2	**Number of Display Ads Published for Government of India (Central/State/PSU) in the last Financial Year**		**5**
	3 projects	3.5	
	4 projects	4.	
	5 projects	4.5	
	6 or more projects	5	
3	Two published advertisements Samples of any 2 Campaigns handled in past. It shall be adjudged on the basis of Impact, artistic appeal and punch line.		**10**
4	**Gross Value of Display Ads published for Central Govt./State Govt./PSU in the last Financial Year**		**10**
	Below 5Crores	6	
	>=5 Crores and <6 Crores	7	
	>=6 Crores and <7 Crores	8	
	>=7 Crores and <8 Crores	9	
	>= 8 Crores	10	
5	**Experience of manpower in the agency's office/ proposed office at Zonal Railways HQ city**(Profiles of the personnel are given at **Annexure A)**		
a	**One Project Lead (Years of experience)**		**5**
	One Project Lead (Years of experience)		
	>=5 years and <6 years	3	
	>=6 years and < 7 years	4	
	>=7 years	5	
	Two Content Writers (Years of experience)		

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b	>=3 years and <4 years	3	**5**
	>=4 years and < 5 years	4	
	>=5 years	5	
c	**Two creative Ad designer (Years of experience)**		**5**
	>=3 years and <4 years		
	>=4 years and < 5 years	4	
	>=5 years	5	
6	The advertising agency will have to submit on the spot art pull (tender) for the given material within six hours on any date to be notified later during the empanelment process, one each in Hindi, and English languages. Material in English language must be type setted in 6 point font size whereas Hindi language material must be type setted in 8 point font size. This should demonstrate ability to bring in space economy without compromising legibility and clarity.		**15**
7	Advertising agencies shall be required to submit on the spot display work in Hindi and English on the given subject within 3 hours of notice on any date, as fixed by the committee, during the empanelment process. The display shall be adjudged on the basis of Impact, artistic appeal and punch line.		**15**
8	During the process of empanelment, all agencies applying for empanelment shall make a presentation about agencies profile, customer base, quality of work, past achievements, work procedure followed, office automation etc. on nominated date, time and place as fixed by the committee.		**20**
Total			**100**

* *"The limiting values of item number 1 & 4 as given in the Table in Para 5.2 may be modified by zonal railways with the concurrence of associate finance and approval of the General Manager depending on the local conditions".*

For the purpose of S.N.2 in above table, no marks will be awarded if the number of project is less than 3.

All eligible agencies shall be listed in descending order of marks obtained and a panel comprising of not less than 2 (two) and not more than 8 (eight) advertising agencies, from the top, will be formed out of this list.

In addition to the above Technical Evaluation, the agencies will quote costs of various services that the zonal railways wants them to provide. Lowest cost of each item/service shall be accepted by the remaining eligible agencies.
In case of refusal to accept the lowest rates of various services, the agencies doing so shall not be considered for empanelment.

5.0 Award of contract

Railways will award the Contract and enter into an agreement with the agency finalized after the due process is completed. After signing of the Contract Agreement, no variation

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in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

6.0 Disqualification

6.1 Canvassing or recommendations or putting pressure from any source to influence the process of empanelment of advertising agencies by railways will lead to disqualification and applications will be summarily rejected/will not be considered.

6.2 Railways may at its sole discretion and at any time during the evaluation of Proposal, disqualify any applicant, if the applicant has indulged in any unfair practice or not followed the professional ethics; made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; submitted a proposal that is not accompanied by required documentation or is nonresponsive; failed to provide clarifications related thereto, when sought; declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted.

6.3 Railways may terminate the contract of any agency at any time for not fulfilling any of the terms and conditions.

6.4 Railways reserves right not to assign reasons for declining to consider any particular application or applications.

6.5 Railways also reserve the right to accept or reject any application or all applications. Incomplete and conditional applications will be summarily rejected.

7.0 Earnest Money and Security Deposit

7.1 Earnest money of Rs. One Lakh shall be deposited with FA&CAO of the railways either through Bank Draft drawn on Nationalized Bank or in cash and original money receipt should be attached with application. It shall be ensured that the Bank draft is made from agency's Account. The earnest money amount will be adjusted in the security deposit amount of Rs. Five Lakhs deposited by the agency. EMD of the unsuccessful agencies will be returned latest on or before the 30th day after the formation of panel.

7.2 The successfully empanelled advertising agency will have to submit security deposit of Rs. 5,00,000/- (Rupees Five Lakhs only) within one week after the issue of the letter of empanelment for the due and satisfactory fulfilment of the terms and conditions. The security deposit will be refunded on satisfactory working/completion of the empanelment period. The security deposit should be submitted in the form of fixed deposit receipt of any Nationalized Bank in favour of FA&CAO (Financial Advisor & Chief Accounts Officer) of the railways.

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8.0 **Process of Service Delivery:** The process specified below is only for the purpose of bringing in uniformity in the service delivery and is not binding. Zonal Railways may frame their own conditions as per local requirements.

8.1 For display advertisements, brief will be given to the agency at CPRO's office regarding content and size, based on which agency will be required to prepare a good quality artwork within the specified time. The copywriting, translation (if any), designing, typesetting, art work, preparation of block and matrix as well as art pulls required for release of advertisement, will be at agency's own cost. The agency is required to make available the photographs/materials required for the preparation of display advertisement. However, the agency will be assisted by the CPRO's office with the statistics and information. CPRO office reserves the right to select the design work as per the requirement.

8.2 For classified advertisements material collected from CPRO office, should be submitted back for approval on the same day after typesetting/designing. Release Orders (RO) will be issued after approval of the type set material/design. Advertising agency shall release the advertisement/tender notice only to the publication as indicated in the specific Release Order (RO) issued by Public Relations Office of the railways.

8.3 Advertising agency shall also ensure that advertisements appear in the specified newspapers on a nominated date in a conspicuous and impressive manner while occupying minimum space. The agency will ensure that the language of advertisements published in the newspapers should be the same as the language of the newspapers until & unless specially mentioned on the Release Order. In case of late publication after stipulated period/date, it will be the discretion of the CPRO to impose penalty and / or disallow partial/total payment. Performance of agencies will be monitored on this account also.

8.4 Service/sales tax and other taxes on designing artwork and advertising will have to be borne by the agency and the same will not be borne by railways. Any change in the Government directives on service/sales tax will also be borne by the agency and not by the railways.

8.5 The advertising agency will be bound to obtain acknowledgement from the Newspapers at the time of delivery of advertisement material and release order. Photocopy of the acknowledgements should be kept in record as proof so that it could be ascertained that the agency has efficiently arranged to deliver the advertisement material/RO to all the newspapers in time in case of dispute.

8.6 In case there is an error in publication of the advertisements as compared to advertisement's text approved by the office of CPRO, the advertising agency shall arrange to publish the corrigendum immediately at its own cost. No bills shall be raised or paid to the agency. CPRO may also impose a suitable penalty in such cases.

8.7 At the end of each month, agency will submit a summary of released advertisement and computerized bills in duplicate along with tear sheets of newspapers containing published

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advertisements and will be solely responsible for raising correct advertising bills in all respect and a certificate to the effect as mentioned below will have to be endorsed on all the bills.

"All the bills received from the newspapers have thoroughly been checked and found correct in all respect".

8.8 It is the responsibility of the agency to ensure that correct and readable advertisement is published. Bills for Incorrect or illegible advertisements published by the newspapers should not be accepted by the agency and should be sent back to newspaper citing reasons for not accepting the bill. Copy of letter should also be sent to the CPRO Office for information.

8.9 Advertising agency shall charge current DAVP approved rates until & unless it is specially/ otherwise stated by the CPRO office in the Release Orders. Incase any newspaper mentioned in the Release Orders does not accept DAVP rates and charges commercial rate or the newspaper does not have the contract approved by the DAVP, advertising agency prior to publication of advertisement will obtain written approval from CPRO Office.

8.10 The Advertising Agency will also maintain all the records of timely/delayed receipt of the advertisement bills from the newspapers and payments received from the railways, so that in case of any complaint received from newspapers, it may be examined thoroughly by CPRO Office.

8.11 The CPRO Office, reserves right to disallow a part or full payment against any bill, if any of the general or special conditions, is violated.

8.12 After payment of original bills at DAVP rates, no supplementary bill will be accepted, and the advertising agency will have to clarify this to the publication on their own, and no liability will be accepted on this account by the railways. If DAVP reduces/ lowers advertising rates of a publication and the advertising agency comes to know about lowered rates later on, after claiming the original bill which the advertising agency has happened to claim at higher rates, it will be the sole responsibility of the advertising agency to adjust the excess paid amount from future bills of the publication if possible, failing which it will be responsibility of the advertising agency to refund the excess payment, if any, on this account.

8.13 After publication of the advertisement, the agency will have to arrange payment of advertisement bills of the newspapers pertaining to publication of the advertisements regularly as per INS rules, failing which empanelment of advertising agency may be cancelled and security money forfeited.

8.14 The CPRO Office also reserves the rights to release any advertisement through any advertising agency on the panel.

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8.15 The CPRO Office also reserves the right to use the logo, design, layout etc. prepared by any advertising agency for releasing advertisements directly for Railway or through any other advertising agency or any other source as deemed fit by the railways without advertising agency's consent, which has designed the advertisement.

8.16 The agency will have to ensure compliance with copyright, cyber laws, patents and other intellectual property laws, in all materials, including art work/design, supplied by them. The advertising agency will be completely liable in all such cases, and no liability shall lie with the railways.

8.17 Whenever required, the agency shall have to accept and get an advertisement published at a very short notice in specified newspapers on a specified date as indicated by the railways.

8.18 The CPRO Office or its representative shall have all rights to inspect agency's premises and any record connected with the working related with Railways during office hours.

8.19 The CPRO Office reserves the rights to add, delete or revise any of these conditions, and also include special conditions as new ones, as and when required.

8.20 The CPRO office reserves the right to impose a suitable penalty for any defect in service delivery and also deduct any outstanding dues decreed by any court of law or otherwise from the Security Deposit or the running bill.for deduction of Railway's dues from empanelled agency's security amount on the following grounds.

8.21 The empanelled agencies shall top up or reimburse the security deposit to the extent of deduction as fine within 15 days failing which it will be considered and treated as breach of the agreement.

8.22 The advertising agency should supply the press Tear sheets in which the Tender Notice is published to concerned department directly or per bearer or by post.

8.23 Each empanelled agency, on their nominated day, shall collect and ensure immediate dispatch of Press releases either through e-mail or in person to all media offices. Apart from newspapers, these media may include TV channels, FM radio stations, All India Radio, News Agencies etc. No additional payment will be made for this to the agency.

8.24 All payments to the agency shall be made through EFT/ECS.

8.25 When desired, soft copy of any work will be provided by the agency to the PR office.

8.26 The agencies will be required to work on Saturdays on regular basis and may even be required to provide service on Sundays and other public holidays and if warranted, also beyond office hours in case of urgency.

8.27 Performance of the each empanelled agency will be monitored and will be kept on record for appropriate action in future.

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8.28 Disputes, if any, in future shall be resolved and governed by the provision of general conditions of contract as applicable to the railways and jurisdiction shall lie at the city where the zonal headquarter is situated.

8.29 Railways, at its sole discretion, may impose penalty, as deemed fit, on any agency for poor performance/ service during the period of empanelment.

9 Settlement of Disputes – Arbitration and Conciliation Rules

9.1 Reconciliation of disputes: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the Contractor to the "General Manager" through "Notice of Dispute" (given at **Annexure B (i) to (iv)**) provided that no such notice shall be served later than 30 days after the date of issue of Completion Certificate by the Engineer. GM shall, within 30 days after receipt of the Contractor's "Notice of Dispute", notify the name of conciliator(s) to the Contractor.

The Conciliator(s) shall assist the parties to reach an amicable settlement in an independent and impartial manner within the terms of contract.

If the parties reach agreement on a settlement of the dispute, they shall draw up and sign a written settlement agreement duly signed by GM, Contractor and conciliator(s). When the parties sign the settlement agreement, it shall be final and binding on the parties.

The parties shall not initiate, during the conciliation proceedings, any arbitral or judicial proceedings in respect of a dispute that is the subject matter of the conciliation proceedings.

The conciliation proceedings shall be terminated:

- by the signing of the settlement agreement by the parties on the date of agreement; or
- by written declaration of the conciliator, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of declaration; or
- by a written declaration of the parties addressed to the conciliator to the effect that the conciliation proceedings are terminated, on the date of the declaration; or
- by a written declaration of a party to the other party and the conciliator, if appointed, to the effect that the conciliation proceedings are terminated, on the date of declaration.

9.2 Matters Finally Determined by the Railways: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the contractor to the GM and the GM shall, within 120 days after receipt of the contractor's representation, make and notify decisions on all matters

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referred to by the contractor in writing provided that matters for which provision has been made in any Clause (stated as expected matter) of the Special Conditions of the Contract, shall be deemed as 'excepted matters' (matters not arbitrable) and decisions of the Railway authority, thereon shall be final and binding on the contractor; provided further that 'excepted matters" shall stand specifically excluded from the purview of the Arbitration Clause.

9.3 Demand for Arbitration:

a. In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter In question, dispute or difference on any account or as to the withholding by the Railway of any certificate to which the contractor may claim to be entitled to, or if the Railway fails to make a decision within 120 days, then and in any such case, but except In any of the "excepted matters" referred to in Clause 9.2 of these conditions, the contractor, after 120 days but within 180 days of his presenting his final claim on disputed matters shall demand In writing that the dispute or difference be referred to arbitration.

b. The demand for arbitration shall specify the matters which are in question, or subject of the dispute or difference as also the amount of claim item-wise. Only such dispute or difference, in respect of which the demand has been made, together with counter claims or set off, given by the Railway, shall be referred to arbitration and other matters shall not be Included In the reference.

c. The parties may waive off the applicability of sub-section 12(5) of Arbitration and Conciliation (Amendment) Act 2015, If they agree for such waiver in writing, after dispute having arisen between them, in the format given under **Annexure C** of these conditions.

d. The Arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by the Railway.

e. The claimant shall submit his claims stating the facts supporting the claims alongwith all the relevant documents and the relief or remedy sought against each claim within a period of 30 days from the date of appointment of the Arbitral Tribunal.

f. The Railway shall submit its defence statement and counter claim(s), if any, Within a period of 60 days of receipt of copy of claims from Tribunal, unless otherwise extension has been granted by Tribunal.

g. Place of Arbitration: The place of arbitration would be within the geographical limits of the Division of the Railway where the cause of action arose or the Headquarters of the concerned Railway or any other place with the written consent of both the parties.

h. No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of

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arbitration proceedings subject to acceptance by Tribunal having due regard to the delay in making it.

i. If the contractor(s) does/do not prefer his/their specific and final claims in writing, within a period of 90 days of receiving the intimation from the Railways that the final bill is ready for payment, He/they Will be deemed to have waived his/their claim(s) and the Railway shall be discharged and released of all liabilities under the contract in respect of these claims.

9.4 Obligation During Pendency Of Arbitration: Work under the contract shall, unless otherwise directed by the GM, continue during the arbitration proceedings, and no payment due or payable by the Railway shall be withheld on account of such proceedings, provided, however, it shall be open for Arbitral Tribunal to consider and decide whether or not such work should continue during arbitration proceedings.

9.5 Appointment of Arbitrator:

a. Appointment of Arbitrator where applicability of section 12 (5) of Arbitration and Conciliation Act has been waived off

- In cases where the total value of all claims in question added together does not exceed Rs. 1,00,00,000/- (Rupees One Crore only), the Arbitral Tribunal shall consist of a Sole Arbitrator who shall be a Gazetted Officer of Railway not below JA Grade, nominated by the General Manager. The sole arbitrator shall be appointed within 60 days from the day when a written and valid demand for arbitration is received by GM.

- In cases not covered by the above Clause, the Arbitral Tribunal shall consist of a panel of three Gazetted Railway Officers not below JA Grade or 2 Railway Gazetted Officers not below JA Grade and a retired Railway Officer, retired not below the rank of SAG Officer, as the arbitrators. For this purpose, the Railway will send a panel of at least four (4) names of Gazetted Railway Officers of one or more departments of the Railway which may also include the name(s) of retired Railway Officer(s) empanelled to work as Railway Arbitrator to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM. Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as contractor's nominee Within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'presiding arbitrator' from amongst the 3 arbitrators so appointed. GM shall complete this exercise of appointing the Arbitral Tribunal Within 30 days from the receipt of the names of contractor's nominees. While nominating the arbitrators, it will be necessary to ensure that one of them is from the Accounts Department. An officer of Selection Grade of the Accounts Department shall be considered of equal status to the officers in SA grade of other departments of the Railway for the purpose of appointment of arbitrator.

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- The serving railway officer working in arbitral tribunal in the ongoing arbitration cases as per above clauses, can continue as arbitrator in the tribunal even after his retirement.

b. Appointment of Arbitrator where applicability of section 12 (5) of Arbitration and Conciliation Act has not been waived off

- In cases where the total value of all claims in question added together does not exceed Rs. 50,00,000/- (Rupees Fifty lakh only), the Arbitral Tribunal shall consist of a Retired Railway Officer, retired not below the rank of SAG Officer, as the arbitrator. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrator duly indicating their retirement dates to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM.

  Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as arbitrator within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the arbitrator.

- In cases where the total value of all claims in question added together exceed Rs. 50,00,000/- (Rupees Fifty lakh only), the Arbitral Tribunal shall consist of a panel of three (3) retired Railway Officers, retired not below the rank of SAG Officer, as the arbitrators. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrator duly indicating their retirement dates to the contractor within 60 days from the day when a written and valid demand for arbitration is received by the GM.
  Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as contractor's nominee within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'Presiding Arbitrator' from amongst the 3 arbitrators so appointed. GM shall complete this exercise of appointing the Arbitral Tribunal within 30 days from the receipt of the names of contractor's nominees. While nominating the arbitrators, it will be necessary to ensure that one of them has served in the Accounts Department.

c. If one or more of the arbitrators appointed as above refuses to act as arbitrator, withdraws from his office as arbitrator, or vacates his/their office/offices or is/are unable or unwilling to perform his functions as arbitrator for any reason whatsoever or dies or in the opinion of the General Manager fails to act without undue delay, the General Manager shall appoint new arbitrator/arbitrators to act in his/their place in the same manner in which the earlier arbitrator/arbitrators had been appointed. Such re-constituted Tribunal may, at its discretion, proceed with the reference from the stage at which it was left by the previous arbitrator(s).

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d. The Arbitral Tribunal shall have power to call for such evidence by way of affidavits or otherwise as the Arbitral Tribunal shall think proper, and it shall be the duty of the parties hereto to do or cause to be done all such things as may be necessary to enable the Arbitral Tribunal to make the award without any delay. The proceedings shall normally be conducted on the basis of documents and written statements.

e. Before proceeding into the merits of any dispute, the Arbitral Tribunal shall first decide and pass its orders over any plea submitted/objections raised by any party, if any, regarding appointment of Arbitral Tribunal, validity of arbitration agreement, jurisdiction and scope of the Tribunal to deal with the dispute(s) submitted to arbitration, applicability of time 'limitation' to any dispute, any violation of agreed procedure regarding conduct of the arbitral proceedings or plea for interim measures of protection and record its orders in day to day proceedings. A copy of the proceedings duly signed by all the members of tribunal should be provided to both the parties.

f. Qualification of Arbitrator(s)

- Serving Gazetted Railway Officers of not below JA Grade level
- Retired Railway Officers not below SA Grade level, one year after his date of retirement
- Age of arbitrator at the time of appointment shall be below 70 years

g. An arbitrator may be appointed notwithstanding the total number of arbitration cases in which he has been appointed In the past

h. While appointing arbitrator(s) due care shall be taken that he/they is/are not the one/those who had an opportunity to deal with the matters to which the contract relates or who In the course of his/their duties as Railway servant(s) expressed views on all or any of the matters under dispute or differences. A certification to this effect as per **Annexure D** shall be taken from Arbitrators also. The proceedings of the Arbitral Tribunal or the award made by such Tribunal will, however, not be invalid merely for the reason that one or more arbitrator had, in the course of his service, opportunity to deal with the matters to which the contract relates or who in the course of his/their duties expressed views on all or any of the matters under dispute.

i. The arbitral award shall state item wise, the sum and reasons upon which it is based. The analysis and reasons shall be detailed enough so that the award could be inferred there from.

j. A party may apply for corrections of any computational errors, any typographical or clerical errors or any other error of similar nature occurring in the award of a Tribunal and interpretation of a specific point of award to Tribunal within 60 days of receipt of the award.

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k. A party may apply to Tribunal within 60 days of receipt of award to make an additional award as to claims presented In the arbitral proceedings but omitted from the arbitral award.

l. In case of the Tribunal, comprising of three Members, any ruling on award shall be made by a majority of members of Tribunal. In the absence of such a majority, the Views of the Presiding Arbitrator shall prevail.

m. Where the arbitral award is for the payment of money, no interest shall be payable on whole or any part of the money for any period till the date on which the award is made.

n. The cost of arbitration shall be borne by the respective parties. The cost shall Inter-alia include fee of the arbitrator(s), as per the rates fixed by Railway Board from time to time and the fee shall be borne equally by both the parties, provided parties sign an agreement in the format given at **Annexure C** to these conditions after/ while referring these disputes to Arbitration. Further, the fee payable to the arbitrator(s) would be governed by the instructions issued on the subject by Railway Board from time to time irrespective of the fact whether the arbitrator(s) is/are appointed by the Railway Administration or by the court of law unless specifically directed by Hon'ble court otherwise on the matter.

o. Subject to the provisions of the aforesaid Arbitration and Conciliation Act 1996 and the rules thereunder and relevant para of General Conditions of Contract (GCC) applicable to railways and any statutory modifications thereof shall apply to the appointment of arbitrators and arbitration proceedings under this Clause.

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10.0 Covering letter to be submitted with the offer

The Chief Public Relations Officer
Zonal Railways name

Sub: Application for empanelment of Advertising Agencies with CPRO of Zonal Railways name

1. Name of the Agency ----------
2. Full Address ----------

3. Earnest money attached Yes No

4. Details of facilities/documents furnished along with application
   a. Agency website Yes No
   b. Income Tax Return for last 3 years attached Yes No
   c. GST Registration no. Provided Yes No
   d. List of creative ad designer, content writers, proof readers attached Yes No
5. Details of other additional infrastructure and manpower available at local office.

6. Experience
   a. List of Clients (period to be specified)
   b. Experience with Central Govt./State Govt./PSU) Yes No
   If yes, then whether the details of name of the organization(s), period and value of campaigns furnished
   c. Experience with Railways Yes No
   If yes, then whether the details of the Railway, period and value of campaigns furnished

7. Year and place of INS Accreditation (attach the certificate)
8. Certified Turnover in Rs (Crore). in last 3 years

9. Willing to service on holidays/ beyond office hours Yes No

10. Any other information which the applicant feels necessary to bring to the notice of Zonal Railways name Administration

I/we have perused the attached Terms & Conditions for empanelment of Ad Agency with Zonal Railways name and hereby agree to all the Terms and conditions.

Signature:----------
Name of Signing authority (In Block letters)----------
Date:----------
Stamp of the Agency
Place: ----------

Sanjeeb Kumar 06.06.19

Annexure A

Profiles of the Personnel

SN	Designation	Required Profile
1.	Project Lead	**Qualification:** Graduate in Mass Communication/Journalism/PR **Required Experience:** >5 years **Expected Role:** This person shall be the focal point of contact with RAILWAY ZONE. This person will function as the campaign manager–cum-team leader
2.	Content Writers	**Qualification:** Any Graduate **Required Experience:** Must have experience of having worked on multiple platforms such as social media content, articles, blog, etc.
3.	Creative Ad Designer	**Qualification:** Any Graduate with Diploma in Multi-media **Required Experience:** Must have experience of having worked on multiple platforms such as Adobe Photoshop, Corel Draw, in Design. The person should have an experience of 3 to 5 years with at least 3 years, as graphic designer for multiple mediums **Expected Role:** The person will be required to create Ad designs

Sanjeet Kumar 06.06.19

Annexure B (i)
Registered Acknowledgement Due

PERFORMANCE NOTICE

_____ __RAILWAY
(Without Prejudice)

To

M/s_____

Dear Madam/Sir

Contract Agreement No. _____
In connection with _____

1. In spite of repeated instructions to you by the subordinate offices as well as by this office in various letters of even no. _____ , dated_____,you have failed to start service/achieve desirable standard of services till now.
2. Your attention is invited to this office/Chief Manager's office letter no._____, dated_____ in reference to your representation, dated_____.
3. As you have failed to abide by the instructions issued to commence the service/ achieve desirable standard of services, you are hereby given a notice to commence the service/ to make good the default, failing which further action will be taken as to terminate your Contract and complete the balance services without your participation.
4. In addition to the above, Railway is also free to invite a bid to procure the balance services without your participation, starting from the date of issue of this notice.

Kindly acknowledge receipt.

Yours faithfully,

Sanjeev Kumar
06.06.19

Annexure B(ii)
Registered Acknowledgement Due

REVOCATION OF PERFORMANCE NOTICE

_____RAILWAY
(Without Prejudice)

To

M/s _____

Dear Madam/Sir,

Contract Agreement No. _____

In connection with _____

1. Your attention is invited to this performance notice Issued by this office vide letter no. _____, dated _____.
2. As you have Improved the delivery of services since the issue of the said notice, the performance notice mentioned at para 1 above stands withdrawn.

Kindly acknowledge receipt.

Yours faithfully,

Sanjeev Kumar 06.06.19

Annexure B(iii)
Registered Acknowledgement Due

7 DAYS NOTICE

_____RAILWAY
(Without Prejudice)

To

M/s _____

Dear Madam/Sir,

Contract Agreement No. _____
In connection with. _____

1. Performance Notice was given to you under this office letter of even no., dated_____, but you have taken no action to commence the services / improve the quality of the services to the specified standards.
2. You are hereby given 7 days notice to commence the service to make good the default, failing which further action to terminate your Contract and complete the balance services without your participation will be taken.
3. If your performance does not improve, on expiry of this period, a notice for termination of the above contract shall be Issued to you under which your contract shall stand rescinded and the services under this contract will be earned out independently without your participation and your Performance Guarantee shall also be encashed forfeited and consequences which may please be noted.

Kindly acknowledge receipt.

Yours faithfully,

Sanjeeb Kumar SSE 06.06.19

Annexure B(iv)
Registered Acknowledgement Due

TERMINATION NOTICE RAILWAY
(Without Prejudice)

No._____ Dated _____

To

M/s. _____

Dear Madam/Slr

Contract Agreement No. _____
In connection with _____

Seven days (7 days) notice was given to you under this office letter of even no. dated_____ but your performance has not Improved/ you have taken no action to commence the services/ improve the quality of the services to the specified standards.

Since the period of 7 days' notice has already expired, the above contract stands rescinded and the balance services under this contract will be carried out independently without your participation. Your participation as well as participation of every member/partner In any manner as an individual or a partnership firm is hereby debarred from participation in the Bid for executing the balance services and your Performance Guarantee shall also be encashed/ forfeited.

In addition, your participation as well as participation of every member/ partner in any manner as an individual or a partnership firm is hereby debarred from participation in the bid for executing any work being tendered by the said Railway for a period of two years from the date of issue of this letter.

Kindly acknowledge receipt.

Yours faithfully,

Sanjeev Kumar 06.06.19

Annexure C

Agreement towards Waiver under Section 12(5) and Section 31A (5) of Arbitration and Conciliation (Amendment) Act

I/we_____ (Name of agency/Contractor) with reference to agreement no. _____ raise disputes as to the construction and operation of this contract, or the respective rights and liabilities, withholding of certificate and demand arbitration in respect of following claims:

Brief of claim:
a. Claim 1- Detailed at Annexure -
b. Claim 2 -
c. Claim 3 -

I/we_____(post of Officer) with reference to agreement no. _____ hereby raise disputes as to the construction and operation of this contract, or the respective rights and liabilities, withholding of certificate and demand arbitration in respect of following claims:

I/we _____ do/do not agree to waive off applicability of section 12(5) of Arbitration and Conciliation (Amendment) Act.

Signature of Claimant _____ Signature of Respondent _____

Agreement under Section 31(5)
I/we_____ (Name of claimant) with reference to agreement no. _____ hereby waive off the applicability of sub section 31-A (2) to 31-A (4) of the Arbitration and Conciliation (Amendment) Act. We further agree that the cost of arbitration will be shared by the parties as per Clause 9.5 (h).

Signature of Claimant _____ Signature of Respondent _____

* Strike out whichever not applicable.

Sayeb Kumar 06.06.19

Annexure D

Certification by Arbitrators appointed under Settlement of Disputes - Arbitration and Conciliation Rules
Conditions of Contract

1. Name:
2. Contact Details:
3. Prior experience (Including Experience with Arbitrations):
4. I do not have more than ten on-going Arbitration cases with me.
5. I hereby certify that I have retired from Railways w.e.f. _____ and empanelled as Railway Arbitrator as per 'The Arbitration and Conciliation Act- 1996'.
6. I have no any past or present relationship in relation to the subject matter in dispute, whether financial, business, professional or other kind
   Or
   I have past or present relationship in relation to the subject matter in dispute. Whether financial, business, professional or other kind. The list of such interests is as under:

7. I have no any past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of The Arbitration and Conciliation Act-1996.
   Or
   I have past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of The Arbitration and Conciliation Act-1996. The details of such relationship or interests are as under:

8. There are no concurrent Circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months.
   Or
   There are Circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months. The list of such circumstances is as under:

Sanjeev Kumar 06.06.19

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2017/Trans/01/Policy/PR **Dated: 04.06.2019**

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
MD/CRIS

Sub: Correction Slip No. 1 to Manual for Public Relations Department (First Edition -2007)

In order to meet the new scenario of information generation, processing and dissemination, Board (FC & CRB) in consultation with Public Relations Directorate have approved the following modification/addition in the Manual for Public Relations Department (First Edition- 2007):

1. Modification in Para 4.2 of Chapter-I.
2. Addition of a new Chapter-V, Social Media and Content Analysis.

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

Kindly acknowledge the receipt and ensure compliance.

04.06.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2017/Trans/01/Policy/PR **Dated: 04.06.2019**

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.

Correction Slip No. 1 to Indian Railway Manual for Public Relations Department (First Edition -2007)

1. **Addendum and Modification in Contents (Page 5):**

V	SOCIAL MEDIA AND CONTENT ANALYSIS	30 - 31
Para		
1	Definitions.....	30
2	Utilization of agency for social/digital media analysis.....	30
3	Services to be provided by the Agencies.....	31
VI	MISCELLANOUS PR ACTIVITIES	30 - 36
Para		
1	Participation in exhibitions.....	32
2	Log & mascot for Indian Railways.....	32
3	Use of photographs of the dignitaries.....	33
4	Invitations to public functions organized by Railways.....	33
5	Delegation of powers for organizing functions.....	35
6	Official dealings with MPs/MLAs/MLCs.....	35
	APPENDICES	37 - 44
I	Logo of Indian Railways.....	37
II	Special Logo for 150th Year of Railways.....	38
III	Mascot of Indian Railways.....	39
IV	Warrant of Precedence.....	40

2. **Existing Para 4.2 of Chapter-I may be replaced as:**

4.2 For this purpose, a panel of INS accredited advertising agencies (not less than two and not more than eight) may be formed for a period of two years. Detailed terms/conditions and criteria for empanelment should be as per the Model Document for Empanelment of Advertising Agencies issued by Board from time to time.

3. **A New Chapter-V, Social Media And Content Analysis is added as:**

Sanjeeb Kumar 04.06.19

04.06.19

Page 3/5

CHAPTER – V

SOCIAL MEDIA AND CONTENT ANALYSIS

1.0 Definitions: For the purpose of this manual:

1.1 **Social Media** is defined as "websites and applications that enable users to create and share content or to participate in social networking" like Twitter, Facebook, Instagram, YouTube, etc.

1.2 **Digital Media** includes e-newspapers, cinema slides, video spots, SMS campaign, radio jingles, FM spots, mobile apps or anything specified by CPROs from time to time.

1.3 **Social Media Management** is defined as "creation, dissemination and analyzing the content on various social media platforms including live web-casting across social media platforms and ensuring optimum utilization of such platforms for organizational image building, faster information dissemination, and countering negative trends against the organization".

1.4 **Media Analysis** is analyzing all three forms of media i.e. Print Medium (newspapers and magazines), Online Medium (news websites) and Broadcast Medium (TV Channels) for news articles/ programmes regarding Indian Railways, its people and its schemes that appear in important news sources.

2.0 Utilization of agency for social/digital media analysis:

2.1 The services of professional Media agency may be utilized for creation of content, info graphics/design/artwork for release in social media/ digital media platforms and Media analysis.

The CPRO, Zonal Railways (or any officer authorized by the CPRO) will be the overall incharge of the social media and content analysis work.

2.2 For this purpose, Zonal Railways may engage one agency on a **monthly lump-sum payment basis** that has experience in management of social media and media analysis. The agency may be hired for a period of two years and for this detailed terms/conditions, criteria for selection etc. should be as per the Model document for selection of agency for social media services issued by the Board from time to time.

Gaurav Kumar 04.06.19

2.3 The agency so engaged should have the experience of having worked for a Government/Semi-Government/PSU/Autonomous body under any Ministry of Central or State Government in the field of 'Social Media Management' and 'Media Analysis' (in accordance with the definitions given in Para 1.0 of this chapter).

2.4 Calculation of estimated Cost for the work of social media management and media analysis to be done by the Committee nominated by the GM, which shall include one officer each from PR and Finance departments.

2.5 Verification/Authorization of monthly Bills submitted by the agency shall be done by the Committee nominated by the GM, which shall include one officer from PR department.

3.0 Services to be provided by the agencies:

The agency hired under the provisions of this chapter will provide services of 'Social Media Management' and 'Media Analysis' (in accordance with the definition given in Para 1.0 of this chapter), which may include:

a. Promotion on Social Media
b. Media Analysis

The agency will also be required to create an online Dashboard and a mobile application with real time notification system for all news articles & video clips on any platform and will provide archival support to PR department in the form of a digital store.

Sanjeev Kumar 822
04.06.19

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

No. 2019/Trans Cell/Civil/Contractual Staffing **New Delhi, dated: 29-04- 2019**
24/05/2019

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

Sub: Engagement of Ex-Servicemen against vacancies in Safety Categories of Bridge Organization, Track Machine Organization and other similar technical safety Categories on Contract Basis.
Ref: No. 2018/Trans Cell/S&T/Contractual Staff, dated 20.11.2018.

1.0 Regarding, engagement of Ex Servicemen against vacancies in Safety Categories for Bridge Organization, Track Machine Organization and "other similar technical safety Categories" on Contract Basis following policy has been approved by Board (**ME, MS, FC and CRB**).

2.0 Zonal Railways with the approval of General Manager in consultation with PFAs, PCPOs and concerned PHODs may permit hiring of services of Ex-Servicemen on Contractual basis against **sanctioned vacancies in Pay Grade Level 1 to 7 in Track Machines, Bridge and other similar technical safety categories.** The contractual hiring may be resorted to, for a limited period of time, till the vacancies are filled in through regular channel (RRBs, RRCs etc.), duly taking care of the safety and competencies required for a particular job. The responsibility of Safety and Security however shall remain with the competent Railway Servant and the recruited Ex-Servicemen shall work under the guidance and supervision of regular Railway Servants. The hiring of Ex-Servicemen may be done by either entering into suitable MOUs or other contractual arrangements as deemed fit with Defense Organizations engaged in resettlement of Ex-Servicemen.

3.0 The Contractual staffing is to be done against clear vacancies against direct recruitment quota. As soon as the vacancies are filled up by fresh recruitment or any other mode including compassionate ground appointments, the contractual engagement made through this channel should be reduced accordingly.

4.0 This scheme is launched on experimental basis and shall remain valid for 2 Years from the date of issue of this letter. Other conditions, as contained in letter under reference may be relied upon to the extent applicable in the instant case but the General Managers can modify these conditions keeping in view the local needs.

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

Kindly acknowledge the receipt and ensure compliance.

(A. K. Chandra)
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/S&T/RVNL Dated: 03.05.2019

The General Manager, All Indian Railways/PUs, NF(Con), CORE
CMD/RVNL

Sub: Creation of appropriate work charged organization for S&T portion of the RVNL works..

Ref: (1) Railway Board letter no.2004/W-1/RVNL/15 dated 04.012012.
(2) GM/SER's letter no. S&T/G/635/Pt.VII dated 19.12.2018.

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

1. RVNL may allocate additional a maximum of 0.5% of the cost of the project to Zonal Railway as D&G charges for S&T Department for RVNL projects having S&T portion requiring traffic/power blocks, being executed on respective Zonal Railways. It would be in addition to 0.25% of the cost of the projects being allocated on date to Zonal Railways as D&G charges, distribution of which will remain same.

2. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or 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

03.05.19

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

No. 2018/Trans.Cell/S&T/RVNL **Dated: 03.05.2019**

1. PFAs, All Indian Railways
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/S&T/Model SoP **Dated: 29.04.2019**

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 Slip no. 9 to Model SOP 2018: Medical matters.

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018, Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 9 to Model SOP 2018 on Medical Matters of item no. 7 regarding local purchase of drugs and emergency purchase of equipments, as approved by the Board (FC & CRB), in consultation with DG(RHS) is enclosed for necessary action.

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

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 9 to Model SOP 2018

29.4.19

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

NO. 2018/Trans Cell/S&T/Model SoP **Dated: 29.04.2019**

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 enclosed

Corrigendum Slip No. 9 of Model SOP 2018.

Part- B: Medical Matters

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop/PU hospitals	SG/JA Grade Officers of Divisional/Sub Divisional/Workshop Hospital in-charges	Sr. Scale and Asst.Scale Officers	REMARKS
1	2	3	4	5	6	7
7	(b) Bulk purchase of drugs which are out of stock (excluding PCMD approved low money value items of annual indent) through quotations from the Firms which are registered at PCMD's Office.	PCMD Upto Rs 50,000/- in each case MD (Zonal Hosp) Upto Rs 30,000/- in each case	CMS/CMO Up to Rs 20,000/- in each case	Nil	Nil	2. Finance concurrence is not required for 7(a), for others concurrence is required above 25,000/- in each case. **(other remarks will remain same)** **(Additional Remarks)** 7. Procurement through IREPS for 7(b) (i). 8. Quantity procured to be intimated to PCMD for deduction in Annual Indent for both 7(b) & 7(b) (i).
7	**(b) (i):** Bulk purchase of drugs which are out of stock but approved by PCMD in annual indent- through IREPS from the Registered Firms.	PCMD Upto Rs 2 lakh in each case MD (Zonal Hosp) Upto Rs 1 lakh in each case	CMS/CMO Up to Rs 1 lakh in each case	Nil	Nil	

Sanjeev Kumar

29.4.19

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2019/Trans. Cell/Store/06 **Dated: 08.04.2019**

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 sheds/workshops to enter into Repair AMC/SMC with OEM against rate contracts issued by the Production Units.

Ref: GM/WCR's DO No. GM/WCR/Pending Issues Rly Board/2018 dated 04.02.2019.

A Reference was received from GM/WCR in which it was requested to consider delegation of powers to Zonal Railways to enter into AMC/SMC with OEM against rate contracts (RCs) issued by Production Units, so that Repeated tendering in the sheds/workshops is avoided for AMC/SMC of same items in the sheds and workshops.

Board (MTR, MRS, FC and CRB) has agreed with the proposal of GM/WCR and it has been decided to delegate powers to sheds and workshops in Zonal Railways to place direct orders for repair/AMC with OEM without going into tendering formalities against Rate Contracts issued by the Production Units for various sub assemblies of diesel, electrical locos, and other rolling stocks. Accordingly Sl No 39 of the Model SOP Part A is modified by inserting Para 39 (f) which will read as:

SN	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional officers, extra divisional officers, and officers in head quarters	Remarks
39(f)	To enter into AMC/SMC with OEM against rate contracts issued by Production Units	Full Power with associate finance concurrence	Full Power with associate finance concurrence	SG/JAG (up to Rs 1 Cr in each case) with associate finance concurrence	**Note :-** (i) **Authority:** Rly Board Letter no. 2009/M(L)/466/1(4) dated 14.11.2013. (ii) Conditions mentioned in Board's letter dated 14.11.2013 to be followed. (iii) Proposal needs to be prepared on the basis of realistic assessment of Quantity/No of units to be covered as per valid RC in the form of estimates duly vetted by associate finance.

					(iv) Any such proposal will require the administrative approval of PHOD. irrespective of value and the quantities which are to be operated at any location will be decided by HQs depending upon the requirement and budget availability an annual basis. **(v)** One case would include total numbers of a particular item at same or different location /stations in the division/workshop being proposed to be covered under AMC. **(vi)** For critical equipments as part of ARTs required to deal with disasters, administrative approval of CMPE or CRSE should be obtained (to ensure uniformity in equipments. T&Cs, services etc. across the zone); and then sanctioned as per powers on case to case basis. **(vii)** Current cost of the machinery and expenditure on annual maintenance/value of AMC of last three years should be considered while finalizing AMC. **(viii)** Care may be taken to enter into such contracts only with reputed authorized dealers, so as to ensure satisfactory performance of the firm and minimum down time of the equipment.

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

8/4/19

(Ashok Kumar)
Director (Store)
Transformation

No. 2019/Trans. Cell/Store/06 **Dated: 08.04.2019**

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

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

No. 2018/PR/13/68 **New Delhi, dated: 02.04.2019**

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 PR matters in Board's letter of even number dated 20.03.2019.

Ref: Transformation Cell's letter no. 2018/PR/13/68 dated 20.03.2019

In reference to Board's letter of even number dated 20.03.2019, following corrigendum is being made by the competent authority.

Existing Nature of Power (as per Transformation Cell's letter- ref. above)	**Revised Nature of Power**
61. (B) (ii) Cash imprest for hospitality purpose.	61. (B) (ii) Cash imprest for the hospitality, petty and General Publicity purpose.

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

12/4/19
(A. K. Chandra)
Executive Director/Mech./Transformation

No. 2018/PR/13/68 **New Delhi, dated: 02.04.2019**

1. General Manager, All 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)
Executive Director Accounts
Transformation Cell

No. 2018/PR/13/68 **New Delhi, dated: 02.04.2019**

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

(A. K. Chandra) 12/4/19
Executive Director/Mech./Transformation

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. E(P&A)II/2012/F.E.2/4 **Dated: 02.04.2019**

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: Admissibility of House Rent Allowance (HRA) in the event of non-acceptance or surrender of railway residential accommodation.

Ref: (1)Department of Expenditures, MoF's OM no. 2/5/2017-E.IIB dated 05.03.2019
(2)Railway Board's letter No. E(P&A)II-87/HRA-15, dated 16.05.1988
(3)Railway Board's letter No. E(P&A)II-95/HRA-3, dated 14.02.1996
(4)Railway Board's letter No. E(P&A)II-99/HRA-2, dated 12.07.1999 & 16.03.2000
(5)Railway Board's letter No. E(P&A)II-2002/HRA-4, dated 16.10.2002 & 09.05.2003
(6)Railway Board's letter No. E(P&A)II-2010/HRA-2, dated 08.12.2010
(7)Railway Board's letter No. E(P&A)II-2017/HRA-3, dated 15.01.2018

With reference to Department of Expenditure, Ministry of Finance's Office Memorandum at (1) & other Railway Board's references above, Board (MS, FC & CRB) have approved the following:

1. For other than those Railway employees (officers and staff) for whom accommodation is specially earmarked and whose occupation of railway quarter is essential for easy accessibility during emergencies, efficient discharge of their duties, etc., the ***condition of Applying for Government Accommodation and furnishing of 'No Accommodation Certificate' by Employees to become eligible for HRA may be dispensed with*** and Department of Expenditure, MoF's letter under reference may be made applicable Mutatis Mutandis for such categories of Railway employees.
2. The Railway accommodation so vacated may be allotted to other employees of the same pool or other pool or Essential category employees by changing the pool, if required, by the Zonal Railway. The Quarter-allotment Authority shall promptly take necessary action in this regard.
3. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or as modified from time to time.

Department of Expenditure, MoF's letter under ref. (1) above is enclosed for ready reference.

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

Kindly acknowledge the receipt and ensure compliance.

02.04.19

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

NO. E(P&A)II/2012/F.E.2/4 **Dated: 02.04.2019**

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.

SM-52

No. 2/5/2017-E.IIB
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated: 5th March, 2019

OFFICE MEMORANDUM

Subject:- Dispensation of conditions of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' for admissibility of House Rent Allowance.

Several references are being received in this Department to review the condition of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' for admissibility of House Rent Allowance as contained in Para 4(a) of this Department's O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 read with Para 1(1) of O.M. No.11011/1/E.II(B)/75 dated 25.02.1977.

2. The matter has been examined in this Department and in supersession of Para 4(a) of this Department's O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 read with Para 1(1) of O.M. No.11011/1/E.II(B)/75 dated 25.02.1977 and to simplify the procedure relating to grant of House Rent Allowance to Central Government employees, the President, in consultation with Ministry of Housing and Urban Affairs and the Staff Side of the National Council (J.C.M.), is pleased to decide that the conditions of applying for Government Accommodation and furnishing of 'No Accommodation Certificate' by Central Government employees to become eligible for House Rent Allowance, are dispensed with for all places, in respect of General Pool Residential Accommodation(GPRA) controlled by Directorate of Estates.

3. Ministries/Departments having their separate pool of residential accommodation for their employees other than GPRA, may adopt these provisions, wherever feasible.

4. These orders shall be effective from the date of issue of the orders.

5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Government of India as per standard distribution list.

Copy to C&AG and UPSC etc. (with usual number of spare copies) as per standard endorsement list.

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

No. E(G) 2008 QR 1-15 (PSUs) **New Delhi, dated 28. 03. 2019**

The General Manager
Northern Railway
New Delhi

Sub: Retention of Railway accommodation for Railway officers on deputation to RailTel.

Full Board have, in principle, decided that the decision taken in the case of RVNL for the newly posted officers i.e. retention of two houses in Delhi/NCR areas may be extended in the case of officers going on deputation to RailTel also subject to payment of rent as per extant rules and subject further to the condition that RailTel shall either construct or deposit the funds for the construction of at least four such quarters with Northern Railway within a year.

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

3. Please acknowledge receipt.

(Anita Gautam)
Director Establishment (Genl.)
Railway Board

No. E(G) 2008 QR 1-15 (PSUs) **New Delhi, dated 28. 03. 2019**

1. PFA, Northern Railway, New Delhi.
2. The Principal Director of Audit, Northern Railway, New Delhi.
3. Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

For **Financial Commissioner/Railways**

Copy to: **CMD / RailTel.**

रेल मंत्रालय
Ministry of Railways
Railway Board
Issue with Enclosure

भारत सरकार **BHARAT SARKAR**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**
नई दिल्ली **New Delhi**

No. 2004/RS(G)/779/11 Pt **Dated: 27 .03.2019**

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.: Process Reforms in matters related to Stores Procurement and Scrap Disposal.

Ref.: Rly Bd. Letter No. 2018/Trans Cell/Store Procurement dated 02/01/2019.

***

1.0 Vide above referred letter, inter alia, instructions on "Earnest Money Deposit (EMD) for stores tenders" and "Security Deposit (SD)/Performance Security in stores contracts (except M&P)" were issued. Railway Board has received representations and suggestions from Railways and Suppliers both for review of the instructions.

2.0 The matter has been examined in Board and in view of above, following amendments to the above referred instructions are issued:-

<table>
<tr><th>Para</th><th>Existing</th><th colspan="2">Proposed</th></tr>
<tr><td>1.1 (a)</td><td>Tender cases of value upto Rs. 1 (one) lakh</td><td colspan="2">Tender cases of value upto Rs. 5 (five) lakh.</td></tr>
<tr><td rowspan="4">1.3</td><td rowspan="4">EMD amount shall be 5% of the estimated value of the tender rounded off to nearest higher Rs. 10 (ten).</td><td>Estimated value of tender</td><td>EMD (rounded off to nearest higher Rs. 10 (ten))</td></tr>
<tr><td>Above Rs. 5 lakh and Upto Rs 20 cr.</td><td>@2% of the estimated value of the tender subject to Max. Rs. 20 lakh.</td></tr>
<tr><td>Above Rs. 20 cr. And upto Rs. 100 cr.</td><td>@1% of the estimated value of the tender subject to Max. Rs. 50 lakh.</td></tr>
<tr><td>Above Rs. 100 cr.</td><td>@0.5% of the estimated value of the tender subject to Max. Rs. 1 cr.</td></tr>
<tr><td>1.4</td><td>In exceptional cases, such as, Single Tender, PAC items, etc., exemption from seeking EMD in a particular tender shall be decided prior to issue of tender and suitably incorporated in the tender conditions. The exemption shall require personal approval of the Authority competent to accept the tender based on estimated value thereof, but not below the level of PCMM/COS on case to case basis.</td><td colspan="2">In exceptional cases exemption from seeking EMD in a particular tender shall be decided prior to issue of tender and suitably incorporated in tender conditions.
For tenders issued from headquarters, the exemption shall require personal approval of the authority competent to accept the tender based on estimated value thereof, but not below the level of PCMM/COS on case to case basis, without finance concurrence.
For tenders being issued from field units (divisions, depots, construction units, etc.) the exemption shall require personal approval of the authority competent to accept the tender based on estimated value thereof, but not below the concerned SAG level in field units (ADRMs, CWMs, CAOs etc.) on case to case basis, subject to finance concurrence by associate finance.</td></tr>
</table>

3.2	Security Deposit (SD) amount shall be 5% of the contract value rounded off to nearest higher Rs. 10 (ten).	Security Deposit (SD) amount shall be 10% of the contract value, subject to maximum of Rs. 5 cr, rounded off to nearest higher Rs. 10 (ten). There shall, however, be no ceiling for SD in Global Tenders for procurement of Stores.
3.9	In exceptional cases, such as, case of Single Tender, PAC items, etc., exemption from seeking SD in a particular tender shall be decided prior to issue of tender and suitably incorporated in tender conditions. The exemption shall require personal approval of the Authority competent to accept the tender based on estimated value thereof but not below the level of PCMM/COS on case to case basis.	In exceptional cases exemption from seeking SD in a particular tender shall be decided prior to issue of tender and suitably incorporated in tender conditions. **For tenders issued from headquarters**, the exemption shall require personal approval of the authority competent to accept the tender based on estimated value thereof, but not below the level of PCMM/COS on case to case basis, without finance concurrence. **For tenders being issued from field units** (divisions, depots, construction units, etc.) the exemption shall require personal approval of the authority competent to accept the tender based on estimated value thereof, but not below the concerned SAG level in field units (ADRMs, CWMs, CAOs etc.) on case to case basis, subject to finance concurrence by associate finance.
2.2	(New Para)	System for online release of EMD has been rolled out by CRIS. Automatic release of EMD of unsuccessful tenderers should be ensured, in terms of Para 2.1.

3.0 This is issued with the approval of Railway Board (FC and CRB).

(J. C. Taneja)
Dy. Dir. Rly. Stores(G)
Railway Board

No. 2004/RS(G)/779/11 Pt **Dated: 27.03.2019**

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

for Financial Commissioner / Railways

No. 2004/RS(G)/779/11 Pt **Dated: 27.03.2019**

1. PCMMs, PCEs, CMEs, CEEs, CSTEs, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors–
   a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
   b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
   c. Indian Railway Institute of Elect. Engg., Nasik
   d. Sr. Prof. (Material Management), NAIR, Vadodara
   e. Indian Railway Institute of Civil Engg., Pune
   f. Indian Railway Institute of Traffic Management, Lucknow

3. MD, CRIS, Chanakya Puri, New Delhi
4. MD, RITES, RITES Bhavan, Sector-29, Gurugram
5. Director, Iron & Steel, 3, KoilaGhat Street, Kolkat
6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

(J. C. Taneja)
Dy. Dir. Rly. Stores(G)
Railway Board

No. 2004/RS(G)/779/11 Pt **Dated:27.03.2019**

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

(J. C. Taneja)
Dy. Dir. Rly. Stores(G)
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T),DG(Personnel),DG (RHS), DG (RPF)
3. All AMs, PEDs & Executive Directors of Railway Board

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

No. E(G) 2018 QR 1 - 10 **New Delhi, dated 27.03. 2019**

The General Managers
All Indian Railways & Production Units
(As per Standard mailing list)

Sub: Preference for allotment of railway accommodation to the eligible spouse/ward of deceased/retiring allottee as per entitlement or one type higher in sharing of accommodation cases.

Instructions have been issued vide Board's letter of even number dated 25.10.2018 (RBE No. 165/2018) to the effect that in the case of non-gazetted railway employees who are sharing accommodation allotted to their parents but are not eligible for retention of the same in the event of death / retirement of their parents may be given preference for allotment of accommodation as per their entitlement or one type higher (limiting the same upto Type-III) considering their pooling of accommodation where no HRA was claimed by them provided such of the staff agrees to pay the licence fee/house rent.

2. 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 provisions regarding house allotment / retention, full Board has now decided that in partial modification of Board's letter of even number dated 25.10.2018 (RBE No. 165/2018), the above ceiling limit for allotment of one type higher accommodation may be extended up to Type IV on the basis that Group 'C' employees are entitled for Type-IV accommodation also.

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

4. Please acknowledge receipt.

27/3/19
(Anita Gautam)
Director Establishment (Genl.)
Railway Board

No. E(G) 2018 QR 1 - 10 **New Delhi, dated 27.03. 2019**

1. PFA, all Indian Railways and Production Units
2. Joint Director (Finance) RDSO, Lucknow
3. Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi (copy with 46 spares).

For **Financial Commissioner/Railways**

..2/-..

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

No. 2018/PR/13/68 **New Delhi, dated: 20 .03.2019**

The General Manager,
All Indian Railways & Production Units, NF(C), CORE,
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Corrigendum to PR matters in Model SOP, 2018.

Ref.: (i) Model Schedule of Powers 2018 issued on 23.07.2018
(ii) Transformation Cell's letter no. 2018/PR/13/68 dated 17.12.2018

PR Directorate has proposed certain modifications/changes to various provisions of Model SOP 2018 on Public Relations Matters.

Board (FC&CRB) has considered and approved changes as given in the following table:

REVISION IN MODEL SOP 2018 (Pertaining to PUBLIC RELATIONS MATTER)

Nature of Power		**Powers to Chief Public Relations Officer (CPRO)**		**Remarks**
Existing **(as per Model SOP 2018)**	**Revised**	**Existing** **(as per Transformation Cell's letter – ref. (ii) above)**	**Revised**	
59 (D) Preparation of suitable designs and artwork for advertisement, brochures, posters, hoardings, neon signs and any other publicity material. (As approved in Transformation Cell's letter – ref.(ii) above.)	Preparation of suitable designs and artwork at BOC rates for advertisements, brochures, posters, hoardings, neon signs and any other publicity media including block making.	CPRO/DIP up to Rs.5000 in each case subject to an annual ceiling of Rs.1.5 lakh.	CPRO: Upto Rs.20,000/- in each case subject to annual ceiling of Rs.1.5 lakh at BOC rates from BOC empanelled agencies.	

Sanjeeb Kumar

20/3/2019

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing **(as per Model SOP 2018)**	**Revised**	**Existing** **(as per Transformation Cell's letter – ref. (ii) above)**	**Revised**	
61. Hospitality charges in connection with Publicity and Public relations				
61.(B)(ii) The amount of cash imprest being maintained by CPRO for the purpose raised to Rs. 8,000/-	61. (B) (ii) Cash imprest for hospitality purpose. (as approved in Transformation Cell's letter - ref. (ii) above)	1. CPROs of all Zonal Railways may be authorized to maintain a cash imprest of Rs.15,000/- for the purpose. 2. CPROs of Production units may be authorized to maintain a cash imprest of Rs.8,000/- for the purpose.	1. CPROs of all Zonal Railways may be authorized to maintain a cash imprest of Rs.25,000/- for the purpose. 2. CPROs of Production units may be authorized to maintain a cash imprest of Rs.10,000/- for the purpose.	Recoupment shall be as per the detailed instruction already given in Finance Code. Vol-I Para 1050.
(new insertion)	61. (D) Hiring of compere/master of ceremonies/anchor for compering of the function.		Full powers to CPRO upto Rs.20,000/- per occasion without Finance Concurrence.	Approval of AGM/GM and Finance Concurrence are required for expenditure above Rs.20,000/-
63.(A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training	63. (A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training	PHODs: Full powers.	CPROs: Full powers (PHOD shall continue to exercise these powers as per Model SOP 2018)	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- for each occasion. 2. Rate reasonableness to

Jayeeb Kumar 20/3/2019

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing **(as per Model SOP 2018)**	**Revised**	**Existing** **(as per Transformation Cell's letter – ref. (ii) above)**	**Revised**	
				be certified personally by the hiring authority.
63.(B) Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc	63 (B) Production of films by railways including documentary and quickies/video spots for TV & Radio Channels and dubbing of films received from Board, Films Division, etc	Powers to CPRO up to Rs. 10 lakh per annum at DAVP rates. Finance Concurrence is necessary, if the expenditure exceeds Rs. 25,000/- on each occasion.	Full powers to CPROs to produce film/spots with prior approval of General Manager with an annual ceiling of Rs. 25 lakh per annum at BOC rates from BOC empanelled agencies.	
64. Expenditure towards jobs done through outside agencies relating to photography, videography including developing, printing of photographs, translites, lamination and video editing.	No Change.	Full powers subject to an annual ceiling limit of Rs.5 lakhs.	Full powers subject to an annual ceiling limit of Rs.10 lakhs.	1. Finance concurrence is not necessary upto Rs.5000 in each case. 2. CPRO to exercise the powers for such repetitive jobs through quotation route.
66. (A) (ii) Other than the above including posters, folders, brochures, and other publicity literature.	No change.	Up to Rs. 100,000/-per occasion without finance concurrence subject to an annual ceiling of Rs. 10 lakhs	No Change.	However, Finance concurrence will be needed if ceiling of Rs.10 lakhs is exceeded.

Sanjeev Kumar

Dharmdhikari 25/3/2019

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing **(as per Model SOP 2018)**	**Revised**	**Existing** **(as per Transformation Cell's letter – ref. (ii) above)**	**Revised**	
67 Preparation of Cinema Slides	67 Preparation of Cinema Slides/radio spots or jingles (As approved in Transformation Cell's letter – ref. (ii) above)	Upto Rs.25,000/- per occasion at DAVP rates.	Upto Rs.30,000/- per occasion at BOC rates within overall Budget of PR Dte.	
68. Exhibition of Cinema Slides in Cinema House	This para is deleted as this power is included in Para 63(D) of Transformation Cell's letter – ref. (ii) above.			
(new insertion)	68. Translation of any print or electronic publicity material at BOC rates.		Full Powers	

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

20/3/2019

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

No. 2018/PR/13/68 **New Delhi, Dated: 20 .03.2019**

1. General Managers/All 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

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cell/Health/Medical Card **Dated: 20.03.2019**

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 Cashless Treatment Scheme in Emergency (CTSE) Card at the time of retirement.

Ref: (1) Railway Board letter no.2018/Trans.Cell/Health/Medical Cards dated 30.07.2018.
(2) GM/SECR's letter no. G/SECR/70 dated 31.01.2019.

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

1. Issue of Cashless Treatment Scheme in Emergency (CTSE) Card to willing and eligible retiring Railway employees and their dependents at the time of retirement or before subject to their deposition of the required fee as per extant rules and the same will be effective from the next day of retirement.

2. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or 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

20.03.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

No. 2018/Trans.Cell/Health/Medical Card **Dated: 20.03.2019**

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

Sanjeeb Kumar 20/3/19
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy: As per list attached.

Page 1/2

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/Establishment Matters **Dated: 19.03.2019**

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 Slip no. 7 to Model SOP 2018: Granting Advance Increment on Sports Account for Excellence in Sports.

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018, Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 7 to Model SOP 2018 in Item No. 51, Sub Part-II (Non-Gazetted), Establishment Matters (Part-F), as approved by the Board (FC & CRB) is enclosed for necessary action.

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

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 7 to Model SOP 2018

19.03.19

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

NO. 2018/Trans Cell/S&T/Establishment Matters **Dated: 19.03.2019**

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 enclosed

Corrigendum Slip No. 7 of Model SOP 2018.

Part- F: Establishment Matters

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Sub Part-II (Non Gazetted)					
51.	To grant advance increment on sports account for excellence in sports.	PCPO Full Power	DRMs/CWMs Full Powers for divisional/workshop controlled post.	Nil	1. Accounts concurrence is not necessary. 2. Fixation of pay to be vetted by Associate finance. Authority: 1. Board's letter no. 2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010.

Sanjeeb Kumar

19.3.19

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/TransCell/S&T/GoDigital **Dated: 19.03.2019**

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
MD/CRIS

Sub: Computerization of User Depot and Integration with iMMS/IREPS over Indian Railways.

Ref:(1) Minutes of 82nd PCMM Conference issued vide letter no. 2018/RS(G)/509/5 dated 14.12.18
(2) Railway Board's letter no. 2018/TransCell/S&T/GoDigital dated 19.03.2019
(3) GM/VIMS/CRIS's letter no. CRIS/VIMS/user depot comp. dated 01.03.19

In order to computerize complete supply chain and optimization of material procurement, as also to enhance transparency, Board (FC & CRB) in consultation with DG(S&T) & DG(RS) have approved the following:

1. Computerization of all user department depots of all departments across Indian Railways and integration with i-MMS/IREPS.

2. The Depot Computerization System shall have following minimum features:

   a) Centralized hosting and access to respective consignee and officers as per their role.

   b) Online transactions including Daily Transaction Register (DTR), Ledger maintenance, Issue Note, Issue of Gate Pass, etc.

   c) Stock Indent and Non-Stock Indents shall be generated and processed through the system.

   d) Existing forms and protocol of maintaining depots shall be maintained through digital system.

   e) Integration with iMMS/IREPS.

   f) Management Information System (MIS) reports/Dashboard.

3. The project will include development of software application and its roll out and network upto depot level, wherever not provided.

4. The application software for Depot Computerization System will be developed by CRIS with minimum features at Para 2 above, within the sanctioned projects like iMMS/IREPS. No additional sanction (as agreed to by CRIS) will be provided for this project.

Sanjeeb Kumar 19.3.19

5. The development of application software and its roll out on Zonal Railways/PUs will be the responsibility of CRIS.

6. Necessary network to connect the user depot will be provided by the S&T department of Zonal Railways as per the requirement. Zonal Railways/PUs will sanction works under their Powers in order to provide network connectivity where ever required.

7. AGM will coordinate the initiative at Zonal Railway, and an officer of suitable Grade may be nominated by GMs/DGs in PUs/RDSO/NAIR and CTIs. As the project will cover number of departments, each department will nominate a nodal officer of suitable Grade in the Zone to derive the initiative.

   At Divisional level ADRM/Infra (or as decided by DRM) will coordinate this initiative.

8. The project is expected to be rolled out w.e.f. December 1, 2019 or before.

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

Kindly acknowledge the receipt and ensure compliance.

19.03.19

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

NO. 2018/TransCell/S&T/GoDigital **Dated: 19.03.2019**

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/NIT-period **Dated: 19.03.2019**

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
MD/CRIS

Sub: Validity of Negotiated Offer- Works, Earning and Services Contracts.
Ref: GM/WR's letter no. G.176/0/Model SOP 2018/Further delegation dated 04.02.2019.

With reference to GM/WR's letter at above and to expedite the process of awarding tenders in Works, Earning and Services Contracts, Board (ME, FC & CRB) have approved that the validity of negotiated offer shall be kept as 30 days from the date of negotiation or the validity of original offer, whichever is later.

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

Kindly acknowledge the receipt and ensure compliance.

19/03/19
(T.K. Pandey)
Executive Director/Civil
Transformation Cell

19.3.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2018/Trans Cell/S&T/NIT-period **Dated: 19.03.2019**

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/Mech/D&AR **New Delhi, Dated: 13.03.2019**

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: Disposal of long pending D&AR cases.
Ref: Railway Board's letter of even No. dated 03.12.2018.

Please connect the letter under reference, Board (MS & CRB) have decided as under:

"The Ministry's Circular No. 2018/Transf. Cell/Mech./D&AR dated 03.12.2018 pertaining to disciplinary cases excepting those excluded vide para 7.0 thereof, has since been reviewed. Noticing that its contents in paras 5.0 and 6.0 are not in consonance with the statutory provisions contained in the Railway servants (Discipline and Appeal) Rules,1968 it has been decided the said circular be treated as withdrawn."

Please acknowledge receipt.

13/03/2019
(A.K. Chandra)
Executive Director/Mech./Transformation

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, Tune.
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 Trivendrum.

14. Managing Director. CRIS, Chanakyapuri, New Delhi
15. Chief Managing Directors/Managing Directors, RITES, IRCTC, RVNL, CONCOR, RailTel, IRCON, IRFC & KRCL.

Copy to:

I 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(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Director (T&MPP), Railway Board.
4. All Executive Directors Railway Board.

03/03/2019

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

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/House Allotment **Dated: 13.03.2019**

The General Manager
Rail Wheel Factory
Yelahanka, Bangaluru- 560064.

Sub: Allotment of Higher Type Quarters to staff- Powers to GMs.
Ref: GM/RWF letter no. RWF/ADMN/RA/Gen.IV dated 27.02.2019.

With reference to GM/RWF's letter regarding delegation of power to GMs for allotment of higher type of quarters to staff (Non-Gazetted) than entitlement to staff, the matter has considered by Board (MS, FC & CRB) and it has been decided that the issue of allotment of higher type of quarters to staff (Non-Gazetted) than their entitlement may be decided by GM/RWF based on the situation in RWF.

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

Kindly acknowledge the receipt and ensure compliance.

13.03.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2018/Trans Cell/S&T/House Allotment **Dated: 13.03.2019**

1. PFA, RWF.
2. The ADAI (Railways), New Delhi.

Sanjeeb Kumar
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Page 1/1

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2019/Trans Cell/S&T/e-Office **New Delhi, dated: 12.03.2019**

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) Railway Board's letter no. E(G)2017/Misc/Status of AEBAS dated 04.10.2018.
(iii) Railway Board's letter no. E(G)2017/Misc/Status of AEBAS dated 24.01.2019
(iv) Railway Board's letter no. 2016/F(X)II/PW/3Pt.3 dated 20.11.2017.

Vide reference (ii) above, the project '**Implementation of e-Office for Zonal Railways (Phase-1)**' PB item no-185 (FY 18-19) was allotted to RailTel with the approval of Board (MT, FC & CRB) as part of digital initiative and to go paperless in the office working which would ultimately improve transparency and efficiency in the system.

The Project was sanctioned at the total cost of Rs 142.5 Cr charged to DF(3). As the project will generate efficiency in the system, Board (FC & CRB) in consultation with AM/C&IS and DG/S&T have approved the project cost as Rs 142.5 Cr with break up as: Capital- Rs 108.51 Cr & DF(3)- Rs 33.98 Cr.

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

Kindly acknowledge the receipt and ensure compliance.

12.03.19

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

No. 2019/Trans Cell/S&T/e-Office **New Delhi, dated: 12.03.2019**

Copy to:

1. DG/S&T
2. AM/Budget
3. AM/C&IS
4. PFAs, All Indian Railways & Production Units
5. The ADAI (Railways), New Delhi
6. 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/S&T/House Allotment **Dated: 05.03.2019**

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: Allotment of House to staff_ improving availability and simplification of process.

In order to improve availability of Houses for Railway Employees and to simplify the process of allotment, Board (ME, MS, FC & CRB) have approved the following:

1. The quarters of a pool laying vacant for more than 3 months or so should be brought into a Common Pool. The process may be started from way side station colony and progressively moved to minor and major colony.
2. There may be a single allotment agency considered at the station of the unit that would maintain the record and allot the quarters in accordance with the rules set out by the Railway/Division/Unit.
3. Vacant Quarter shall be allotted as per the rules set out, preferably within 7/15 days of the vacancy.
4. Railway/Division/Unit may formulate necessary guidelines for implementation keeping in view the Local conditions and shall make the process transparent and preferably allot the quarters online.
5. Other rules & guidelines including policy of allotment of quarters to essential staff 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.

05.03.19

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

NO. 2018/Trans Cell/S&T/House Allotment **Dated: 05.03.2019**

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/TF Cell/S&T/S&T Uniform **Dated: 05.03.2019**

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: Uniform and Protective gears for Maintainers and Helpers of Signal & Telecom, Electrical (TRD) and Mechanical (ART & ARME) Staff.

Ref: 1. Railway Board's letter no. 2017/Transf.cell/Civil/03 dated 05.02.2018.
2. Railway Board's letter no. PC-VII/2017/I/7/5/7 dated 03.10.2017.

In order to ensure safe working environment for the staff working on track and also keeping in view the hardship faced by them during extreme weather conditions, provision of Special protective gears has been considered by the Board. In continuation of the protective gears approved for Trackmen/Keymen/Patrolmen vide Reference (1) above, Board (MTR, MRS, MS, FC & CRB) in consultation with DG(S&T), have also approved the following:

1. Protective Gears:

Provision of special protective gears has been approved for the Technicians/Maintainers and Helpers of S&T, Electrical (TRD) & Mechanical (ART & ARME) departments where duty involves working in field/on track under extreme weather and working conditions. The list of the protective gears and other items is as indicated below:

Table-1

S. No.	Description	Functional specification	Scale	Approx. Cost (Rs.)
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 i. Jacket ii. Trouser iii. Gloves iv. Snow boots v. Cap	As per military clothing from Ordinance factories/approved suppliers of Ordinance factories.	Once in 2 years	10,000/-
3.	Safety Shoes(with Steel Toes)	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/-

05.03.19

4.	Luminous vest	Retro-reflective orange colour,IS-15809 of 2008 specified by EN471 Standard	Once in Six months	500/-
5*	Tricolor LED 3-cell Torch/ rechargeable torch	As being used by SCR / NR	Once a Year	1000/-

Note: 1.* Tricolor LED 3-cell Torch/ rechargeable torch to be provided to staff deputed for night duty or required to attend failures during night.

Note 2: ** 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.

2. **Mode of Procurement**

Mode of Procurement shall be same as adopted for procurement of protective gears for Engineering staff vide reference (1) above. As on date, Stores Department is procuring luminous vests. The other items mentioned in **Table 1** above, may be procured at Divisional Level, through Spot Purchase Committee comprising concerned Branch Officer, SrDFM/DFM, SrDMM/DMM. Once the system gets stabilized, and the vendors are developed, these may be procured through Stores Department of the Division.

3. **Dress Allowances:**

The Dress Allowance for the eligible staff as per Railway Board's letter no. PC-VII/2017/I/7/5/7 dated 03.10.2017 (RBE No. 141/2017), shall continue to be followed for above categories of staff.

4. **Colour Scheme of uniform for Technicians/Maintainers and Helpers of S&T Department:**

The colour scheme of uniform for **Technicians/Maintainers** and Helpers of S&T Department for both men/women - Shirt/Kurta shall be of Sky Blue and Trouser/Salwar shall be Navy Blue.

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

Kindly acknowledge the receipt and ensure compliance.

05.03.19

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

NO. 2018/TF Cell/S&T/S&T Uniform **Dated: 05.03.2019**

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 (BHARAT SARKAR)
Ministry of Railways (RAIL MANTRALAYA)
(Railway Board)

No. 2017/Trans. Cell/CRB Directives Dated: 27.02.2019

General Managers
ICF/Chennai, MCF/Rai Bareli, RCF/Kapurthala, RWP/Bela,
RWP/Yelahanka, DLW/Varanasi, DMW/Patiala & CLW/Chittaranjan

Sub: Nomination of "Occupier" as in Factories Act.-1948
Ref: (i) GM/RWF's D.O.letter No. RWF/AT/-38/673 dated 01.02.2019.
(ii) This office letter of even No. dated 11.01.2018

In Partial modification to letter under reference (ii), Board (MRS & CRB) have approved the following:-

"SAG officer in charge of plant as a whole in the Production Unit may be appointed as the "Occupier" to meet the statuary requirement of the factory Act 1948.

This disposes off GM/RWF letter under reference (i).

Please acknowledge receipt.

27.02.2019

(A.K. Chandra)
ED/Mech./Transformation
Railway Board

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Sec(Spl)/SOP-Modern Equipment **Dated: 27.02.2019**

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: Empowerment of RPF Officers.
Ref: Railway Board's letter no. 2018/Trans. Cell/1/Policy dated 26.12.2018.

In continuation to the above, Board (FC & CRB) in consultation with DG/RPF have approved the following:

1. Delegation of power to PCSC/RPSF at par with PCSCs of Zonal Railways in Model SoP 2018 for security related matters.
2. Delegation of power to CSC/RPSF at par with CSCs of Zonal Railways in Model SoP 2018 for security related matters.
3. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or 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.

27.02.19

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

NO. 2018/Sec(Spl)/SOP-Modern Equipment **Dated: 27.02.2019**

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/Mech/Contractual Staff **New Delhi, Dated: 18.02.2019**

The General Manager
All Zonal Railways

Sub: Hiring of ex-Army personnel to work as AC Coach Attendants.
Ref: GM/ECR's DO letter No. ECR/ADM/SEC/MECH/2019 dated 23.01.2019.

A reference was received from General Manager, East Central Railway seeking approval for hiring of ex-Army personnel as AC coach attendants.

The issue has been deliberated upon and the Board (MS, FC & CRB) has approved the following:

(i) The issue is of hiring through contract of ex-Armymen for ACCA. Zonal Railways can do the same by framing the contract conditions accordingly. There is no specific need for approval of Railway Board for this.

(ii) This can be done where the posts are vacant against sanctioned strength only.

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

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

No. 2018/Trans. Cell/Mech/Contractual Staff **New Delhi, Dated: 18.02.2019**

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation Cell

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans/01/Policy **Dated: 25.01.2019**

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 Slip no. 6 to Model SOP 2018: Delegation of Power to DRMs to increase the Annual Ceiling Limit on the Expenditure on Ceremonial Occasion from Rs 2 lakh to Rs 5 lakh

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018 Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 6 to Model SOP 2018 on the above subject, as approved by the Board (FC & CRB) is enclosed for necessary action.
2. At S.No.-6(A) of Part C: Miscellaneous Matters, the Annual Ceiling Limit to sanction the Expenditure on Ceremonial Occasion of DRMs has increased from Rs 2 lakh to Rs 5 lakh, keeping other powers, guidelines and remarks unchanged.
3. This issues with the concurrence of Associate Finance of Transformation Cell, Railway Board.

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 6 to Model SOP 2018

822
25.01.19

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

No. 2018/Trans/01/Policy **Dated: 25.01.2019**

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 enclosed

Corrigendum Slip No. 6 of Model SOP 2018.

Part- C: Miscellaneous Matters

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
6	Sanction of expenditure on				
	(A) Ceremonial occasions	CAO/C Up to Rs.1,00,000/- per occasion. PCSC Up to Rs 25,000/- per occasion.	DRM Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 5,00,000/- CWM Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 2,00,000/- Chairman/RRB Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 1,00,000/-	Extra Divisional Officers Up to Rs. 20,000/- per occasion. Annual ceiling limit Rs. 50,000/- Officer in charge of Training Institutions Up to Rs. 10,000/-per occasion. Annual ceiling limit Rs. 30000/-	1. Finance concurrence is necessary. 2. Stipulation of annual ceiling for various units/offices shall be done by DGM/G of the Zonal Railways as prescribed by Board from time to time *Authority:* 1. Para-775 of Financial Code Vol. I. 2. Item No.29(a) of GM's delegation. 3. Powers of General Managers stands revised as under: Each ceremonial function – up to Rs 5 lakh MR/MOSR functions – up to Rs 15 lakh in each case PM/President functions – up to Rs 20 lakh in each case 4. Rly Board No.2017/Trans/01/Policy, New Delhi dated 18-10-2017 5. Rly Bd. No. F(X)-II/2015/PW/7/Pt.2 Dt. 29.12.2017

Sanjeeb Kumar 25.01.19

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. E(G)2017/Misc/Status of AEBAS **Dated: 24.01.2019**

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

General Manager,
South Central Railway,
Secunderabad

Sub: Record note of discussions of the meeting on Implementation of e-Office application over Indian Railways taken by CRB on 16.01.2019.

1. The Record note of discussion of the meeting on '*Implementation of e-Office application over Indian Railways*' on 16.01.2019 as approved by CRB, in consultation with DG/S&T and C&IS Directorate is enclosed as Annexure-I.

2. List of officers who attended the meeting is at Annexure-II.

Kindly acknowledge the receipt and ensure compliance.

24.01.19

(Umesh Balonda)
ED/S&T/Transformation
Transformation Cell

Copy to:

1. DG/S&T for kind information please.
2. AM/C&IS for kind information please.
3. ED/C&IS for kind information and necessary action please.

Annexure-I

Sub: Record note of discussions of the meeting on Implementation of e-Office application over Indian Railways taken by CRB on 16.01.2019.

1. A meeting on the implementation of e-Office application over Indian Railway was taken by CRB, in which DG/S&T attended and CMD/RailTel made a presentation which brought out its status, timeline and assistance required for speedy rollout.

2. Following course of action has been approved:

   2.1 Entire South Central Railway (HQ alongwith all Divisions, Workshops, Loco Sheds, etc.,) shall be covered in the first roll out of the project so that the impact of the e-Office implementation is known. Other Zonal Railway HQ alongwith one Division, 6 PUs, RDSO and NAIR and 6 CTIs shall also be covered as part of the project as communicated vide Railway Board's letter no (G)2017/Misc/Status of AEBAS dated 04.10.18. Additional users (if more than 50,000 on account of coverage of entire SCR) may be included in the scope of the present work, if required as variation.

   2.2 Railway will provide the end terminals alongwith local network. However strengthening of the network, if required will be done by RailTel.

   2.3 The project is presently charged to DF. Since, the Project will generate efficiency in the system; part funding may accordingly be processed through other sources of funds viz. Capital by RailTel on realistic basis with appropriate approvals.

   2.4 In order to expedite the project, the detailed estimate sanctioning power for this project may be delegated to CMD/RailTel at par with GMs of the Zonal Railway, as a special case.

   2.5 PED/Transformation stated that ED/C&IS may be made part of steering committee and also the Nodal Officer. However, ED/C&IS mentioned that the Directorate executing the project normally nominates the Nodal Officer for all the PH-17 works and accordingly ED/S&T/Transformation may continue to be the Nodal Officer for the project. Necessary help will be provided by C&IS directorate.

   2.6 Being a Pan India Project, and to expedite the roll out, DG(S&T) will oversee and regularly monitor the progress of the project.

   2.7 RailTel agreed to rollout the project on SCR HQ and Guntur Division by March, 2019 with available resources. Complete project will be rolled out on SCR and other locations within one year of signing of MoU as per Para 3.1.

   2.8 The MoU between Railway Board (ED/S&T/Transformation) and RailTel may be signed at the earliest to expedite the project.

   2.9 CMD/RailTel requested to release funds to the tune of approximately 50% of the estimated cost during the current Financial Year (2018-19) itself to expedite the project. ED/C&IS conveyed that approximately Rs 15 Crore in Capital may be released to RailTel during this Financial Year upon bifurcating the cost of the project between Capital and DF. The remaining part may be released by early next Financial Year (2019-20).

3. Meeting ended with vote of thanks to CRB.

Page 2/3

24.01.19

Annexure-II

Meeting on Implementation of e-Office application over Indian Railways taken by CRB on 16.01.2019.

Following officers attended the meeting:

S. No.	Name of Officer	Designation
1.	Shri N. Kashinath	DG /S&T
2.	Shri Sudheer Kumar	PED/Transformation
3.	Dr. R.Badri Narayan	ED/C&IS
4.	Shri Puneet Chawala	CMD/RailTel
5.	Shri Shaminder Singh	ED/Projects/CO (Projects)
6.	Shri Umesh Balonda	ED/S&T/Transformation

24.01.19

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

No.2018/Trans Cell/Stores/01 New Delhi, 24.01.2019

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

Sub: Change in Designation of PHODs and CHODs in Zonal Railways/PUs.
Ref: RWP/Bela letter No. CAO/RWP/Bela/PU-Corres, dated 18.12.2018

A Reference from CAO/RWP/BELA on the above subject matter was received requesting that SAG Officers (heading the Department) be designated as PCMM, PCME, PFA etc. to carry out the duties of CHOD as per Model SOP.

The matter was examined and in order to bring in uniformity across the organisations, Board (MRS, MTR, FC, CRB) has now decided that:-

"The change in designation of coordinating heads of the department and Principal heads of the department (in SAG/HAG/NFHAG) from COS to PCMM, CME to PCME, FA&CAO to PFA etc should be followed in all the Zonal Railways/PUs uniformly irrespective of whether they are headed by GMs or CAOs".

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

24/1/19
(Ashok Kumar)
Director (Stores)/Transformation

No. 2018/Trans Cell/Stores/01 New Delhi, 24.01.2019

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/Medical Issues **Dated: 24.01.2019**

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 Simplification-Referral of patients for Treatment, Investigations, Physiotherapy, etc. to the Private Empanelled and other Govt. Hospitals.

Ref: 1. Railway Board's letter no. 2018/Trans Cell/Health/Zonal Hospitals dated 13.06.2018.
2. GM/NWR's letter no. G/HQ/NWR/TC dated 08.01.2019.

With reference to GM/NWR's letter at (2) and Board's letter at (1) above, Board (MS, FC & CRB) in consultation with Health Directorate have approved the following:

1. Railway Medical Beneficiary may be referred for treatment, investigations, physiotherapy, dental treatment, etc., to the ~~private~~ empanelled and other Government hospitals by two doctors: The treating Doctor and one Doctor from administrative side or as nominated by MD/CMS/CMO in-charge of the hospital.

2. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or 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.

24/01/19

(Dr Amitava Datta)
Executive Director/Health (G)

24.01.19

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

NO. 2018/Trans Cell//Health/Medical Issues **Dated: 24.01.2019**

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/01/Policy **Dated: 21.01.2019**

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 Slip no. 5 to Model SOP 2018: Delegation of power for issue of No Objection Certificate (NOC) in respect of Non-Gazetted (NG) staff for pursing higher studies through correspondence course/part time course and applying for admission to different courses.

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018 Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 5 to Model SOP 2018 on the above subject, as approved by the Board (MS, FC & CRB) is enclosed for necessary action.
2. A new item S.No.-73 is added in the Model SOP 2018 at Sub-Part-II (Non-Gazetted) of Part F: Establishment Matters.
3. This issues with the concurrence of Associate Finance of Transformation Cell, Railway Board.

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 5 to Model SOP 2018

21.01.19

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

NO. 2018/Trans/01/Policy **Dated: 21.01.2019**

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 enclosed

Corrigendum Slip No. 5 of Model SOP 2018.

Part F: Establishment Matters
Sub-Part-II (Non-Gazetted)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
73	Issue of NOC for Correspondence Course/Part Time Course and applying for admission to different courses	Full Powers	Full powers within division/workshop except those posts which are controlled by HQrs	Full power in respect of staff under their control for which they are appointing authority except those posts which are controlled by HQrs	1. Finance concurrence is not necessary. 2. The case will be processed by the bill drawing office (Personal/Security/Accounts) as the case may be and necessary approval may be obtained from the concerned officer of the controlling department and accordingly NOC will be issued. 3. Applicable except for any course in which course fee, is either partial or full is to be re-imbursed. 4. Applicable for courses recognized by GoI.

Sanjeeb Kumar

8/22
21.01.19

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

No. 2018/Trans. Cell/Mech/SOP Corrigendum New Delhi, Dated: 14.01.2019

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: Corrigendum to Item Nos. 15(A), 20(C) (i), 41 (A) and 97 E (ii) of SOP on Miscellaneous Matter
Ref: Model SOP issued vide this office letter No. 2018/Trans/01/Policy dated 24.07.2018.

During field visits and interactions with field officers, suggestions were received to modify certain provisions of Model SOP.

Board (FC&CRB) have considered the suggestions and approved changes to Para 15(A) (page C-13), Para 20(C) (i) (page C-19), Para 41 (A) (i) (page C-32) and Para 97 E (ii) (page C-72) of Model SOP on Miscellaneous Matters circulated vide this office letter under reference.

The existing and revised provisions are attached as Annexure- A to D to this letter.

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

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

No. 2018/Trans. Cell/Mech/SOP Corrigendum New Delhi, Dated: 14.01.2019

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation Cell

Annexure-A

Para 15 (A)of Model SOP on Miscellaneous matters (page C-13)

Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
15.	Condemnation and disposal of				
	(A) Petty articles, T&P, Instruments etc. other than office equipment.	Full Powers	Full Powers	CWM(JAG) Full powers JAG - up to Rs. 10,000/- per item Scrap value SS up to Rs. 5000/- per item Scrap value JS/Asst. Officers up to Rs.2500/- per item Scrap value Sr. Supervisor (IC) Rs.2500/-per lot	1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. 4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018 *Authority:* 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018 Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.

Annexure-A

Para 15 (A)of Model SOP on Miscellaneous matters (page C-13)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
15.	Condemnation and disposal of				
	(A) Petty articles, T&P, Instruments etc. other than office equipment.	Full Powers	Full Powers	CWM(JAG) Full powers **JAG -** **up to Rs. 25,000/- per item Scrap value** **SS** **up to Rs. 10,000/- per item Scrap value** **JS/Asst. Officers** **up to Rs. 5000/- per item Scrap value** **Sr. Supervisor (IC) Rs.2500/-per lot**	1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. 4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018 *Authority:* 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018 Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.

Annexure-B

Para 20 (C) (i) of Model SOP on Miscellaneous matters (page C-19)

Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc.	Up to Rs.5 Lakhs per occasion.	Up to Rs. 2,00,000/- per occasion.	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.

Para 20 (C) (i) of Model SOP on Miscellaneous matters (page C-19)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Insttitutes, Offices etc.	Up to Rs.5 Lakhs per occasion.	**Up to Rs. 5,00,000/- per occasion.** **(subject to availability of fund)**	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.

Sanjeev Kumar

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Para 41(A)-(i) of Model SOP on Miscellaneous matters (page C-32)

Existing

41. IT Related

S. No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
	(A) Procurement of PC based systems chargeable to revenue				
	(i) Procurement of PCs on additional account.	PHODs/CHODs 10 Nos. Per financial year Other SAG Officers 05 Nos. per financial year	DRM 10 Nos. Per financial year ADRMs 05 Nos. per financial year SAG Officers handling independent establishments 10 nos. per financial year Other SAG Officers 05 Nos. per financial year	JAG Officers independent charge 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). *Authority*: 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/Trans/01/Policy dtd.18/10/2017

Para 41(A)-(i) of Model SOP on Miscellaneous matters (page C-32)

Modified

41. IT Related					
S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
	(A) Procurement of PC based systems chargeable to revenue				
	(i) Procurement of PCs on additional account.	**As per actual requirement subject to availability of fund** Other SAG Officers 05 Nos. per financial year	**As per actual requirement subject to availability of fund** ADRMs 05 Nos. per financial year SAG Officers handling independent establishments 10 nos. per financial year Other SAG Officers 05 Nos. per financial year	JAG Officers independent charge 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). *Authority*: 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/Trans/01/Policy dtd.18/10/2017

Annexure-D

Para 97 (E) (ii) of Model SOP on Miscellaneous matters (page C-72)

Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
97.	Disaster Management				
	(E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	PCME/ CMPE Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	Sr DME/ In charge of ARTs Up to Rs. 20,000/- per break down without finance concurrence	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum

Para 97 (E) (ii) of Model SOP on Miscellaneous matters (page C-72)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
97.	Disaster Management				
	(E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	PCME/ CMPE Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	**Sr DME/ In charge of ARTs** **Up to Rs. 50,000/- per break down without finance concurrence**	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/TF cell/EG/Policy Retention of Quarter **Dated: 11.01.2019**

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: Retention of Railway Accommodation at previous place of posting by Railway Officers posted as Chairman/RRBs.
Ref: (1) Chairman/RRB Bhubaneswar's letter No. RRB/BBS/E-6 dated 18.12.2018.
(2) Board's letter No. E(G)2014 QR-1-2 dated 12.08.2015.

With reference to above and in exercise of power vested with the Full Board for making reasonable relaxations in public interest in all or any of the existing provisions regarding allotment/retention of Railway accommodation, charging of rent thereof for a class/group of employees, Full Board have approved the following:

'Board decided to permit retention of Railway accommodation at previous place of posting to Chairman/RRB for the full tenure of posting.'

Other extant instructions/guidelines issued from Railway Board on the subject shall remain unchanged or 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.

11.01.19
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2018/TF cell/EG/Policy Retention of Quarter **Dated: 11.01.2019**

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. 2019/Trans Cell/Civil/Kumbha Mela **New Delhi, dated: 09- 01- 2019**

The General Manager, NR, NCR & NER

Sub: Kumbh Mela – Mobile Handsets and Annual Ceiling Limit on Works Quotation Powers
Ref: DRM/LKO letter no DRM/Misc/2019 & 256/Tele/2019 dated 05/01/2019
DRM/ALD/NCR letter no 187-Sig/Kumbha Mela/2018-19 dated 07.01.2019

For the ensuing Kumbh Mela works in LKO/NR, BSB/NER & ALD/NCR divisions, the following have been approved by Board (FC & CRB).

1.0 The annual ceiling limit of works quotations powers of SAG is being enhanced to Rs 3 Crore as a special case for the current year 2018-19 for Kumbh Mela Works only. Divisions shall manage within its overall available budget. DRMs shall approve exceeding the ceiling for each work, recording that it is directly required for KUMBHA MELA ARRANGEMENTS.

2.0 LKO/NR & ALD/NCR Divisions may procure 100 nos handsets compatible with BSNL priority SIMs, each costing Approx Rs 7000 as a special case for the current Kumbh Mela works in year 2018-19. BSB/NER Division may procure 50 nos handsets compatible with BSNL priority SIMs, each costing Approx Rs 7000 as a special case for the current Kumbh Mela works in year 2018-19. Handset should be bought looking at minimum cost, within our requirement.

Division shall manage within its overall available budget. Post the Mela, these handsets shall be taken back and may be utilized in safety and operational works in ART/ARMV/Control set ups by Divisions and other nearby divisions as per the decision of respective DRMs.

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

Kindly acknowledge the receipt and ensure compliance.

9/1/19

(T. K. Pandey)
Executive Director, Transformation

1. DRM/LKO/NR, DRM/ALD/NCR, DRM/BSB/NER
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

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cell/Health/Medical Card **Dated: 04.01.2019**

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 Card Numbering and Colour Scheme & Generation of Uniform Medical I-Card.
Ref: (1) Railway Board letter no.2018/Trans.Cell/Health/Medical Cards dated 08.06.2018.
(2) PCPO/SCR's letter no. SCR/P.HQ/765/IT/ESR dated 01.08.2018.

For bringing in uniformity in Medical Identity Cards, issued to employees and other medical beneficiaries on Indian Railways, a policy was issued vide reference (1) above. Further, with reference to South Central Railway's letter (2), Board (MS, FC & CRB), in consultation with DG/RHS and DG/Pers. have approved the following:

1. A strip with different colour for serving and retired employees and their dependents shall be provided in accordance with instructions at Para 2 of the policy letter (reference (1) above). The colour scheme of the strip shall be as:

   a) Serving Railways employees - Blue strip at Top and Bottom
   b) Pensioners - Green strip at Top and Bottom
   c) Medical beneficiary of serving employee - Blue strip at Top and Yellow at Bottom
   d) Medical beneficiary of Retired employee -Green strip at Top and Yellow at Bottom.

2. Medical ID number shall be a 12 digit Alpha Numeric as proposed by SCR and as indicated below:

   a) First 3 digits - IPAS codes of Railway/Working Unit issuing the card
   b) Next 8 digits - Random auto generated number
   c) Next 1 character - A for Employee
      - Z for Primary Pensioner
      - Any other character (B,C,....Y) for Medical dependents

3. SCR is hereby authorized for development and maintenance of Unique Medical ID System for Pan India. Software has already been developed by SCR.

4. All the Medical ID Cards for Pan India shall be generated through the system developed by SCR.

Sanjeev Kumar. 04.01.19

5. The system shall be integrated with I-PAS and ARPAN systems for one level of authentication for which CRIS and Western Railway will provide the secured access to the respective system.

6. The final card should be printed after proper authentication.

7. This Medical ID number shall be further integrated with HMIS by CRIS which is being developed by CRIS (which CRIS has agreed). SCR will provide secured access to CRIS, if required for the same.

8. The cards so generated from the software may be printed by the Zonal Railways at their end or may request SCR to print initially in bulk. Printing arrangements may be made by the Zonal Railways later.

9. SCR will follow the guidelines regarding IT systems for generation of Medical ID/IDs of Government of India, if any.

10. The application so developed shall have the mandatory Security Audit and shall be hosted in a secured environment and at a Data centre as per the Government of India's Policy, before roll out, which SCR shall have to ensure.

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

Kindly acknowledge the receipt and ensure compliance

04.01.19

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

No. 2018/Trans.Cell/Health/Medical Card **Dated: 04.01.2019**

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/Store Procurement **Dated: 02.01.2019**

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 Reform in Matters related to Store Procurement and Scrap Disposal.

Ref: 1. Railway Board's letters no. 2004/RS (G)/779/11 dated 21.2.18, 15.10.08, 06.08.08, 19.02.08 & 24.07.07.
2. PCSTE/ECR's letter no. ECR/S&T/SOP Correspondence dated 9.09.2018.
3. DG/RDSO' letter no. ED/QA(S&T)/Misc dated 06.08.2018.
4. CMM/HQ/DLW's letter no. DLW-S/82 Pt.-XVI dated 29.11.2018.
5. PCMM/NCR's letter no. 29-S/09A-GM/NCR dated 01.11.2018

With reference to above, Board (FC & CRB), in consultation with DG(RS) have approved the following:

1. Earnest Money Deposit (EMD) for Stores Tenders:

1.1 There shall be no exemption from submission of EMD for any tender or by any tenderer except following:

(a) Tender cases of value upto Rs 1 (one) lakh
(b) Micro and Small Enterprises (MSEs) registered for the tendered item in terms of Railway Board's letter No. 2010/RS(G)/363/1 dated 05.07.2012
(c) Other Railways and Government Departments in terms of Railway Board's letter No. 2004/RS(G)/779/11 dated 24.07.2007
(d) Indian Ordinance Factories in terms of Railway Board's letter No. 92/RSS(G)/363/1 dated 08.04.1993
(e) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Board's letter No. 2003/RS(G)/779/5 dated 10.09.2004

1.2 Offers submitted without EMD shall be summarily rejected.

1.3 EMD amount shall be 5% of the estimated value of the tender rounded off to nearest higher Rs 10 (ten).

1.4 In exceptional cases, such as, Single Tender, PAC items, etc., exemption from seeking EMD in a particular tender shall be decided prior to issue of tender and suitably incorporated in the tender conditions. The exemption

02.01.19 02.01.19

shall require personal approval of the Authority competent to accept the tender based on estimated value thereof, but not below the level of PCMM on case to case basis.

2. Automatic release of EMD of unsuccessful tenderers after tender is finalized:

2.1 EMD of unsuccessful bidders or tenderers shall be released immediately after finalization of the tender. The purchaser may initiate the process of release just after the tender is finalized, or in online systems the information through system about settlement of tender, will be sufficient for release of the EMD of the unsuccessful bidders or tenderers without any additional action required from the purchaser.

3. Security Deposit (SD)/Performance Security for Stores Contracts except M&P:

3.1 There shall be no exemption from submission of Security Deposit (SD) for any tender or by any tenderer except following:

a) The Store contract cases of value upto Rs 1 (one) lakh
b) Other Railways and Government Departments in terms of Railway Board's letter No. 2004/RS(G)/779/11 dated 24.07.2007
c) Indian Ordinance Factories in terms of Railway Board's letter No. 92/RSS(G)/363/1 dated 08.04.1993
d) PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them in terms of Railway Board's letter No. 2003/RS(G)779/5 dated 10.09.2004

3.2 Security Deposit (SD) amount shall be 5% of the contract value rounded off to nearest higher Rs 10 (ten).

3.3 Security Deposit (SD) shall remain valid for a period of 60 days, beyond the date of completion of all contractual obligations.

3.4 The successful tenderer shall have to deposit SD within 14 days of issue of Letter of Acceptance. No Extension of time for submission of SD shall be granted.

3.5 In the event of successful tender(s) failing to deposit/submit SD in acceptable form within the prescribed period as aforesaid, the EMD submitted by such successful tenderer(s) shall be automatically adjusted towards SD in view of the fact that in most of the cases, EMD amount would be adequate to meet the SD amount. In case where available EMD amount is less than required SD and the successful tenderer does not deposit the balance SD amount within stipulated time, then EMD shall be forfeited and case be dealt with as that of withdrawal of offer by the tenderer as per extant instructions. This will resolve the problem faced by purchaser to

02.1.19 Sanjeev Kumar 02.01.19

great extent due to intentional delay in submission of SD by successful tenderer(s).

3.6 In case, the MSEs exempted from submission of EMD fail to submit SD in stipulated time, damages shall be levied, for failure to act as per offer with regard to condition relating to SD, equal to EMD amount, as would have been applicable if the offer was from a non-MSE vendor. These damages shall be treated as recoveries outstanding against the vendor and dealt with accordingly. A suitable tender condition to be incorporated in the tender document.

3.7 Purchaser should ensure that the contracts are worded so as to conclude severable contracts for each lot. In case of failure by contractor to meet deliveries for any lot, Railways may cancel the contract for defaulted part by forfeiting SD commensurate to that lot. Authority available to Consignee/Depot Officer vide Para 27 & 28 of Railway Board's letter no. 88/RS(G)/779/14 Pt. dated 06.01.2017 shall continue.

3.8 Risk Purchase clause shall not be applicable wherever SD clause is applicable. Wherever SD is not taken, risk purchase will be made as per extant guidelines.

3.9 In exceptional cases, such as, case of Single Tender, PAC items, etc., exemption from seeking SD in a particular tender shall be decided prior to issue of tender and suitably incorporated in tender conditions. The exemption shall require personal approval of the Authority competent to accept the tender based on estimated value thereof but not below the level of PCMM on case to case basis.

4. Advance Acceptance/Counter offer & Delivery Period:

4.1 In Store Procurement TC cases, Letter of Advance Acceptance/Counter offer may be issued without Finance vetting.

4.2 The delivery period in Store Procurement cases shall be reckoned from the date of issue of Advance PO/Letter of Advance Acceptance/Letter of Acceptance.

5. Disposal of low value Scrap upto Rs 5 lakh:

5.1 For expeditious disposal of the scrap material to de-congest the work place and avoid theft of the materials which is resulting in loss to Railways and due to shortage of manpower & steep rise of the cost of manpower, the supervision of delivery of scrap material for value upto 5 lakh, two/three member committee shall be authorized. In partial modification of existing instructions, the composition of delivery/supervising team shall be as:

02.1.19 Sanjeev Kumar 02.01.19

SN	Lot value	Witnessing/Supervising Team Members
1	Up to Rs 2 Lakh	Two member team (In case custodian is other than Stores Department): (i) Custodian of the Scrap/Senior Supervisor level of executive (ii) Stores supervisor of rank not less than Depot Material Supervisor (D.M.S.) (Note: When both are of same department then Committee at SN-2 below shall be applicable.)
2	Above Rs 2 lakh and upto Rs 5 Lakh	Three member team (In case custodian is other than Stores Department): (i) Stock Verifier (ii) Custodian of the Scrap/Senior Supervisor level of executive. (iii) Stores supervisor of rank not less than D.M.S. (Note: When custodian is of stores department, committee will include (i) & (iii) above as two member committee)
3	Above Rs 5 lakh	As per existing guidelines.

6. Liquidated Damage (LD) on delayed Supply:

6.1. Recovery of Liquidated Damage (LD) shall be levied @ 1/2% (half percent) of the price of the store per week or part of the week during which delivery is accepted and the upper limit for recovery of LD in supply contracts is 10% (ten percent) of the value of contract irrespective of delays, unless otherwise provided, specifically in the contract.

7. Other extant guidelines as issued from Board on the subject(s) 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.

02-1-19

(Mahesh Chandra)
Executive Director/RS(G)

02.01.19

(Umesh Balonda)
Executive Director/S&T
Transformation Cell
Dated: 02.01.2019

NO. 2018/Trans Cell/Store Procurement

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

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(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAILMANTRALAYA)
(RAILWAY BOARD)

No.2018/Transf. Cell/Mech/Misc Dated : 02 -01-2019

The General Managers
All Indian Railways, CORE & Production Units

Director General
RDSO, Lucknow, NAIR, Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Directors, All Centralized Training Institutes

Sub: Simplification of the procedure of Laptop reimbursement

Ref : Director ME(C&IS) letter no 2011/C&IS/Committee/Laptops/Pt.II Dated 23/01/2012

It has been brought to notice by officers in field and Railway Board that the procedure for laptop procurement, reimbursement as well as maintenance is very cumbersome and needs to be simplified.

As per the existing policy, the officers in JAG and above grade are entitled for Rs.55,000/- for Laptop and Rs.30,000/- for repair and maintenance. Other gazette officers below JAG are entitled for Rs.25,000/- for Laptop and Rs.20,000/- for repair and maintenance.

Board (FC & CRB) has approved further simplification of the process of procurement and reimbursement of laptop. As per the simplified procedure, officers who procure laptop themselves may club the cost of Laptop and cost of repair/maintenance over the specified life of the machine and total amount can be claimed through single invoice subject to the terms and conditions as well as monetary limits laid down in the laptop policy letter dated 23/01/2012.

In case both i.e. the cost of laptop and the cost of repair & maintenance are clubbed together and there is a single invoice of the total permissible amount, the responsibility of repair and maintenance of the laptop shall rest with the officer concerned. Other terms and condition mentioned in the Laptop policy dated 23/01/2012 remains the same.

This issue with the concurrence of Associate Finance of the Transformation Cell, Ministry of Railways.

Please acknowledge receipt.

(A K Chandra)
ED/Mech./Transformation

No.2018/Transf. Cell/Mech/Misc Dated : 02 -01-2019

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)
ED/Accounts/Transformation

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

No. 2017/Trans Cell/ Mech,/MRS Directives **New Delhi, Dated: 27.12.2018**

The General Manager,
All Indian Railways & Production Units, NF(C), CORE,
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Process Reforms- Empowering CDOs to permit advertisement in Coaches in lieu of goods/services

The issue of permitting advertisement in lieu of goods/service has been deliberated and following modalities have been worked out to facilitate the same.

For such offers of goods in lieu of limited advertising avenue in running trains, Board (MRS, FC & CRB) have approved following guidelines empowering CDOs to take a decision in such matters with certain safeguards as under:

1. As soon as CDO receives such request and terms and condition from an entity interested in providing goods in lieu of advertisement, CDO shall get it published on the web in order to provide equal opportunity to similar interested parties giving adequate notice of not less than 21 days.

2. On receipt of other offers for the similar service, CDOs will decide the case on merit recording proper justification and cogent reasons for deciding in favour of a particular party or parties.

3. If no offers are received within the stipulated time period after web publishing, CDO may take a call whether to permit or not permit such requests.

4. Advertisement in lieu of goods may be authorized by each CDO initially for a period of 03 months and in maximum 02 trains at a time in each depot. Based on the satisfactory performance, may extend it by another 03 months.

5. CDOs may permit placement of a maximum four numbers of thematic of products/equipment with courtesy signage per coach inside the toilet or near the exit doors. Maximum size of signage/thematic will be restricted to 6 inch X 6 inch.

6. The party shall indemnify Indian Railways against any loss or damage suffered by any travelling public or a railway staff due to use of their goods or services.

Sanjeeb Kumar

7. The goods provided by the party shall invariably be environment friendly and confirm to various national/international standards as applicable to similar type of product during the pendency of such service.

8. The CDO shall obtain in-principle approval of the HOD concerned before commencing any such service.

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

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

Encl: As above

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation

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, Tune.
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 Trivendrum.

14. Managing Director. CRIS, Chanakyapuri, New Delhi
15. Chief Managing Directors/Managing Directors, RITES, IRCTC, RVNL, CONCOR, RailTel, IRCON, IRFC & KRCL.

Copy to:

I 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(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Director (T&MPP), Railway Board.
4. All Executive Directors Railway Board.

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

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

No. 2018/Transf. Cell/Tfc/Earnings Contract **New Delhi, 27.12.2018**

General Managers,
All Indian Railways

Sub: Simplification of procedure for acceptance of tenders for commercial earning contracts upto 2 crores.

Ref: 1. Western Railway's letters No.G.176/0/SOP Policy/Vol.I dated 31.10.2018 and C358/100/Sundry earnings/Cont.Mngmt/ 2018-19 dated 15.10.2018

2. Railway Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017

With increasing stress on non fare revenue (NFR) earnings, it is imperative that all earning contracts are finalized expeditiously without prolonged TC proceedings. The current process of Tender Committee for earning contracts of even smaller value is long and time consuming resulting in loss of earnings to the Railways.

2. It has, therefore, been decided that in supersession of all previous instructions on the subject matter, the procedure for finalization of Earnings Contracts upto 2 Crores will be as under:

For earnings contract tenders having value upto and including Rs 50 lakh

i. Direct acceptance of tender by concerned executive in Selection Grade/ JAG level or Sr. Scale level holding independent charge. The Accepting authority, while accepting the tender, shall record a reasoned note with regard to tender evaluation and acceptance in the form of a detailed speaking order.

ii. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than highest financial offer; direct acceptance of tender shall not be allowed in the tender upto and including Rs 50 lakh. Such tenders shall be dealt by Tender Committee, constituted as per para iii below.

For earnings contract tenders above Rs 50 lakh and upto and including Rs 2 crore

iii. The Tender Committee shall be constituted with two members out of which, one should essentially be from the Finance Department and the other from the concerned Executive Department.

iv. **The existing practice of three members Tender Committee shall be applicable for earnings contract tenders of value having more than Rs 2 crore each.**

4. Since the e-tendering module is yet to be finalized by CRIS, the aforesaid simplification may be adopted even under the present procedure.

5. This issues with the approval of Board (MT, FC & CRB).

6. Please acknowledge receipt.

Niraj Sahay 27/XI

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

No. 2018/Transf. Cell/Tfc/Earnings Contract **New Delhi, 27.12.2018**

1. PCCMs, All Indian Railways
2. PCOMs, All Indian Railways
3. PFAs, All Indian Railways
4. The ADAI (Railways), New Delhi
5. The Director of Audit, All Indian Railways

Sanjeeb Kumar

(Sanjeeb Kumar)
ED/Accounts
Transformation Cell
Railway Board

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

No. 2018/Trans.Cell/1/Policy **New Delhi, dated: 26-12-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow

Sub: Empowerment of RPF officers

1. Board (FC & CRB) have approved the following empowerment to RPF Officers:

(i) PCSC and other RPF officers in headquarters and divisions are empowered to approve and sign non stock indents for procurement of security related items as per requirement at par with powers available with PHODs/CHODs and their other counterpart officers of equivalent grade of other departments, in MSOP 2018. Security related items include Drone cameras, baggage scanners, Door Frame Metal Detector (DFMD), Hand Held HHMD, Dragon Search Lights, Neck bend PA system, trolley mirror, firing simulators, smart queue managers, Radio Frequency Identification (RFID) based access control systems, web and mobile based software solutions, video analytics, spy cameras, voice recorders, modern tools for scientific investigation including Call Data Record (CDR) analysis software, other modern gadgets for surveillance & security, night vision devices, 2/3 wheeler battery operated vehicles like segway etc for enhancing the mobility of force on platforms, GSM Live Voice recorder, Pocket pen voice/ Video recorder, wireless video camera with laptop recorder and audio/video transmitters, body worn camera and any other items so identified by DG/RPF or PCSC/RPF. The process as followed for stores purchase may be followed.

(ii) CSCs/RPF posted in zones will have administrative and financial powers at par with powers available with HODs of other departments in various sections of Model SOP (MSOP)) 2018 limited to security matters.

(iii) Sr COs/COs of RPSF Battalions will have powers at par with powers available with Sr.DSCs/DSCs of Divisions in equivalent grade available in MSOP 2018 for security related matters.

2. These powers may be exercised subject to ceiling limit of budget allotted to the department.

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

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 26/12/18
(Jeetendra Singh)
Executive Director (Elect)/Transformation

No. 2017/Trans/01/Policy **New Delhi, dated: 26-12-2018**

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

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/NAIR/1 **Dated: 21.12.2018**

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 NAIR/CTIs and CTIs' Co-ordination Cell at NAIR.
Ref: (1) DG/NAIR's letter no. NAIR/05/02/007 dated 11.10.2018.
(2) DG/NAIR's letter no. NAIR/SA/Meeting Minutes dated 01.10.2018
(3) DG/NAIR's letter no. NAIR/CTI/Meeting dated 18.05.2018
(4) Board's letter No. F(X)II/2009/PW/10 dated 09.04.18.

With reference to DG/NAIR's letter at (1) (2) and (3) and Railway Board's letter at (4) above, Board (MS, FC & CRB) have approved the following:

1. **Permission for Air Travel Facility to Eminent Visiting Faculty**:

1.1 The annual ceiling limit of the total expenditure with regard to permission for air travel to Eminent Visiting Faculty by DG/NAIR is enhanced to Rs 7.5 Lakh per annum.

1.2 All other extant terms & conditions on the above subject, as issued vide **Board's letter No. F(X)II/2009/PW/10 dated 09.04.18** (item No 3.viii.B.i) shall remain unchanged, and as modified from time to time.

2. **To Incur Expenditure towards Presenting Mementos to Visiting Faculty and Faculty on Transfer:**

2.1 Full powers with an annual ceiling limit of Rs 2 lakh to DG/NAIR. Finance Concurrence is not required.

2.2 Other conditions, if any, in respect of powers to incur expenditure towards presenting mementos to Visiting Faculty and Faculty on transfer will remain.

3. **Hiring/Engaging Sports Trainers at NAIR & CTIs:**

DG/NAIR & Director/CTIs are permitted to tie-up with staff from Sports Quota to impart training to Trainee Officers in the existing facilities. The rate may be decided by the Head of the CTIs in consultation with associate finance within the overall budget allotment for the concerned CTIs/NAIR.

4. **Centralised Training Institutes (CTIs) Co-ordination Cell:**

4.1 A CTIs Co-ordination Cell may be set up at NAIR under DG/NAIR for effective coordination with CTIs, Railway Board, and other organizations.

Sanjeeb Kumar 821 21.12.18

4.2 The CTIs Co-ordination Cell shall have following additional manpower. Accordingly following posts are transferred to NAIR from various Zonal Railways to NAIR:

SN	Name of the Post	Grade	No. of posts	Transfer of Post from
1	Professor (CTI Training Coordination)	JAG/SG	1	RDSO (Post identified by DG/RDSO shall be transferred)
2	AFA	JS	1	WR
3	Sr.SO/Accounts	PB-2+GP 4600(Level-7)	1	
4	Private Secretary Gr.II	PB-2+GP 4600(Level-7)	1	WR (vacant post)
5	Chief Office Superintendent	PB-2+GP 4600(Level-7)	1	SCR (vacant post)
6	Sr. Clerk	PB-2+GP 2800(Level-5)	1	NR (vacant post)

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

Kindly acknowledge the receipt and ensure compliance.

21.12.18

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

NO. 2018/Trans Cell/S&T/NAIR/1 **Dated: 21.12.2018**

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

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/Contractual Staff **Dated: 20.12.2018**

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_Consideration of re-engagement of retired Senior Scale Officers against Junior Scale vacant posts.

Ref: (1) PCPO/CR's letter no. P/CR/HQ/E-Gaz/274/Re-engangement dated 30.10.2018.
(2) Board's letter No. 2018/Trans Cell/S&T/Contractual Staff dated 25.10.18.

Keeping in view the difficulties being experienced by Zonal Railways due to vacant posts of Gazetted Officers and with reference to letter at (1) and (2) above, Board (MS, FC & CRB) have approved re-engagement of retired Senior Scale Officers against the Junior Scale vacant posts, as consultant in exigencies of the services, subject to the following conditions:

1. Officers retired from Senior Scale (not above Senior Scale) may be considered for re-engagement against the Junior Scale post, if willing to be re-engaged, on the same terms and conditions as issued for Re-engagement of retired Gazetted Officers in exigencies of services vide Railway Board's letter No. 2018/Trans Cell/S&T/Contractual Staff Dated: 25.10.2018, except the remuneration.

2. Monthly remuneration of a retired Senior Scale Officers being re-engaged against the Junior Scale post be determined by reducing Pension from his/her last pay drawn (i.e. Basic Pay + DA) by the officer in Junior Scale/Group 'B' just before the promotion to Senior Scale minus the pension of the retired officer. In case the last working of the retired Senior Scale Officer, re-engaged, in Junior Scale/Group 'B' post, was during VI CPC, then the corresponding amount can be worked out by applying 2.57 fitment factor and notional placement in the corresponding pay scale to ascertain corresponding VII CPC pay.

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

Kindly acknowledge the receipt and ensure compliance.

20.12.18

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

NO. 2018/Trans Cell/S&T/Contractual Staff **Dated: 20.12.2018**

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

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans/01/Policy **Dated: 18.12.2018**

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 Slip no. 3 to Model SOP 2018.

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018 Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 3 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, Railway Board.

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 3 to Model SOP 2018

18.12.18
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

No. 2018/Trans/01/Policy **Dated: 18.12.2018**

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 enclosed

Corrigendum Slip No. 3 of Model SOP 2018.

S.N	Model SOP 2018 – Part/Item No	Corrigendum
1.	**Part C (Miscellaneous) Item 63 (A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training.**	**Following is also added under column 5**: Sr. DSTE/DSTE incharge in Division and DyCSTE/Tele in HQ up to Rs 15000/- at a time.
2.	**Part C (Miscellaneous) Item 63 (B)** Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc.	**Following is also added under column 4**: DRM Full Powers
3.	**Part E (Commercial) Item 26 (E)** – To call and accept quotations for parking, comml publicity, pay & toilets & other earning contracts etc., (except parcel leasing, multipurpose stalls and caterings) contracts.	**Following is added under column 5** – JAG/SG & SS Officers (Independent charge) (i) Up to and including Rs 2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs 10 Lakhs. **(ii)** Up to and including Rs 5 lakhs per case with finance concurrence subject to annual ceiling limit of Rs 60 Lakhs (including (i) above). **(iii)** Quotation powers may be resorted to for a short period of 90(ninety) days.

Sanjeev Kumar

18.12.18

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

No. 2018/PR/13/68 **New Delhi, Dated: 17.12.2018**

The General Manager,
All Indian Railways & Production Units, NF(C), CORE,
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Corrigendum to PR matters in Model SOP, 2018.

PR Directorate has proposed certain modifications/changes to various provisions of Model SOP on Public Relations Matters.

Board (FC&CRB) has considered and approved changes as given in the following table.

REVISION IN MODEL SOP 2018 (Pertaining to PUBLIC RELATIONS MATTER)

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
59.	Insertion of advertisements	**Insertion of advertisements in print media, social media and digital media**			
	(A) Tender notices and campaign advertisements in DAVP approved publications.	**Release of tender notices, campaign advertisements and display advertisements in newspapers & publications approved by Bureau of Outreach & Communication (BOC) at the rates approved by BOC.**	Full Powers	**Full Powers.**	**1. Finance concurrence is not necessary.** **2. To be published at the request of department/division**
	(B) Souvenir/ special publications.	**Release of advertisement to adhoc publications such as souvenir, Bulletin brochures and special publications**	Upto Rs.3,000/- per case	**Upto Rs.6,000/- in each case (not necessarily the maximum amount in every such case)**	**1. Finance concurrence is not necessary** **2. Subject to annual ceiling of Rs. 2 Lakhs.**

Sanjeeb Kumar

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
	(C) Non-DAVP newspapers	**Release of advertisement to non-BOC newspapers and Magazines / Publications.**	Full powers to CPRO	**Full Powers to CPRO**	**(i) Finance concurrence is not necessary** **(ii) Prior approval of GM is necessary** These power may be exercised in exceptional circumstances, as indicated in letter No. 2006/PR/5/62 dated 30.05.2007
	(D) (New insertion)	**Preparation of suitable designs and artwork for advertisement, brochures, posters, hoardings, neon signs and any other publicity material.**	DIP/DPR up to Rs.3000 in each case subject to an annual ceiling of Rs.36,000/-	**CPRO/DIP up to Rs.5000 in each case subject to an annual ceiling of Rs.1.5 lakh.**	**Authority: Office order no. 10 of 1989**
	(E) (New insertion)	**Advertising through Outdoor Media**	None	**Full powers to CPROs for hiring outdoor spaces at BOC rates for putting up hoardings, LED-Walls, banners, flyers, flags, standees at various locations within their jurisdictional areas.**	This power to be exercised with prior finance concurrence and approval of the General Manager.
	(F) (new insertion)	**Advertisement in e-newspapers**	None	**Full power to DAVP approved publication/ newspaper/ magazine/ periodical etc in e-Newspaper & magazines at BOC approved rates.**	

Sanjeeb Kumar

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
	(G) (new insertion)	**Advertisement on websites.**	None	**Full powers to CPRO to release advertisement to websites empanelled with DAVP at DAVP rates**	
	(H) (new insertion)	**Dissemination of information through SMS.**	None	**Full powers to CPRO to release bulk SMS through agencies empanelled with BOC at BOC rates.**	
61	Hospitality charges in connection with Publicity and Public relations				
	61.(B) Hospitality: (i) A ceiling of Rs.250/- per meal per head OR Rs. 500/- per day subject to an annual ceiling of Rs. 3 lakhs would be observed.	**61. (B) Hospitality:** **(i) Expenditure on meals**	A ceiling of Rs.250/- per meal per head OR Rs. 500/- per day subject to an annual ceiling of Rs. 3 lakhs would be observed.	The limits circulated vide Transf. Cell letter dated 19.11.2018 will be applicable for normal cases. For international engagements, the limits given in MoF's OM No. 7(3)/E-Coord/20 13 dated 06.05.2015 may be followed	
	(new insertion)	**61. (B)(iii) Serving of alcoholic drinks**	No power	**Cocktail may be served in international engagements only, as per MoF's** OM No. 7(3)/E-Coord/20 13 dated 06.05.2015	

Sanjeev Kumar

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
	61. (B)(ii) The amount of cash imprest being maintained by CPRO for the purpose raised to Rs. 8,000/-	**Cash imprest for hospitality purpose.**	The amount of cash imprest being maintained by CPRO for the purpose raised to Rs. 8,000/ Rs. 4000/- for Production Units	**CPROs of all Zonal Railways are authorized to maintain a cash imprest of Rs.15,000/- for the purpose.** **CPROs of Production units are authorized to maintain a cash imprest of Rs.8,000/- for the purpose..**	Recoupment shall be as per the detailed instructions given in finance code Vol.-I Para 1050.
	(new insertion)	**61. (A)(i) Hiring of accommodation for out-station media persons invited for coverage of official functions**	No Power	**Full powers to CPROs. Finance concurrence required for expenditure above Rs. 20,000/-**	Such hiring shall be done only with the approval of the General Manager.
	61. (C) Press Tours & Reception: (i) There would be a ceiling of Rs. 500/- per head per day for meals within the overall P.R. Budget. The expenditure can be incurred by the CPROs with the administrative approval of AGM/ GM and would not require finance concurrence	**Press Tours & Reception:** **61. (C)(i) Expenditure on meals**		Up to Rs. 50,000/- on each occasion with administrative approval of the AGMs/GMs without finance concurrence and More than Rs. 50,000/- on any occasion with prior finance concurrence and approval of GM/AGM.`	**Per head expenditure stands revised as per the Board's letter No. 2018/Trans Cell/S&T/Refreshment dated 19.11.2018**
	61. (C) (ii) In exceptional circumstances	**Stands deleted**	CPRO Full Powers up to Rs. 750/- per head per day for meals may be incurred with prior finance concurrence	**Stands deleted**	
	(new insertion)	**61.(B)(iii) Hiring of accommodation for out-station media persons invited for press tours**		**Full powers. Finance concurrence required for expenditure above Rs. 20,000/-**	Such hiring shall be done only with the approval of the General Manager.

Sanjeev Kumar

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
	63.(B) Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc	**Production of films by railways including documentary and quickies/video spots for TV & Radio Channels and dubbing of films received from Board, Films Division, etc**	Up to Rs. 5 lakhs per annum.	Up to Rs. 10 lakh per annum at DAVP rates.	Finance concurrence is necessary, if the expenditure exceed Rs. 25,000/- on each occasion.
	63. (D) Payment of fee for telecast/ broadcast & screening of railway publicity material	**Payment of fee for telecast/ broadcast & screening of railway publicity material like cinema slides, video spots, radio spots/jingles, etc.**	Full powers to CPRO..	Full powers to CPRO.	1. Finance concurrence is not necessary up to Rs.5,000/- in each case. 2. Finance concurrence is not necessary at DAVP approved rates. 3. Such publicity material can be disseminated as films/ documentaries/ quickies/ publicity slides/ film and radio spots in DD, AIR, cinema halls and other audio or visual channels/mediums
67	Preparation of Cinema Slides	**Preparation of Cinema Slides/radio spots or jingles**	CPRO Rs. 5,000/- per occasion. Finance concurrence is required if the expenditure exceeds Rs.2,000/-	**Up to Rs.25,000/- per occasion at DAVP rates.**	Finance concurrence not required up to Rs 25000/-
64.	Expenditure towards jobs done through outside agencies relating to photography, videography including developing, printing of photographs, translites, lamination and video editing.	**Expenditure towards jobs done through outside agencies relating to photography, videography including developing, printing of photographs, translites, lamination and video editing.**	Full powers subject to an annual ceiling limit of Rs.1.5 lakhs.	**Full powers subject to an annual ceiling limit of Rs.5 lakhs.**	

Sanjeev Kumar

No. of MSOP-C	Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
	Existing	**Revised**	**Existing**	**Revised**	
65.	Purchase of photographic consumable items	Purchase of photographic consumable items	Full powers	**Full powers.**	Finance concurrence is necessary, if the cost of consumable exceeds Rs. 10,000/- per occasion.
66.	Printing Work in outside presses	**Printing Work in outside presses**			
	(A) (ii) Other than the above including posters, folders, brochures, and other publicity literature.	**Other than the above including posters, folders, brochures, and other publicity literature.**	Up to Rs. 50,000/-per occasion without finance concurrence subject to an annual ceiling of Rs. 3 lakhs.	**Up to Rs. 100,000/-per occasion without finance concurrence subject to an annual ceiling of Rs. 10 lakhs**	
	(C) Printing of visiting cards to Branch Offices	**Printing of visiting cards to Branch Offices**	PHOD/HOD Full powers	**CPRO Full powers**	Finance concurrence not necessary.

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

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

No. 2018/PR/13/68 **New Delhi, Dated: 17.12.2018**

1. General Managers/All 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)
Executive Director/Accounts
Transformation

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

No. 2018/Trans. Cell/Mech/Service Contract **New Delhi, Dated: 17.12.2018**

The General Manager,
All Indian Railways & Production Units, NF(C), CORE,
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF
Director, All CTIs

Sub: General Conditions of Contract for Services.
Ref: Railway Board's letter of even No. dated 20.03.2018.

A number of references have been received from Zonal Railways regarding special conditions required to be incorporated in variance with conditions specified in GCC for Services. The matter has been examined and Board (MRS, FC & CRB) have decided that:

"PHODs may frame and approve Special Conditions of Contract on Service" in consultation with Associate Finance"

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

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

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/EG/Holiday Home **Dated: 17.12.2018**

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: Renewal and Hiring of Accommodation for Holiday Homes - Process Reforms.
Ref:(1) DRM/NR/Moradabad letter No. DRM/MB/Misc/2018 dated 03.12.2018.
(2) Board's letter No. E(W)90WE-2/2 dated 06.09.1990.

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

1. The power of Renewal of Hired Accommodation for Holiday Homes for Officers, Supervisors & Staff from State undertaking or from any other Govt. agency is delegated to the DRMs.

2. General Managers are empowered to increase or decrease the area/space (no of rooms) of the already Hired Accommodation for Holiday Homes at the location with concurrence of Associate Finance.

3. All other extant terms & conditions 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.

17/XII/18
(Anand S. Khati)
Executive Director
Establishment (G)

17.12.18
(Umesh Balonda)
Executive Director/S&T
Transformation Cell

NO. 2018/Trans Cell/EG/Holiday Home **Dated: 17.12.2018**

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

Sanjeeb Kumar 17/12/18
(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy: As per list attached.

भारत सरकार **GOVERNMENT OF INDIA** RBE 196

रेल मंत्रालय **MINISTRY OF RAILWAYS**

(रेलवे बोर्ड RAILWAY BOARD)

No. E(NG)I/2018/PM 1/4 New Delhi, Date: 14.12.2018

The General Managers
All Zonal Railways & PUs
(As per Standard list)

Sub: Introduction of 100% – Objective Paper for promotional examination to expedite and simplify examination process.

The promotion of staff within Group 'C' by "Selection" or "non-selection" process and Group 'D' to 'C' is regulated by provision contained in Section 'B' of Chapter-II of Indian Railway Establishment Manual Volume I; and instructions contained in Board's letter No.E(NG)I/98/PM 1/17 dated 20.10.1999 and other instructions issued from time to time.

2. The existing system of examination conducted for filling up promotional posts has been reviewed by the Board and to bring objectivity to the selection process it has been decided as under:-

(i) The question paper will henceforth be 100% Objective Type;
(ii) All the questions will be of muitiple choice only;
(iii) A large Question Bank may be created from which the questions can be selected randomly for conducting a Computer Based Test;
(iv) Railways may conduct examination in CBT mode or pen and paper depending on their preparedness;
(v) If computer based Test takes time to implement, the tests may be conducted on OMR sheets, which shall have a carbon copy, kept in safe custody of officer nominated by the authority nominating the Selection Committee at HQ/Division/PU/Workshop;
(vi) OMR can be evaluated manually. A model Answer Sheet shall be given by the paper setter in a separate cover on conclusion of the examination;
(vii) To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/over writing;
(viii) There shall be negative marking for incorrect Answers. One third of the marks allotted for each question will be deducted for wrong Answers;
(ix) Responsibility for evaluation shall be with the Officer nominated for evaluation;
(x) The system of coding & decoding of answer sheets will continue;

...2/-

(xi) Any selection which has already been notified will be conducted as per the existing instructions only and the new instructions would apply for those selections which are notified after the date of issue of these instructions;

3. The above changes would be applicable to all Departments, except Accounts and RPF, who deal with their own establishments.

Please acknowledge receipt.

(D. Joseph)
Jt. Director/Estt.(N)
Railway Board

No. E(NG)I/2018/PM 1/4 New Delhi, Date: .12.2018

Copy forwarded to:-

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, Federation of Railway Officers Association, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, Indian Railway Promotee Officers Association, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The General Secretary, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi-110001.
7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
11. The Secretary Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
12. Chief Commissioner of Railway Safety, Lucknow.
13. Adviser (Safety), Railway Board, New Delhi.
14. The Director General & Ex Officio General Manager, RDSO, Lucknow.
15. The Manager/HRD, RLDA, Near Safdarjung Railway Station, Motibagh-1, New Delhi-110021.
16. DFCCIL, 5th Floor, Pragati Maidan, Metro Station Complex, New Delhi-110001.
17. Office of Chief Administrative Officer, Indian Railways(Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.

...3/-

18. The Chief Mechanical Engineer, Indian Railways Organisation For Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.
19. General Secretary, All India SCs & STs Railway Employees Association, Room No.7 (Ground Floor), Rail Bhawan, New Delhi.
20. Chief Administrative Officer, Rail Coach Factory/Raebareli Project, Kishanganj, Delhi-7.
21. Adviser (Projects), Room No.548, M/O Railways, Rail Bhawan, New Delhi.
22. President, RBSS Group 'A' Officer Association, Room No.370, Rail Bhavan, New Delhi.
23. General Secretary, Railway Board Non-Ministerial Staff Association, Room No.42, Rail Bhavan, New Delhi.
24. Chief Admn Officer, Indian Railways Organisation for Alternative Fuels, 12th floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi – 110009.
25. Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
26. Co-Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
27. Chairman, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.
28. The Convener Member, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001

for Secretary/Railway Board

PSs to MR, MoS(G), MoS(S),
PPSs to CRB, FC, MS, MRS, MT, MTR, ME, Secretary, DG(P), DG(S&T), DG(RS), DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), Adv.(IR) and Adv.(Vig.)

PSs to ED Fin(BG), ED(Safety), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), ED(Projects), EDERS(G), EDE(Res.), EDE(RRB), EDE(Fin), EDF(B), ED(Planning), ED(RE), ED(Sig), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDLM, EDE(GC), EDRE(S&T), ED(Stat), EDRS(S), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(DAv.), EDRE(S), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), JS(E&P) and JS and IG/RPF.

JD(OL), DPC-I, DPC- II, DE(G), D(IH), D(H&FW), D(MPP), Dir.(Safety)I, Dir.(Safety)II, Dir.(Safety)III, DE(N)II, DE(R), DE(D&A), DE(LL), JDE(Rep), JDE(GP), JDE(RRB), DD(Code Revision), DD(Health), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, US(A), DDE(D&A), DDV(A&P), DDE(Rep) I, DDE(Rep)II, DD(OL)I, DD(OL)II, E(D&A), E(GP), E(NG)II, E(Rep)I, E(Rep)II , E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), ERB-II, ERB-V, PC-III, PC-IV, PC- V, E(P&A)I, E(P&A) II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), E(G), Health Branch, Safety Branch, A/C-III & Code Revision Cell.

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans/Policy/RA **Dated: 14.12.2018**

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: e-Tendering for Earning Contracts.
Ref: Railway Board's letter No. 2017/Trans/01/Policy/Pt-s dated 28.03.2018.

Board had reviewed the progress of e-Tendering for Commercial Earning Contracts on 12.11.2018 and as a follow up, Board (MT, FC & CRB), have approved that the tenders for the Earning Contracts may be exempted from the purview of e-RA policy (forward auctioning for earning contract) upto 31.05.2019.

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

Kindly acknowledge the receipt and ensure compliance.

14.12.18

(Umesh Balonda)
Executive Director/S&T
Transformation

NO. 2018/Trans/Policy/RA **Dated: 14.12.2018**

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)

RBE No.**194/2008**

No.F(E)I/2018/AL-28/73 New Delhi , dt. 14.12.2018

The General Managers (P)/CAOs,
All Indian Railways/PUs
(As per Mailing list)

Sub: Controlling Officers for the purpose of Travelling Allowance.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 1697 of Indian Railway Establishment Code, Vol.II, Sixth Edition-1987 (Second Reprint, 2005) may be amended as in the enclosed Advance Correction Slip No. 62.

(Jitendra Kumar)
Dy. Director Finance (Estt.)
Railway Board

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan, New Delhi (40 spares).

for Financial Commissioner/Railways.

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

Copy forwarded to FA&CAO, All Indian Railways, Production Units etc.

(Jitendra Kumar)
Dy. Director Finance (Estt.)
Railway Board

contd/....

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

आरबीई सं. 194/2018

सं. एफ(ई)I/2018/एएल-28/73 नई दिल्ली, दिनांक 14.12.2018

महाप्रबंधक (कार्मिक)/मुख्य प्रशासनिक अधिकारी,
सभी भारतीय रेलें/उत्पादन इकाइयां,
(डाक सूची के अनुसार)

विषयः यात्रा भत्ता के प्रयोजन के लिए नियंत्रण अधिकारी.

संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रपति एतद्वारा निर्देश देते हैं कि भारतीय रेल स्थापना संहिता, जिल्द-II, छठाँ संस्करण-1987 (द्वितीय पुनर्मुद्रण, 2005) के नियम 1697 में संलग्न अग्रिम शुद्धि पर्ची सं.- 62 के अनुसार संशोधन किया जाए.

जितेन्द्र

(जितेन्द्र कुमार)
उप निदेशक वित्त (स्थापना)
रेलवे बोर्ड

सं. एफ(ई)I/2018/एएल-28/73 नई दिल्ली, दिनांक 14.12.2018

प्रतिलिपि भारत के उप नियंत्रक एवं महालेखा परीक्षक (रेलें), कमरा सं. 222, रेल भवन, नई दिल्ली को (40 अतिरिक्त प्रतियों सहित) प्रेषित.

जितेन्द्र

कृते वित्त आयुक्त/रेलें

सं. एफ(ई)I/2018/एएल-28/73 नई दिल्ली, दिनांक 14.12.2018

प्रतिलिपि प्रेषितः वित्त सलाहकार एवं मुख्य लेखा अधिकारी, सभी भारतीय रेलें, उत्पादन इकाइयां.

जितेन्द्र

(जितेन्द्र कुमार)
उप निदेशक वित्त (स्थापना)
रेलवे बोर्ड

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan, New Delhi (40 spares).

for Financial Commissioner/Railways.

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

Copy forwarded to Principal Financial Adviser, All Indian Railways, Production Units etc.

(Jitendra Kumar)
Dy. Director Finance (Estt.)
Railway Board

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

1. The G.M, N.F. Railway(Const.), Southern Railway (Const.) and Central Railway(Const.)
2. Principal Financial Adviser, N.F. Railway (Const.), Central Railway (Const.) and Southern Railway(Const.)
3. The Director General and Ex.officio General Manager, RDSO/ Lucknow.
4. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
5. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
6. The General Manager and Principal Financial Adviser, CORE/Allahabad.
7. The Director General, NAIR/Vadodara.
8. The CAO(Const.), MTP (R) / Mumbai.
9. The CAO, Rail Coach Factory, Raebareli Project, Kishanganj, Delhi-7.
10. The CAO(Const.), MTP(R) /Chennai.
11. The Executive Director, CAMTECH/Gwalior-474020.
12. The Executive Director/ERP, Railway Board, Room No. 339A, Pragati Maidan Metro Station Building Complex, New Delhi.
13. The Chairman, RCT/Principal Bench, 13/15, Mall Road, Delhi.
14. The Chairman, Human Resources Reforms Committee, Railway Board, Room No. 325A, Pragati Maidan Metro Station Building Complex, New Delhi.
15. The Chairman,RRT, Chennai - 600008.
16. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISET/Secunderabad.
17. The Managing Director, IRCON, IRFC, MRVC, IRWO, IRC&TC, CONCOR of India Limited, Executive Director, CRIS.
18. The Chairman –cum-Managing Director, KRC Limited, Rail Bhavan, New Delhi, Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom (IRCOT) Consultancy, Shivaji Bridge/ New Delhi.
19. The Director(Movement) Railways/Kolkata.
20. The Joint Director, Mil Rail, Ministry of Defence.
21. The Joint Secretary, Iron & Steel, 3 Koilaghat Street/Kolkata.
22. The Chief Mining Advisor, Ministry of Railway, Dhanbad, Jharkhand.
23. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
24. The Chairman,RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur,Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.
25. The Pay & Accounts Officer, Ministry of Railways(Railway Board).
26. The General Secretary, IRCA/New Delhi.
27. The Chief Commissioner of Railway Safety/Lucknow.

Contd/….3

28. Chairman, Rail India Technical and Economic Services Ltd. (RITES), RITES Bhavan, Plot No. 1, Sector-29, Gurgaon.
29. Chairman, Central Administrative Tribunal (CAT), 61/35, Copernicus Marg, New Delhi-1100 01.
30. The Managing Director, Rail Vikas Nigam Ltd., Plot No. 25, First Floor,August Kranti Bhawan, Bhikaji Cama Place, New Delhi- 110 066.
31. CAO(C), SEC Railway, Bilaspur-495004.
32. M/S. Bahri Brothers, 742, Lajpat Rai Market, Delhi-110006.
33. Managing Director, Rail Tel Corporation of India Ltd., 10th Floor, Bank of Baroda Building 16, Sansad Marg, New Delhi.

(Jitendra Kumar)
Dy. Director Finance (Estt.)
Railway Board

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

Copy forwarded to:

1. The General Secretary, NFIR, Room No. 256-E, Rail Bhavan, New Delhi (with 5 spares).
2. The General Secretary, AIRF, Room No. 253, Rail Bhavan, New Delhi (with 5 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, FerozeShah Road, New Delhi (with 10 spares).

for Secretary, Railway Board.

No.F(E)I/2018/AL-28/73 New Delhi, dt. 14.12.2018

1. The Secretary General, FROA, Room No. 256-A, Rail Bhavan, New Delhi.
2. The Secretary, RBSS, Group 'A' Officers Association, Rail Bhavan, New Delhi
3. The President, Railway Board Class-II Officers' Association, Rail Bhavan, New Delhi.
4. The Secretary General, IRPOF, Room No. 268, Rail Bhavan.
5. The President, Indian Rly. Class II Officers' Association, Rail Nilayam, Secunderabad.
6. General Secretary, Indian Railway Class II Officers Federation, Office of CE(Const.), N.E. Railway, Gorakhpur.
7. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.
8. The Secretary, Railway Board Class IV Staff Association, Rail Bhavan, New Delhi.
9. The General Secretary, All India RPF Association, Rail Bhavan, New Delhi.
10. The General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhavan, New Delhi – 110001.

(Jitendra Kumar)
Dy. Director Finance (Estt.)
Railway Board

Copy to:- PPS/PS/PAs to: CRB, FC, MS, MT, ME, MM, Member(Traction), Member(Rolling Stock), DG(RHS), DG(RPF), All Additional Members/ Advisors/ Executive Directors/ Directors, IG/RPF, IG/RPSF, JS, JS(G), JS(E), JS(P), JDE(N), JDE(P&A), JDE(L), JDE(W), DS(G), DDF(E)I, DDF(E)III, DDE(LR)I, DDE(LR)-II, DDE(Rep), US(Protocol) and DDE (R)II, Cash-I, II & III, E(P&A)I & II, E(G), Budget, PG, PC-IV, V, & PC VI (50 spares), G(Acc.), F(E)II, F(E)III & F(E)Spl., O&M, E(Trg.), E(GR)I, E(GR)II, Sec.(E), Sec.(Spl.), Protocol Cell, ERB-I, II, III, IV, E(O)I, II, III, E(GP), E(GC), Accounts-III, Code Revision Cell, E(Rep) & C&IS Branches, Railway Board.

*****

ADVANCE CORRECTION SLIP NO. - 62
IREC Vol. II (SECOND REPRINT, 2005)

Rule 1697 of IREC Vol.II (Second Reprint, 2005) may be read as under:

"General Managers / Divisional Railway Managers and Heads of the Departments shall be their own Controlling Officers. All Officers holding substantive post of Senior Scale (Level-11 in 7th CPC Pay Matrix / PB-3 + Grade Pay Rs.6600/-, pre-revised) shall be their own Controlling Officers for countersignature on TA journals. A Head of Department may declare what authorities subordinate to him shall be the Controlling Officers, for the purpose of travelling allowance of railway servants or classes of railway servants employed under him. No authority shall be declared by him to be his own Controlling Officer without the previous sanction of the Ministry of Railways."

अग्रिम शुद्धि पर्ची सं. 62

भारतीय रेल स्थापना संहिता जिल्द-II (द्वितीय पुनर्मुद्रण, 2005)

भारतीय रेल स्थापना संहिता जिल्द-II (द्वितीय पुनर्मुद्रण, 2005) का नियम 1697 निम्नानुसार पढ़ा जाए:

"महाप्रबंधक/मंडल रेल प्रबंधक एवं विभागाध्यक्ष अपने स्वयं के नियंत्रण अधिकारी होंगे। वरिष्ठ वेतनमान (7वें केंद्रीय वेतन आयोग पे मैट्रिक्स में लेवल-11/पीबी-3 + ग्रेड पे 6600/-रु., पूर्व संशोधित) के मूल पद वाले सभी अधिकारी यात्रा भत्ता जर्नल पर प्रतिहस्ताक्षर करने के लिए स्वयं अपने नियंत्रक अधिकारी होंगे। विभागाध्यक्ष यह घोषित करेगा कि उसके अधीन नियोजित रेल सेवकों या रेल सेवकों के वर्गों के यात्रा भत्ते के प्रयोजन के लिए कौन प्राधिकारी नियंत्रक अधिकारी है। वह किसी भी प्राधिकारी को रेल मंत्रालय की पूर्व मंजूरी के बिना स्वयं अपना ही नियंत्रक अधिकारी घोषित नहीं करेगा।"

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

No. 2018/Transf. Cell/Mech/D&AR **New Delhi, Dated: 13.12.2018**

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: Disposal of long pending D&AR cases.
Ref: Railway Board's letter of even No. dated 03.12.2018.

In continuation of the letter of even number dated 03.12.2018, it is advised that the date ***"15th December, 2018"*** mentioned in Para 6.0 thereof may be read as ***"15th January, 2019".***

It is further advised that a Committee has been set up to review various aspects relating to the disciplinary matters aimed at streamlining the disciplinary proceedings; and fresh instructions shall be issued shortly.

13/12/18
(A.K. Chandra)
Executive Director/Mech./Transformation

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, Tune.
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 Trivendrum.
14. Managing Director. CRIS, Chanakyapuri, New Delhi
15. Chief Managing Directors/Managing Directors, RITES, IRCTC, RVNL, CONCOR, RailTel, IRCON, IRFC & KRCL.

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

No. 2018/Trans.Cell/E/ProcessReforms **New Delhi, dated: 12-12-2018**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow

Sub: Empowerment of GMs to organize training of officers

Ref:1. GM/NCR letter no GM/NCR/RlyBdletter/SOP/Correction/2017 dt 30.11.2018
2. GM/NCR letter no 797-E/GAZ/Trg/Workshop/NCR dt 20.11.2018

1. Board (MS, FC & CRB) have approved the following empowerment to General Managers of Zonal Railways, PUs, CORE and DG/RDSO to provide flexibility in organizing training programs for officials.

(i) Removal of ceiling of Rs 10,000/- per day per person within the overall delegation of Rs 50,000/- per person per training course available with GMs for organizing training to railway employees (gazetted & non gazetted both) from outside institutions (as per Railway Board Letter No 2017/Trans/01/Policy dated 18.10.2017).

Similarly the ceiling of Rs 8,000/- per day per person is removed within the overall delegation of Rs 40,000/- per person per training course available with DRMs for organizing training of non-gazetted employees from outside institutions.

(ii) GMs are empowered to invite visiting lecturers and grant them honorarium, travelling facilities with permission for air travel to eminent visiting faculty and boarding and lodging and local transport facility to visiting lecturers at par powers available with DG/NAIR in Model SOP 2018, Part C - Item 74 (A), (B) & (C).

However, for payment of honorarium, there shall be annual ceiling of Rs 4 lakhs for each GM (zonal Railway, PU, CORE, DG/RDSO). This power may be exercised with personal approval of GM.

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

Kindly acknowledge receipt and ensure compliance.

Jeetendra Singh 14/12/2018

(Jeetendra Singh)
Executive Director (Elect)/Transformation

No. 2017/Trans/01/Policy **New Delhi, dated: 12-12-2018**

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

Sanjeeb Kumar 12/12

(Sanjeeb Kumar)
Executive Director (Accounts)/Transformation

Copy - As per list enclosed

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

No. 2018/Trans/01/policy **New Delhi, dated: 12-12- 2018**

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

Sub: Corrigendum Slip no 2 to Model SOP 2018

1. Vide Railway Board letter No 2018/Trans/01/Policy dated 24.07.2018 Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No 2 to Model SOP 2018 approved by Board (ME, MTR, FC & CRB) is enclosed for necessary action.

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

Kindly acknowledge the receipt and ensure compliance.

DA- Corrigendum Slip No 2 to Model SOP 2018

12/12/18

(T. K. Pandey)
Executive Director, Transformation

No. 2018/Trans/01/policy **New Delhi, dated: 12-12- 2018**

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

Sanjeeb Kumar 12/12/18

(Sanjeeb Kumar)
Executive Director (Accounts), Transformation

Corrigendum Slip No 2 to Model SOP 2018

S.N	Model SOP 2018-Part/Item No	Corrigendum
1	**Part –A Works matters Item no 5 (A) (i), note no 4** - "*The Minimum Eligibility / Qualifying criterion/criteria in the Tender Document for selecting the Tenderer should be precisely defined as per Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA/ FA&CAO/C (Associate Finance) and approval of GM /CAO/ Con/ should be taken.*"	**Part –A Works matters Item no 5 (A) (i), revised note no 4** - "*The Minimum Eligibility / Qualifying criterion/criteria in the Tender Document for selecting the Tenderer should be precisely defined as per Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA/ FA&CAO/C**on/** **RE** (Associate Finance) and approval of GM **/PHOD** /CAO/ Con/ **CAO/ RE** should be taken.*"
2	**Part A- Works Matters Item no 5 (A) (i) note no 9** *"Eligibility criteria need not be stipulated for open tenders up to Rs.50 lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 lakhs, personal approval of GM is required with PFA's concurrence in case of Open Line. In cases of Construction/ Organization, personal approval of CAO/C/ is required with personal concurrence of FA&CAO/C/ However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases."*	**Part A- Works Matters Item no 5 (A) (i) revised note no 9 "***Eligibility criteria need not be stipulated for open tenders up to Rs.50 lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 lakhs, personal approval of GM is required with PFA's concurrence in case of Open Line. In cases of Construction/**RE** Organization, personal approval of CAO/C/**CAO/RE** is required with personal concurrence of FA&CAO/C/**RE**. However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases."*
3.	**Part A- Works Matters item no 31 (A) (ii)** 'for planned procurement of Small Track Machines and its components, spares, consumables and tools"	**Part A- Works Matters item no 31 (A) (ii)** Railways are clarified that "for planned procurement of Small Track Machines and its components, spares, consumables and tools" the Delegation of Power is available to DY/CE, SEN/XEN dealing with Small Track Machines in Headquarters offices as DY/CMM and SMM respectively.

Sanjeeb Kumar

12/12/18

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

No. 2018/TF/Civil/Arbitration Policy **New Delhi, dated: 12-12- 2018**

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

Sub: Arbitration in Works & Stores Contracts

In supersession of all the previous instructions on the subject of Arbitration in Works & Stores Contracts, following policy is issued with the approval of Board (ME, FC and CRB).

1.0 Works Contracts- Detailed procedure has been enshrined in Indian Railways Standard General Conditions of Contract (GCC) issued in November 2018

1.1 **Appointment of Arbitrator where applicability of Section 12 (5) of Arbitration and Conciliation Act has not been waived off:**

In cases where the total value of all claims in question added together does not exceed ₹ 50,00,000/- (Rupees Fifty Lakh), the Arbitral Tribunal shall consist of a Retired Railway Officer, not below the rank of Senior Administrative Grade, as the arbitrator. Detailed procedure provided for in GCC-Nov 2018 will be followed.

1.2 **Fee and Emoluments to Retired Railway Officer(s) working as Arbitrator(s)** – This shall continue to be governed in accordance with the latest instructions of the Board (currently as per Railway Board's letter no. 2009/CE-I/CT/14/Main dated 16.05.2018 & 17.01.2018). **However** as prescribed vide the Fourth Schedule of the Arbitration and Conciliation Act 1996, in the event, the arbitral tribunal is a sole arbitrator; he shall be entitled to an additional amount of twenty-five per cent over and above the fee calculated as per the instructions mentioned above.

2.0 Stores Contracts- Amendment to IRS Conditions of Contract **–Para 2900**

Clause 2900 of the Indian Railways Standard Conditions of Contract (Supply Contract) may be revised as per the Annexure-A, enclosed.

This issues in consultation with Stores Directorate and concurrence of Associate Finance of Transformation Cell, Railway Board.

Kindly acknowledge the receipt and ensure compliance.

12/12/18
(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

2900: SETTLEMENT OF DISPUTES

2901. Conciliation of disputes: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the currency of the contract or after its completion and whether before or after the determination of the contract, shall be referred by any of the parties to the concerned "Chief Materials Manager (CMM) " or "Divisional Railway Manager" or "Executive Director" through "Notice of Dispute". CMM or Divisional Railway Manager or Executive Director shall, within 30 days after receipt of "Notice of Dispute", notify the name of sole conciliator to the parties.

The Conciliator shall assist the parties to reach an amicable settlement in an independent and impartial manner within the terms of contract.

If the parties reach agreement on settlement of the dispute, they shall draw up a written settlement agreement duly signed by parties and conciliator. When the parties sign the settlement agreement, it shall be final and binding on the parties.

The parties shall not initiate, during the conciliation proceedings, any arbitral or judicial proceedings in respect of dispute that is the subject matter of the conciliation proceedings.

The conciliation proceedings shall be terminated:

1. By the signing of the settlement agreement, on the date of agreement; or
2. By written declaration of the conciliator, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of declaration; or
3. By a written declaration of any party to the conciliator to the effect that the conciliation proceedings are terminated, on the date of declaration;

2902 Matters Finally Determined by the Railway: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the currency of the contract or after its completion and whether before or after the determination of the contract, shall be referred by the contractor to the General Manager (for the purpose of para 2900 the term General Manager shall imply Additional General Managers of Zonal Railways , General Managers for Production Units, Director General (Railway Stores), Member of the Railway Board, Head of the Organisation in case of contracts entered into by other organizations under the Ministry of Railways) and the General manager shall, within 120 days after receipt of the representation, make and notify decisions on all matters referred to by the Contractor in writing. Provided that matters for which provision has been made in any

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Clause of the Special or General Conditions of the Contract shall be deemed as 'excepted matters' (matters not arbitrable) and decisions of the Railway authority, thereon shall be final and binding on the Contractor; provided further that 'excepted matters' shall stand specifically excluded from the purview of the Arbitration Clause.
Provided further that where Railways has raised the dispute, para 2902 shall not apply.

2903 : Demand for Arbitration:

2903(i): In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account, or if the Railway fails to make a decision within 120 days (as referred in 2902), then and in any such case, but except in any of the "excepted matters" referred to in Clause 2902 of these Conditions, parties to the contract, after 120 days but within 180 days of their presenting their final claim on disputed matters shall demand in writing that the dispute or difference be referred to arbitration. Provided that where the claim is raised by Railways para 2903(i) shall not apply.

2903(ii)(a): The demand for arbitration shall specify the matters which are in question, or subject of the dispute or difference as also the amount of claim item-wise. Only such dispute or difference, in respect of which the demand has been made, together with counter claims or set off, shall be referred to arbitration and other matters shall not be included in the reference.

2903(ii)(b): The parties may waive off the applicability of Sub-Section 12(5) of Arbitration and Conciliation Act 1996 (as amended), if they agree for such waiver in writing, after dispute having arisen between them.

2903(iii)(a): The Arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by the Railway.

2903(iii)(b): The claimant shall submit his claims stating the facts supporting the claims alongwith all the relevant documents and the relief or remedy sought against each claim within a period of 30 days from the date of appointment of the Arbitral Tribunal.

2903(iii)(c): Respondent shall submit its defence statement and counter claim(s), if any, within a period of 60 days of receipt of copy of claims from Tribunal, unless otherwise extension has been granted by Arbitral Tribunal.

2903(iii)(d): Place of Arbitration: The place of arbitration would be within the geographical limits of the Division of the Railway where the cause of action arose or the Headquarters of the concerned Railway or any other place with the written consent of both the parties.

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2903 (iv): No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of arbitration proceedings subject to acceptance by Tribunal having due regard to the delay in making it.

2904: Obligation During Pendency of Arbitration: Supplies under the contract shall, unless otherwise directed by the Purchase Officer, continue during the arbitration proceedings, and no payment due or payable by the Railway shall be withheld on account of such proceedings, provided, however, it shall be open for Arbitral Tribunal to consider and decide whether or not supplies should continue during arbitration proceedings.

2905 : Appointment of Arbitrator:

2905(a) : Appointment of Arbitrator where applicability of section 12 (5) of Arbitration and Conciliation Act has been waived off:

(i): In cases where the total value of all claims in question added together does not exceed ₹ 1,00,00,000/- (Rupees One Crore only), the Arbitral Tribunal shall consist of a Sole Arbitrator who shall be a Gazetted Officer of Railway not below Junior Administrative Grade, nominated by the General Manager. The sole arbitrator shall be appointed within 60 days from the day when a written and valid demand for arbitration is received by General Manager.

(ii): In cases where the total value of all claims in question added together exceeds ₹1,00,00,000/- (Rupees One Crore only), the Arbitral Tribunal shall consist of a panel of three Gazetted Railway Officers not below Junior Administrative Grade or 2 Railway Gazetted Officers not below Junior Administrative Grade and a retired Railway Officer, retired not below the rank of Senior Administrative Grade Officer, as the arbitrators. For this purpose, the Railway will send a panel of at least four (4) names of Gazetted Railway Officers of one or more departments of the Railway which may also include the name(s) of retired Railway Officer(s) empanelled to work as Railway Arbitrator to the Contractor within 60 days from the day when a written and valid demand for arbitration is received by the General Manager.

Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as Contractor's nominee within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the Contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'presiding arbitrator' from amongst the 3 arbitrators so appointed. General Manager shall complete this exercise of appointing the Arbitral Tribunal within 30 days from the receipt of the names of Contractor's nominees. While

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nominating the arbitrators, it will be necessary to ensure that one of them is from the Accounts Department. An officer of Selection Grade of the Accounts Department may be considered of equal status to the officers in Senior Administrative Grade of other departments of the Railway for the purpose of appointment of arbitrator.

iii: The serving railway officer working in arbitral tribunal in the ongoing arbitration cases as per clause 2905(a)(i) and clause 2905(a)(ii) above, can continue as arbitrator in the tribunal even after his retirement.

2905(b): Appointment of Arbitrator where applicability of Section 12 (5) of Arbitration and Conciliation Act has not been waived off:

(i) In cases where the total value of all claims in question added together **does not exceed ₹ 50,00,000/- (Rupees Fifty Lakh only),** the Arbitral Tribunal shall consist of a Retired Railway Officer, retired not below the rank of Senior Administrative Grade Officer, as the arbitrator. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrator duly indicating their retirement dates to the Contractor within 60 days from the day when a written and valid demand for arbitration is received by the General Manager.

Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as arbitrator within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the arbitrator.

(ii) In cases where the total value of all claims in question added **together exceeds ₹ 50,00,000/- (Rupees Fifty Lakh only),** the Arbitral Tribunal shall consist of three (3) retired Railway Officers, retired not below the rank of Senior Administrative Grade Officer,. For this purpose, the Railway will send a panel of at least four (4) names of retired Railway Officer(s) empanelled to work as Railway Arbitrators duly indicating their retirement date to the Contractor within 60 days from the day when a written and valid demand for arbitration is received by the General Manager.

Contractor will be asked to suggest to General Manager at least 2 names out of the panel for appointment as Contractor's nominee within 30 days from the date of dispatch of the request by Railway. The General Manager shall appoint at least one out of them as the Contractor's nominee and will, also simultaneously appoint the balance number of arbitrators either from the panel or from outside the panel, duly indicating the 'Presiding Arbitrator' from amongst the 3 arbitrators so appointed. General Manager shall complete this exercise of appointing the Arbitral Tribunal within 30 days from the receipt of the names of Contractor's nominees. While nominating the arbitrators, it will be necessary to ensure that one of them has served in the Accounts Department.

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2905(c)(i): If the contractor does not suggest his nominees for the arbitral tribunal within the prescribed timeframe, the General manager shall proceed for appointment of arbitral tribunal within 30 days of the expiry of such time provided to contractor.

2905(c)(ii) If one or more of the arbitrators appointed as above refuses to act as arbitrator, withdraws from his office as arbitrator, or vacates his/their office/offices or is/are unable or unwilling to perform his functions as arbitrator for any reason whatsoever or dies or in the opinion of the General Manager fails to act without undue delay, the General Manager shall appoint new arbitrator/arbitrators to act in his/their place in the same manner in which the earlier arbitrator/arbitrators had been appointed. Such re-constituted Tribunal may, at its discretion, proceed with the reference from the stage at which it was left by the previous arbitrator (s).

2905(c)(ii)(a) Fast Track procedure: Parties to the arbitration agreement, may, at any stage either before or at the time of appointment of the arbitral tribunal, agree in writing to have their dispute resolved by fast track procedure specified in Section 29B of the Arbitration & Conciliation Act, 1996, as amended.

2905(c)(ii) (b) Before proceeding into the merits of any dispute, the Arbitral Tribunal shall first decide and pass its orders over any plea submitted/objections raised by any party, if any, regarding appointment of Arbitral Tribunal, validity of arbitration agreement, jurisdiction and scope of the Tribunal to deal with the dispute (s) submitted to arbitration, applicability of time 'limitation' to any dispute, any violation of agreed procedure regarding conduct of the arbitral proceedings or plea for interim measures of protection and record its orders in day to day proceedings. A copy of the proceedings duly signed by all the members of tribunal should be provided to both the parties.

2905(c)(iii): (i) Qualification of Arbitrator (s):

(a) Serving Gazetted Railway Officers of not below JA Grade level.

(b) Retired Railway Officers not below SA Grade level, one year after his date of retirement.

(c) Age of arbitrator at the time of appointment shall be below 70 years.

(ii) An arbitrator may be appointed notwithstanding the total number of arbitration cases in which he has been appointed in the past.

(iii) While appointing arbitrator(s) under Sub-Clause 2905(a)(i), 2905(a)(ii), 2905(b)(i) & 2905(b)(ii) above, due care shall be taken that he/they is/are not the one/those who had an opportunity to deal with the matters to which the contract relates or who in the course of his/their duties as Railway servant(s) expressed views

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on all or any of the matters under dispute or differences. A certification to this effect as per annexure shall be taken from Arbitrators. The proceedings of the Arbitral tribunal or the award made by such Tribunal will, however, not be invalid merely for the reason that one or more arbitrator had, in the course of his service, opportunity to deal with the matters to which the contract relates or who in the course of his/their duties expressed views on all or any of the matters under dispute.

2905(d)(i): The arbitral award shall state item wise, the sum and reasons upon which it is based. The analysis and reasons shall be detailed enough so that the award could be inferred there from.

2905(d)(ii): A party may apply for corrections of any computational errors, any typographical or clerical errors or any other error of similar nature occurring in the award of a Tribunal and interpretation of a specific point of award to Tribunal within 60 days of receipt of the award.

2905(d)(iii): A party may apply to Tribunal within 60 days of receipt of award to make an additional award as to claims presented in the arbitral proceedings but omitted from the arbitral award.

2906: In case of the Tribunal, comprising of three members, any ruling on award shall be made by a majority of members of Tribunal. In the absence of such a majority, the views of the Presiding Arbitrator shall prevail.

2907: Where the arbitral award is for the payment of money, no interest shall be payable on whole or any part of the money for any period till the date on which the award is made.

2908(a): The cost of arbitration shall be borne by the respective parties. The cost shall inter-alia include fee of the arbitrator(s), as per the rates fixed by Railway Board from time to time and the fee shall be borne equally by both the parties. Further, the fee payable to the arbitrator(s) would be governed by the instructions issued on the subject by Railway Board from time to time irrespective of the fact whether the arbitrator(s) is/are appointed by the Railway Administration or by the court of law unless specifically directed by Hon'ble Court otherwise on the matter.

2908(b): Sole arbitrator shall be entitled for 25% extra fee over the fee prescribed by Railway Board from time to time.

2909: The Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 provides parties to a dispute (where one of the parties is a Micro or Small Enterprise) to make a reference to Micro and Small Enterprises Facilitation Council, if the dispute is in regard to any amount due under Section 17 of the MSMED Act, 2006. In case a Micro or Small Enterprise, being a party to dispute, makes a reference under the

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provisions in MSMED Act 2006, the provisions of the MSMED Act 2006, shall prevail over conciliation and arbitration agreement as contained in the contract.

2910: Subject to the provisions of the aforesaid Arbitration and Conciliation Act 1996 and the rules there under and relevant para of IRS Conditions of Contract and any statutory modifications thereof shall apply to the appointment of arbitrators and arbitration proceedings under this Clause.

12/12/18 12/12/18

Annexure

Certification by persons under consideration to be nominated as Arbitrator.

1. Name

2. Contact Details:

3. I hereby certify that I have retired from Railways w.e.f. _____in _____ grade.

Or

I hereby certify that I am serving Railway Officer and am presently posted as _____ in _____ grade.

4. I have no any past or present relationship in relation to the subject matter in dispute, whether financial, business, professional or other kind.

Or

I have past or present relationship in relation to the subject matter in dispute, whether financial, business, professional or other kind. The list of such interests is as under:

5. I have no any past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of the Arbitration and Conciliation Act 1996.

Or

I have past or present relationship with or interest in any of the parties whether financial, business, professional or other kind, which is likely to give rise to justifiable doubts as to my independence or impartiality in terms of the Arbitration and Conciliation Act 1996. The details of such relationship or interest are as under:

6. There are no concurrent circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months.

Or

There are circumstances which are likely to affect my ability to devote sufficient time to the arbitration and in particular to finish the entire arbitration within twelve months. The list of such circumstances is as under:

Sanjeev Kumar
12/12/18

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

Note: No. 2017/Trans. Cell/Go Digital

Dated: 6/12/2018

Dear General Manager,

Sub: Implementation of RPGRAMS

Ref: DRM/Delhi's No. DRM/DLI/EDP/Misc/2018 dt 12th June 2018

The Railway Passenger Grievance Redressal & Management System (RPGRAMS) and the associated mobile frontend the "Rail Madad App" were launched by Hon'ble MR on 11th June 2018.

DRM/DLI vide his letter had advised you all with relevant user manual and login details for its effective implementation but the progress appears to be unsatisfactory. The report of grievances received and redressed between 11th June 2018 and 06th December 2018 clearly establishes that most of the zonal railways have not been taking it seriously.

I expect you to implement it in letter and spirit and confirm within a week. ED(PG)/Railway Board will be the nodal officer in Board to take this initiative further.

With best wishes,

Yours sincerely,

(Ashwani Lohani) 6/12/2018

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 RBE 190/2018

रेल मंत्रालय MINISTRY OF RAILWAYS

(रेलवे बोर्ड RAILWAY BOARD)

No.E(NG)I/2018/PM 1/65 New Delhi, dated December 7 , 2018

The General Managers,(P)
All Zonal Railways & PUs etc.
(As per standard list)

Sub: **Promotion process reforms-Amendment to Para 214(c)(ii) and Para 214(c)(v) of IREM Vol.I – Modification of vacancy anticipation period and panel initiation frequency for posts filled by non-selection process.**

Attention is invited to Para 214(c)(ii) and Para 214(c)(v) of IREM Vol.I regarding vacancy anticipation period and panel initiation frequency for posts filled by non-selection procedure.

It has been observed that the practice being followed in terms of the aforesaid IREM provisions contributes to delays in the process of filling up of vacancies.

With a view to speed up the selection process and to avoid delays, the following changes are made in the non-selection procedures as stipulated in Para 214(c)(ii) and 214(c)(v) of IREM Vol.I, 2009 Reprint Edition.

Para 214(c)(ii)-Vacancy anticipation period	Existing Provision	Revised Provision
In case where suitability is adjudged by record of service and /or departmental tests.	Six Months	One year
In case while suitability is adjudged through trade tests.	Four Months	One year

Para 214(c)(v) Interval of suitability tests	Existing Provision	Revised Provision
	Six Months	One year

Draft ACS No 259 for amending para 214(c)(ii) and Para 214(c)(v) of IREM Vol.I, 2009 Reprint Edition and deletion of Note below Para 214(c)(ii) is enclosed herewith.

(P. M. Meena)
Dy. Dir. II/Estt. (NG)I
Railway Board

DA: As Above:

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I
(1989 EDITION, First Re-print Edition – 2009)

ADVANCE CORRECTION SLIP NO. 259

Chapter II, B – Rules governing promotion of Group 'C' staff.

Para 214(c)(ii)

In respect of non-selection procedure the number of eligible staff called for consideration should be equal to the number of existing vacancies plus those anticipated during the next one year due to normal wastage (i.e. retirement/ superannuation) likely acceptance of requests for voluntary retirement/resignation, the vacancies in the higher grades in the channel, the filling up of which will result in the need to make consequent appointments from the proposed select list, staff approved to go on deputation to other units, staff already empanelled for ex-cadre posting, creation of additional posts already sanctioned by the competent authority and due to staff likely to go out on transfer to other Railways/Divisions.

Para 214(c)(v)

For non-selection posts, suitability assessment should be held at the interval which should not be less than one year. All the eligible candidates as per their seniority including those who failed at the last test should be called. However, when the panel gets exhausted before one year, for any reason, fresh assessment may be initiated, soon after exhausting the last panel. The period of one year is reckoned from the date of announcement of the result.

Note :- Deleted

(Authority:- Railway Boards letter No. E(NG)I//2018/PM 1/65 dated 7.12.2018)

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhavan, New Delhi (35 copies).
2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E, Rail Bhavan, New Delhi (35 copies).
3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, Federation of Railway Officers Association, Room No.256-A, Rail Bhavan, New Delhi (5 spares).
5. The Secretary General, Indian Railway Promotee Officers Association, Room No.268, Rail Bhavan, New Delhi (5 spares).
6. The General Secretary, All India RPF Association, Room No.256-D, Rail Bhavan, New Delhi-110001.
7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhavan, New Delhi.
8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhavan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.
10. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhavan, New Delhi

11. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhavan, New Delhi (35 copies).
12. The Secretary Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
13. Chief Commissioner of Railway Safety, Lucknow.
14. Adviser(Safety), Railway Board, New Delhi.
15. The Director General & Ex Officio General Manager, RDSO, Lucknow
16. The Manager/HRD, Rail Land Development Authority, Near Safdarjung Railway station, Motibagh-1, New Delhi-110021

17. DFCCIL, 5th Floor, Pragati Maidan, Metro Station Complex, New Delhi-110001
18. Office of Chief Administrative Officer, Indian Railways(Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.
19. The Chief Mechanical Engineer, Indian Railways Organisation For Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.
20. General Secretary, All India SCs&STs Railway Employees Association, Room No.7(Ground Floor), Rail Bhawan, New Delhi

21. Chief Administrative Officer, Rail Coach Factory/Raebareli Project, Kishanganj, Delhi-7
22. Adviser(Projects), Room No.548, M/O Railways, Rail Bhawan, New Delhi.
23. President, RBSS Group 'A' Officer Association, Room No.370, Rail Bhavan, New Delhi.

24. General Secretary, Railway Board Non-Ministerial Staff Association, Room No.42, Rail Bhavan, New Delhi.
25. Chief Admn Officer, Indian Railways Organisation for Alternative Fuels, 12th floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi - 11009

26. Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
27. Co-Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
28. Chairman, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.
29. The Convener Member, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.

for Secretary/Railway Board

PSs to MR, MoS(G), MoS(S),

PPSs to CRB, FC, MS, MRS, MT, MTR, ME, Secretary, DG(P), DG(S&T), DG(RS), DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), Adv.(IR) and Adv.(Vig.)

PSs to ED Fin(BC), ED(Safety), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), ED(Projects), EDERS(G), EDE(Res.), EDE(RRB), EDE(Fin), EDF(B), ED(Planning), ED(RE), ED(Sig), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDLM, EDE(GC), EDRE(S&T), ED(Stat), EDRS(S), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(DAv.), EDRE(S), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), JS(E&P) and JS and IG/RPF.

JD(OL), DPC-I, DPC- II, DE(G), D(IH), D(H&FW), D(MPP), Dir.(Safety)I, Dir.(Safety)II, Dir.(Safety)III, DE(N)II, DE(R), DE(D&A), DE(LL), JDE(Rep), JDE(GP), JDE(RRB), DD(Code Revision), DD(Health), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, US(A), DDE(D&A), DDV(A&P), DDE(Rep) I, DDE(Rep)II, DD(OL)I, DD(OL)II, E(D&A), E(GP), E(NG)II, E(Rep)I, E(Rep)II , E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), ERB-II, ERB-V, PC-III, PC-IV, PC- V, E(P&A)I, E(P&A) II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), E(G), Health Branch, Safety Branch, A/C-III & Code Revision Cell.

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/Training **Dated: 07.12.2018**

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 Training Fee for Foreign Nationals over IR Establishments under Government of India (GoI) sponsored Programmes.

Ref: (1) Director/Technical/RITES letter no. RITES/EXPOTECH/FOREIGN/TRG dated 05.10.2018.
(2) Railway Board's letter No. E(TRG)2008(22)/1-A dated 08.11.2016.

With reference to Director/Technical/RITES's letter at (1) and Board's letter at (2) above, regarding training fee charged for Foreign Nationals in Railway Training Institutes under Government of India sponsored programmes, Board (MS, FC & CRB), have approved the following:

1. The Fee to be charged for Government of India (GoI) sponsored programmes organized through Ministry of External Affairs (MEA) like Indian Technical and Economic Cooperation Program (ITEC)/Special Commonwealth African Assistance Program (SCAAP) for training to foreign nationals shall be, as approved by MEA. The Railway Training Institutes and CTIs, directly or through any Railway PSU may organize the training course. The entire amount as paid by MEA shall be charged by the Railway Training Institutes & CTIs.

2. The Fee to be charged for GoI sponsored training programmes other than those in Para 1 above, for foreign nationals where fee is met out of GoI funds shall be decided by DG/NAIR in consultation with associate finance for the CTIs. The training course may be organized directly or through any Railway PSU.

3. The Fee to be charged for the training programmes, other than covered in Para 1 & 2 above, for foreign nationals, the existing rates as circulated vide Railway Board's letter no. E(TRG)2008(22)/1-A dated 08.11.2016 or as modified from time to time shall continue.

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

Kindly acknowledge the receipt and ensure compliance.

07.12.18
(Umesh Balonda)
Executive Director/S&T
Transformation

NO. 2018/Trans Cell/S&T/Training **Dated: 07.12.2018**

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

Sanjeeb Kumar 7/12/18
(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/Policy/Pt-5 **New Delhi, Dated: 06.12.2018**

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: Enhancing powers to accept single tender for works of specialized nature.

Ref: (i) PCME/NR letter No. 178-S/502/Mat./Gen, Dated 17.07.2018
(ii) This office No. 2018/trans Cell/Policy/Pt-S, dated 02.11.2018
(iii) PCME/NR letter No. MW/SOP/Misc. Dated 28.11.2018

PCME/NR, vide his letter under reference (i), had requested Board to enhance powers of PHODs to accept single tenders for the works of specialized nature up to ₹ 2 Crore.

Vide letter under reference (ii), PHODs have been empowered to accept single tender for the works of specialized nature up to ₹ 20 Lakh. For CAOs of Construction, the power to accept single tender for certain last mile works has been enhanced to ₹ 5(five) Crore .

PCME/NR vide his letter under reference (iii) has reiterated the **peculiar position** of Northern Railway in **maintaining heritage** items specially - steam locomotives. He has requested powers at par with CAO/Construction for accepting single tender in context of works related to heritage preservation.

Keeping in view the scarcity of expertise, non availability of component drawings and codified maintenance manual, non availability of material and source in the market, Board (FC & CRB) has approved the following:

(i) PHODs/CHODs responsible for heritage preservation are empowered to accept Single Tender **for heritage preservation works related to Steam Locomotives only** in line with the powers of CAOs/C for last mile works as circulated vide letter under reference (ii).

(ii) While doing so, reasons need to be duly recorded by PHODs/CHODs in every case. Any instruction issued should specify this. They shall also record reasons why it can't be done elsewhere.

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

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

No. 2018/Trans/Policy/Pt-5 **New Delhi, Dated: 06.12.2018**

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation

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

No. 2018/Trans. Cell/IROAF **New Delhi, Dated: 06.12.2018**

Chief Administrative Officer
Indian Railways Organization for Alternate Fuels (IROAF)
Ministry of Railways
12th floor Core-1 Scope Minar
District Centre, Laxmi Nagar
Delhi-110092

Sub: Permission of Air Travel by officers of IROAF.
Ref: CAO/IROAF letter No. IROAF/G/SOP/05 dated 20.11.2018.

Vide letter under reference, CAO/IROAF has made following requests:-

(i) CAO/IROAF may be authorized to permit entitled officers (HAG/SAG) to travel by Air as per Railway Board's letter No. F(E)I/2017/AL-28/41 dated 10.05.2018.
(ii) CAO/IROAF may be authorized to permit officers upto Jr. Scale to travel by Air in exigencies of services as per the authorization of General Managers.
(iii) CAO/IROAF may be authorized to permit supervisors to travel by Air in exigencies of service.

Board (FC & CRB) has accorded approval to Item No. (i) & (ii) above. However, while permitting upto Jr. Scale Officer to travel by Air in exigencies of services, CAO/OIROAF shall clearly record reasons for permitting the Air travel.

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

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

No. 2018/Trans. Cell/IROAF **New Delhi, Dated: 06.12.2018**

Copy to:

1. General Managers/All 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)
Executive Director/Accounts
Transformation

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

No.E (W)2007/SC-2/7 New Delhi, dated 5.12.2018

The General Manager (P),
All Indian Railways & PUs

Sub: Engagement of Railway School teachers on contract basis – clarification reg.
Ref: Board's letter of even number dated 2.11.2007 and 24.04.2018

Attention is invited to clause (vii) of the Board's letter dated 2.11.2007 under reference regarding panel of teachers to be engaged on contract basis in Railway schools. In this context, it is clarified that the panel should be approved by the Additional Divisional Railway Manager of the Division concerned. In case, any school is directly administered/controlled by the HQ, the panel should be approved by the Chief Personnel Officer.

(D. V. Rao)
Director Estt. (W)
Railway Board

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cell/S&T/APAR **Date: 04.12.2018**

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: APAR of Non-Gazetted (NG) staff in Level 6 (GP- 4200).
Ref: 1. Railway Board's letter no. E(NG) II-75CR/9 dated 14.09.1976.
2. Railway Board's letter no. E(NG)I-82-CR/1 dated 20.03.1982.
3. Master Circular no. 28 (E(NG)I/90/CR/4 dated 17.06.91).
4. DRM/Solapur's letter no. SUR/Con/50/APAR/Instr/18 dated 25.09.2018.

With reference to DRM/Solapur's letter at (4) and Board's letter at (1, 2 & 3) above, and in consultation with Establishment Directorate, Board (CRB) have approved the following:

1. The APAR of Non-Gazetted (NG) staff in Level 6 (GP-4200), Section-I, shall be Reported upon by immediate superior i.e. Senior Supervisor in Level-7 (GP-4600). It shall be Reviewed by Junior Scale Officer/Senior Scale Officer or the next higher authority.

2. Section-II, for promotion to Group 'B' shall be Reported upon by Junior Scale Officer, Reviewed by Senior Scale officer & Accepted & JAG/SG/DyHoD level Officer.

3. The APAR of NG staff in Level 6 (GP-4200) shall normally be finalized at JAG/SG/DyHoD level Officer.

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

Kindly acknowledge the receipt and ensure compliance.

04.12.18

(Umesh Balonda)
Executive Director/S&T
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: 03.12.2018**

General Managers
All Indian Railways
DG/NAIR, Directors/CTIs

Sub: Emotional Intelligence workshop for Officer.

Based on an unanimous positive feedback received from DRMs and other officers who attended the workshop on Emotional Intelligence (EI), it has been decided by the Board (FC & CRB) that this Workshop may be extended to officers up to the level of JAG in order to have a wider impact and bring about cultural transformation in Railways. The workshop may be organized in accordance with following schedule.

1. **Phase I:** AGMs, PHODs, PEDs in Board & RDSO (~250 officers) in 03/04 batches
   Phase II: CWMs & ADRMs (~150 officers) in 03/04 batches
   Phase III: JAG/SG officers working as Branch Officers

2. DG/NAIR has been authorized to organize EI Workshop for Phase I & Phase II similar to the General Managers and DRMs. The numbers of batches mentioned above are only indicative. DG/NAIR may plan the batches based on availability of slot & logistics.

3. For JAG/SG officers, General Managers may organize the same at their level for their Railways/PUs within the available funds.

4. DG/NAIR may also plan a workshops on "Training for Trainers in EI" in consultation with the EI expert for training a set of officers from NAIR, CITs & Transformation Cell to create a pool of officers capable of conducting Emotional Intelligence Workshops. The officers so trained shall conduct workshop for the Probationary Officers and officers coming to NAIR for AMP program.

5. DG/NAIR may raise debit on respective railways for the officers attending this workshop at NAIR from that railway and respective railways shall accept the debit.

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

03/12/18

(A.K. Chandra)
Executive Director/Transformation
Railway Board

No. 2018/Transf. Cell/EI Trg./GM & DRM **New Delhi, Dated: 03.12.2018**

Copy to:

1. General Managers/All 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 Cell

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

NO. 2018/TF/Civil/Works **Dated: 03.12.2018**

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- Project Cell in Divisions and Delegation of Powers.
Ref: Railway Board's letter no. 2018/TF/Civil/Works dated 12.06.2018.

Reference is invited to Railway Board's letters mentioned above regarding Project Cell in Divisions. In partial modification of the above instructions, Board (CRB), have approved the following:

1. Project Cell in Divisions under ADRM(Infra) shall handle the S&T works like Interlocking of LC Gates, Track Circuiting, Electric Lifting Barriers, Provision of Sliding Boom, Replacement of Block Instruments, Minor Yard Modification, etc.

2. The Project/Construction units under HQ shall handle the S&T works of highly technical nature and requiring skilled Drawing and Design activities like Relay Interlocking, Electronic Interlocking, Major Yard Modification/Remodeling, RE Works, etc.

3. For proper coordination between the Division and the S&T Project/Construction Unit(s), a Quarterly joint review meeting shall be held between the DRM and the concerned CSTE(s) executing the work in the Division. Similarly DyCSTE(s) executing the works in the Division shall regularly attend the meeting held for review of the works chaired by DRM/ADRM for effective monitoring and coordination.

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

Kindly acknowledge the receipt and ensure compliance.

03.12.18

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

Copy:

PCSTEs- All Zonal Railways

Copy: As per list attached.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cell/S&T/Punctuality **Date: 03.12.2018**

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: Reporting of Punctuality at Divisional Level.

Over the last one year emphasis has been laid on truthful reporting of punctuality & asset failures and bring about a culture of righteousness in reporting & maintaining the statistical data, and therefore FY 2018-19 was declared as 'Zero Year'.

Logging of punctuality in right earnest is equally important for system improvement. In this regard Board (CRB) have approved the following:

1. Division shall be the final authority to decide the cause of the punctuality and its head of logging, under their jurisdiction.
2. In case of any dispute, the decision of ADRM, looking after the Operations, shall be final.
3. The matter shall preferably be resolved on the same day & in any case, not beyond D+2 days. (D-Day of occurrence)
4. CRIS shall modify the ICMS software accordingly and issue the necessary user IDs to ADRMs.

Kindly acknowledge the receipt and ensure compliance.

03.12.18

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

Copy to:

1. DRMs: All Indian Railways.
2. MD/CRIS: It is requested that the changes, as above, may be accordingly implemented in the application software such that other than ADRM, the logging is not changed at any level.

Copy: As per list attached.

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

No. 2018/Transf. Cell/Mech/D&AR **New Delhi, Dated: 03.12.2018**

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: Disposal of long pending D&AR cases

1.0 Large number of D&AR cases pending for more than 06 months is a matter of serious concern. Except couple of exceptions, about **185 cases of Major Penalty** and about **85 cases of Minor Penalty** proceedings are pending on an average **on each of the zonal railways** for more than 6 months. These do not include the cases arising out of vigilance investigation, safety violation or other statutory considerations.

2.0 Sub Rule (7) of Rule 9 of The Railway Servants (Disciplinary & Appeal) Rules, 1968 provides that the charged official shall submit his written statement of defence within 10 days of receipt of the copy of the article of charges, the statement of the imputation of misconduct or misbehavior and a list of documents and witnesses by which article of charge is proposed to be sustained.

3.0 Railway Board, from time to time, keep emphasizing the need to reduce delays in finalizing D&AR cases but such unwarranted delays defeat the very purpose of this corrective mechanism. It is needless to say such delays are likely to have a profound effect on personal and professional behavior of the employee.

4.0 Executives are therefore, expected to process D&AR cases seriously and adhere to a reasonable time line or timeline advised by Board from time to time for taking such cases to logical conclusion.

5.0 In order to liquidate large number of long pending (more than 6 months for Major Penalty proceedings & more than 3 months for Minor Penalty proceedings) D&AR cases, following course of action may be taken **as one time measure:**

(i) GMs/DGs/DRMs/CWMs/Independent Heads of Units shall review all Major Penalty proceedings that are more than 6 months & Minor Penalty cases that are more than 3 months old.
(ii) All such cases should be finalized / taken to logical conclusion by 15th December 2018 by the respective Disciplinary Authority (DA).
(iii) GMs/DGs/DRMs/CWMs/Independent Heads of Units shall review all such cases that could not be finalized by 15th December 2018 by the DA.

6.0 After a careful review of all such cases that could not be finalized by 15th December 2018, the Unit Head may take following actions:

(i) Minor Penalty cases that are more than 3 months old and not finalized by 15th December 2018 should be treated as closed.

(ii) For Major penalty cases that are more than 6 months old, the DA shall record the reasons for delay. If the delay is attributable to the charged official, DA may take ex-parte decision following the notice procedure as per "The Railway Servants (Disciplinary & Appeal) Rules, 1968" and if delay is not on account of the charged official, the DA should process for closure of the case.

3/12/18

7.0 This **one time measure is not applicable** to the cases arising out of safety violation, vigilance investigation, and compliance to court orders and due to statutory compliances or which need to be pursued further in the considered opinion of the Unit Head.

This issues with the approval of the Board (MS & CRB).

3.12.18

(Sudheer Kumar)
Principal Executive Director
Transformation

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, Tune.
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 Trivendrum.
14. Managing Director. CRIS, Chanakyapuri, New Delhi
15. Chief Managing Directors/Managing Directors, RITES, 1RCTC, RVNL, CONCOR, RailTel, IRCON, IRFC & KRCL.

Copy to:

I 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(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board

3.12.18

(Sudheer Kumar)
Principal Executive Director
Transformation

Pl. Issue

RBE No. 187/2018

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

No.E(NG)I/2018/PM 1/63 New Delhi, dated November 30th 2018

The General Managers(P)
All Zonal Railways & PUs,
(As per standard list)

Sub: **Promotion process reforms - Constitution of Selection Board - Amendment to para 218(c) of IREM Vol.I, 2009 Reprint Edition.**

Attention is invited to Para 218(c) of IREM Vol.I Reprint Edition, 2009 and instructions issued vide Board's letter No.E(NG)I/2011/PM 1/5 dated 22.03.2011 regarding constitution of Selection Boards.

The aforesaid provisions have been reviewed by the Board with a view to eliminate avoidable delay in the selection process and further to the aforesaid provisions, it has been decided as under:

"In situation where eligible officers in specified grade are not available in the unit concerned for selection committee formation, shortfall may be made good with Senior Scale officers for selection to the posts carrying Grade Pay 4200 and above, and Junior Scale officers for selection to the posts carrying Grade Pay 2800 and below, subject to the condition that none of the members will be subordinate to any other member of the selection board."

The above provisions may be inserted as a Note below the existing para 218(c) of IREM Vol.I, 2009 Reprint Edition, replacing the existing note below this para as per ACS No. **258** enclosed herewith.

OK

(P. M. Meena)
Dy. Dir. II/Estt. (NG)I
Railway Board

Copy forwarded to:-

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E, Rail Bhawan, New Delhi (35 copies).

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I
(1989 EDITION, First Re-print Edition – 2009)

ADVANCE CORRECTION SLIP NO. 258

Chapter II, B – Rules governing promotion of Group 'C' staff

The existing Note below Para 218(c) may be replaced with the following:-

"In situation where eligible officers in specified grade are not available in the unit concerned for selection committee formation, shortfall may be made good with Senior Scale officers for selection to the posts carrying Grade Pay 4200 and above, and Junior Scale officers for selection to the posts carrying Grade Pay 2800 and below, subject to the condition that none of the members will be subordinate to any other member of the selection board."

(Authority: Railway Boards letter No. E(NG)I//2018/PM 1/63 dt. 30th .11.2018)

3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, Federation of Railway Officers Association, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, Indian Railway Promotee Officers Association, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The General Secretary, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi-110001.
7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
11. The Secretary Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
12. Chief Commissioner of Railway Safety, Lucknow.
13. Adviser (Safety), Railway Board, New Delhi.
14. The Director General & Ex Officio General Manager, RDSO, Lucknow.
15. The Manager/HRD, RLDA, Near Safdarjung Railway Station, Motibagh-1, New Delhi-110021.
16. DFCCIL, 5th Floor, Pragati Maidan, Metro Station Complex, New Delhi-110001.
17. Office of Chief Administrative Officer, Indian Railways(Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.
18. The Chief Mechanical Engineer, Indian Railways Organisation For Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.
19. General Secretary, All India SCs & STs Railway Employees Association, Room No.7 (Ground Floor), Rail Bhawan, New Delhi.
20. Chief Administrative Officer, Rail Coach Factory/Raebareli Project, Kishanganj, Delhi-7.
21. Adviser (Projects), Room No.548, M/O Railways, Rail Bhawan, New Delhi.
22. President, RBSS Group 'A' Officer Association, Room No.370, Rail Bhavan, New Delhi.
23. General Secretary, Railway Board Non-Ministerial Staff Association, Room No.42, Rail Bhavan, New Delhi.
24. Chief Admn Officer, Indian Railways Organisation for Alternative Fuels, 12th floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi – 110009.
25. Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
26. Co-Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.
27. Chairman, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.

28. The Convener Member, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.

for Secretary/Railway Board

PSs to MR, MoS(G), MoS(S),

PPSs to CRB, FC, MS, MRS, MT, MTR, ME, Secretary, DG(P), DG(S&T), DG(RS), DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), Adv.(IR) and Adv.(Vig.)

PSs to ED Fin(BC), ED(Safety), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), ED(Projects), EDERS(G), EDE(Res.), EDE(RRB), EDE(Fin), EDF(B), ED(Planning), ED(RE), ED(Sig), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDLM, EDE(GC), EDRE(S&T), ED(Stat), EDRS(S), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(DAv.), EDRE(S), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), JS(E&P) and JS and IG/RPF.

JD(OL), DPC-I, DPC- II, DE(G), D(IH), D(H&FW), D(MPP), Dir.(Safety)I, Dir.(Safety)II, Dir.(Safety)III, DE(N)II, DE(R), DE(D&A), DE(LL), JDE(Rep), JDE(GP), JDE(RRB), DD(Code Revision), DD(Health), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, US(A), DDE(D&A), DDV(A&P), DDE(Rep) I, DDE(Rep)II, DD(OL)I, DD(OL)II, E(D&A), E(GP), E(NG)II, E(Rep)I, E(Rep)II , E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), ERB-II, ERB-V, PC-III, PC-IV, PC- V, E(P&A)I, E(P&A) II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), E(G), Health Branch, Safety Branch, A/C-III & Code Revision Cell.

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

RBE NO. 150/2018

No. E(NG)II/1998/RC-1/64 New Delhi, dated 27.11.2018

The General Manager (P)
All Zonal Railways/Production Units etc.

Sub: Appointment on Compassionate grounds – Delegation of power – reg.

Attention is invited to this Ministry's letters No. E(NG)II/2009/RC-1/SCR/39 dated 04.06.2010 (RBE No. 80/2010) wherein Board had the power to consider appointment on compassionate grounds in Grade Pay Rs. 4200/- and above (Level-6 and Level-7 in 7th CPC Pay Matrix) where direct recruitment quota is 25% or lesser and para 2 of Board's letter No. E(NG)II/1998/RC-1/64 dated 31.05.2011 (RBE No. 77/2011) whereby these powers were delegated to General Managers.

2. It has now been decided by the Board that DRMs/CWMs/HODs may consider appointment on Compassionate grounds up to Level-6 of 7th CPC Pay Matrix. However, General Managers power to consider case of Level- 7 of 7th CPC Pay Matrix will remain the same.

Please acknowledge receipt.

(Neeraj Kumar)
Director Estt. (N)II
Railway Board.

No.E(NG)II/1998/RC-1/64 New Delhi, dated 27.11.2018

Copy to:

(i) The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (35 spares).
(ii) The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (35 spares).
(iii) All Members of Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (90 spares).
(iv) The Secretary General, FROA, Room No. 256-A, Railway Board (5 spares).
(v) The Secretary, RBSS, Group 'A' Officers' Association (5 spares).
(vi) The President, Railway Board Class II Officers' Association.
(vii) The Secretary General, IRPOF Room No.341-C, Railway Board.
(viii) The Secretary, Indian Railways Class II Officers' Association.
(ix) The Secretary, Railways Board Ministerial Staff Association.
(x) The President, Railway Board Class IV Officers' Association.
(xi) The General Secretary, AIRPF Association.
(xii) The General Secretary, All India SC& ST Railway Employees Association, Room No- 8, Rail Bhawan, New Delhi.
(xiii) The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Road, Gurgaon.
(xiv) Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.

for Secretary/Railway Board

Copy to: **Sr.PPS/PPSs/PSs/PAs to**: MR, MSR (M) & MSR (B).

PSO/ Sr.PPS/PPSs/PSs/PAs to CRB, FC, MS, ML, ME, MT, MM, AM(B),DG/RPF, Secretary, DG/RHS.

AM(Comml), AM(CE), AM(C&IS), AM(Elect), AM(Budget), AM(Mech), AM(Plg), AM(PU), AM(Sig), AM(Store), AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(F), Adv(Vig.).

Adv.(IR), Adv(Infra), Adv(C), ADV(Safety), EDE, EDE(N), EDCE(G), EDF(E), ED(Safety), EDV(A), ED(A/Cs),(EDE(RRB),EDE(Sports), ED(E&R), EDE(GC), EDE(Res), EDH(P), ED(T&MPP), EDPC-I & II, EDF(B), EDF(X), IG/RPF(HQs.), IG/RPSF, DPC-I. DPC-II, JDF(E), JD(Crime),JDPC-I & II, JDPC_VI,JDE(L), JS, JS(G), JS(E), JS(C), Dir. (MPP), DS(G), DF(E), DE(G), DE(GP), DE(LL), DIG(Rectt.& TRG),.JDF(E), JD(RRB, JDE(N)I,II, JDE(P&A), JDE(GC), JDE(W), JDF(X), JDE(Res)I, JDE(Rep), JDE(RRB), DDF(E) I & III, DDE (MPP), DDE (R)-II, DDE (LR)-I,II & III.

E(P&A)I&II, E(G), E(NG)I, E(Trg), E(MPP), F(E)I&II, A/C-III, ERB-I, II, III, IV, V & VI, E(Rep)I, II & III, E(Sports), E(W) Sec(E), FE(Spl), E(RRB), PC-III, IV, V & VI, E(SCT)I&II, E(GR) I & II, E(GC), E(GP), PR, E(D&A),E(Co-op), Vig.I,II,III,IV &V, Code Revision Cell/ Branches of Railway Board.

*****

JDE(N)

RBE No. 179

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

No.E(NG)I/2018/PM 1/62 New Delhi, dated November 27, 2018

The General Managers, (P)
All Zonal Railways & PUs.
(As per standard mailing list)

Sub: **Promotion process reforms-Amendment to para 219(*l*) of IREM Vol.I, Reprint Edition, 2009**

Attention is invited to Para 219(*l*) of IREM Vol.I regarding modification of selection panel.

It has been observed that there is no uniformity in the practice being followed by the Zonal Railways/PUs so far as this provision is concerned.

With a view to bring about uniformity in the procedure adopted on the Railways and to avoid delays in the selection procedure, it has been decided as follows:

"Where a selection panel has been approved by ADRM in the division, a proposal for modification of panel may be approved by DRM as the authority next higher than the one that approved the panel."

"Where a selection panel has been approved by DRM in the Division/HOD in the Zonal Headquarter, a proposal for modification of panel may be approved by CHOD/PHOD as the authority next higher than the one that approved the panel."

The above provisions may be inserted as a Note below the existing para 219(*l*) as per **ACS No.257** enclosed herewith.

(P. M. Meena)
Dy. Dir. II/Estt. (NG)I
Railway Board

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I
(1989 EDITION, First Re-print Edition – 2009)

ADVANCE CORRECTION SLIP NO.257

Chapter II, B – Rules governing promotion of Group 'C' staff

Note below Para 219(1)

"Where a selection panel has been approved by ADRM in the division, a proposal for modification of panel may be approved by DRM as the authority next higher than the one that approved the panel."

"Where a selection panel has been approved by DRM in the Division/HOD in the Zonal Headquarter, a proposal for modification of panel may be approved by CHOD/PHOD as the authority next higher than the one that approved the panel."

(Authority: Railway Boards letter No. E(NG)I//2018/PM 1/62 dt. 27.11.2018)

20. Chief Administrative Officer, Rail Coach Factory/Raebareli Project, Kishanganj, Delhi-7.

21. Adviser(Projects), Room No.548, M/O Railways, Rail Bhawan, New Delhi.

22. President, RBSS Group 'A' Officer Association, Room No.370, Rail Bhavan, New Delhi.

23. General Secretary, Railway Board Non-Ministerial Staff Association, Room No.42, Rail Bhavan, New Delhi.

24 Chief Admn Officer, Indian Railways Organisation for Alternative Fuels, 12th floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi - 11009

25. Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.

26. Co-Chairman, Technology Mission for Indian Railways (TMIR), Room No.218, Rail Bhawan, New Delhi-110001.

27. Chairman, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.

28. The Convener Member, Advisory Group of Experts (AGE), Room No.218, Rail Bhawan, New Delhi-110001.

for Secretary/Railway Board

PSs to MR, MoS(G), MoS(S),

PPSs to CRB, FC, MS, MRS, MT, MTR, ME, Secretary, DG(P), DG(S&T), DG(RS), DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), Adv.(IR) and Adv.(Vig.)

PSs to ED Fin(BC), ED(Safety), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), ED(Projects), EDERS(G), EDE(Res.), EDE(RRB), EDE(Fin), EDF(B), ED(Planning), ED(RE), ED(Sig), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDLM, EDE(GC), EDRE(S&T), ED(Stat), EDRS(S), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(DAv.), EDRE(S), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), JS(E&P) and JS and IG/RPF.

JD(OL), DPC-I, DPC- II, DE(G), D(IH), D(H&FW), D(MPP), Dir.(Safety)I, Dir.(Safety)II, Dir.(Safety)III, DE(N)II, DE(R), DE(D&A), DE(LL), JDE(Rep), JDE(GP), JDE(RRB), DD(Code Revision), DD(Health), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, US(A), DDE(D&A), DDV(A&P), DDE(Rep) I, DDE(Rep)II, DD(OL)I, DD(OL)II, E(D&A), E(GP), E(NG)II, E(Rep)I, E(Rep)II , E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), ERB-II, ERB-V, PC-III, PC-IV, PC- V, E(P&A)I, E(P&A) II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), E(G), Health Branch, Safety Branch, A/C-III & Code Revision Cell.

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

No. 2018/TransCell/ProcessReforms **New Delhi, Dated: 27.11.2018**

The General Manager
All Indian Railways

Sub: Grant of honorarium for delivering lectures in Zonal Training Schools/Centres

Honorarium payable to visiting lecturer/faculty for delivering lectures to trainees in Zonal Training Schools/Centres as laid down in Board's Letter No E(G)2009HO I-24 dated 29.10.2009 has been reviewed and Board (MS, FC & CRB) have, in supersession, approved that the rates of honorarium may be revised as indicated below:

(a) Rs 2500/- per day for lectures of 2 hours duration subject to a maximum of Rs 5000/- per week to officers of Railway/Central/State Governments ordinarily of the rank of Joint Secretary to the Government and reputed academicians/special invitees.

(b) Rs 1250/ - per day for lectures of 2 hours duration subject to a maximum of Rs 2500/- per week to JAG/SG officers of Railway/Central/State Government.

(c) Rs 1000/- per day for lectures of 2 hours duration subject to a maximum of Rs 2000/- per week to other gazetted/non gazetted officials of Railway/Central/State Government other than those mentioned in para (a) and (b) above.

It may be noted that not more than 15% of the total training sessions organized by the Zonal Training Schools/Centres should be covered by the lectures by the visiting faculty. This restriction should be strictly followed.

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

(A.S.Khati)
Executive Director/E(G) & Transf

(Jeetendra Singh)
Executive Director/EE/Transf
27.11.2018

No. 2018/Trans/01/Policy **New Delhi, dated: 27-11-2018**

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 - As per list enclosed

भारतसरकार **GOVERNMENT OF INDIA**
रेलमंत्रालय **MINISTRY OF RAILWAYS**
रेलवेबोर्ड **RAILWAY BOARD**

No. 2018/Trans Cell/Civil/ATM Policy **New Delhi, dated: 27-11- 2018**

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

Sub: Policy on Automated Teller Machines (ATMs) in Indian Railway Premises

1.0 Provision of ATMs within Railway areas is actually a service to our employees and clients, and provision of ATMs, therefore, needs to be viewed as such. It is also necessary to emphasize that provision of this service to our employees and clients is our duty and therefore, constraints in provisioning the same that have existed so far, need to be removed.

2.0 In accordance with above and, in supersession of all the previous instructions on the subject, following policy is issued with the approval of Board (ME, FC and CRB) regarding provision of ATMs on IR.

3.0 Policy on providing ATMs in Railway Areas (including Stations, Offices, Training Institutes, Colonies etc.).

a) This policy is applicable to a Public Sector Bank/Scheduled Commercial Indian Bank in all Railway premises.

b) Treating the ATMs as an important Passenger/Staff amenity, the existing policy of charging the rent at the rate of 6% of the market value of land and increasing it, at the rate of 7% is discontinued herewith.

c) GMs/ DRMs are empowered to select a suitable Public Sector Bank/ Scheduled Commercial Indian Bank in a transparent manner.

d) ATMs should be provided extensively, as required, even by persuading banks, if so, necessitated.

e) Tenders/Quotations may be invited without any reserve price. Bank quoting highest license fee shall be awarded the ATM location.

f) For provision of new ATM, or for extending the currency of ATMs, the administrative approval shall be obtained from Divisional Railway Manager.

g) For the new ATM, a suitable area shall be marked on a plan for installing the ATM and; the plan shall be approved by the GM/DRM. Maximum area for one ATM on a station will be 6 feet X 6 feet and for Colony/ Office/ Institute, area of one ATM shall be limited upto 7.5 Sq meters. The existing built up area/structure (if available) may also be considered by DRM/GM for this purpose, without any risk/liability on the part of Indian Railway. This would however remain the property of IR. The requirement and the maximum number of ATMs in a location shall be fixed with the approval of GM / DRM.

Sanjeev Kumar
27/11/2018

h) Generally the ATM machine, its cabin structure, air-conditioning, electric cabling, Communication cabling, Communication and Internet devices including antenna etc i.e all physical infrastructure shall be provided by the Bank at its own cost and responsibility. Railway's responsibility pertains to providing the required land/ built up space only.

i) The responsibility of security, maintenance, cleanliness of the ATM premises shall rest with the concerned Bank.

j) The electricity for ATM, may be provided by the Railway, charging its actual cost from the bank. However the Bank shall be at its liberty to get the electricity from any source.

k) Normally the ATMs shall be provided for a duration of 5 years, with provision for extension of the period based on mutual agreement.

l) This policy is issued in supersession of all instructions conveyed on the subject so far. This shall come into effect prospectively for all tenders/quotations invited from the date of issue of this letter.

This issues with the approval of Traffic Commercial Directorate and concurrence of Associate Finance of Transformation Cell, Railway Board.

Kindly acknowledge the receipt and ensure compliance.

27/11/18

(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

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/01/Policy

Dated 26.11.2018

Dear General Manager,

Sub: Progress of initiatives on improving barracks and work environment of RPF/RPSF personnel

Please refer to my D.O. letters of even no. dated 1/7/2018 and 29/8/2018 in which I had emphasized to expeditiously undertake several initiatives to improve the 744 essential category barracks of RPF/RPSF personnel across IR, construct new barracks at 10 locations and provide two wheelers/four wheelers to improve mobility of RPF. A list of the initiatives is enclosed. These are essential to improve the working environment of RPF/RPSF and motivate the Force in improving our service delivery towards the ultimate customer.

2. It has come to my notice during PCSCs Conference held in Rail Bhawan on date that many of the initiatives are not progressing satisfactorily.

3. I would like to review the progress of these items in tomorrow's video conference with General Managers besides other issues. I would also like all General Managers to regularly apprise me about the progress on these items through MCDO.

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

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/01/Policy

Dated 26.11.2018

Dear General Manager,

Sub: Progress of initiatives on improving barracks and work environment of RPF/RPSF personnel

Please refer to my D.O. letters of even no. dated 1/7/2018 and 29/8/2018 in which I had emphasized to expeditiously undertake several initiatives to improve the 744 essential category barracks of RPF/RPSF personnel across IR, construct new barracks at 10 locations and provide two wheelers/four wheelers to improve mobility of RPF. A list of the initiatives is enclosed. These are essential to improve the working environment of RPF/RPSF and motivate the Force in improving our service delivery towards the ultimate customer.

2. It has come to my notice during PCSCs Conference held in Rail Bhawan on date that many of the initiatives are not progressing satisfactorily.

3. I would like to review the progress of these items in tomorrow's video conference with General Managers besides other issues. I would also like all General Managers to regularly apprise me about the progress on these items through MCDO.

With best wishes,

Yours sincerely

Sd/-

(Ashwani Lohani)

General Managers
All Indian Railways

Copy to:
Divisional Railway Managers
All Indian Railways

DG/RPF, Railway Board

(Ashwani Lohani)

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Annexure-I

Initiatives to improve barracks & work environment of RPF/RPSF personnel

Initiative	Conveyed vide CRB Do letter
1. Bring perceptible improvement in 744 RPF/RPSF barracks in next 3-4 months, especially in respect of: (i) Provision of Industrial Grade RO for improving drinking water (ii) Renovation/construction of toilets in barracks as per laid down norms (iii) Outsourcing of Housekeeping in the barrack which may be coordinated by the concerned Commandant of the Division	No 2018/TransCell/01/Policy dated 1.7.2018
2. Provide RPF posts with 4 wheelers and out – posts with 2 wheelers	No 2018/TransCell/01/Policy dated 1.7.2018
3. Construction of 10 shortlisted barracks on priority in phase –I at (i) New Jalpaiguri (4th Bn, RPSF) (200 beds) (ii) Lumding (1st Bn, RPSF) (100 beds) (iii) Kishangaj, Delhi (NR) (250 beds) (iv) New Delhi (NR) (200 beds) (v) Raipur (SECR) (120 beds) (LWE & other sensitive area) (vi) Danapur (ECR) (100 beds) (stay of train escort party) (vii) Danapur (ECR) (100 beds) (stay of RPF/RPSF lady staff) (viii) Kolkata Terminal, Sealdah (ER) (80 beds) (for lady staff) (ix) Lumding (NFR) (180 beds) (x) Raigarh (ECoR) (100 beds)	No 2018/TransCell/01/Policy dated 29.8.2018

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

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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

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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 Sanjeeb Kumar	ED/Acc/Transf/RB	9717643642	47543	23047543
4	Shri Umesh Balonda	ED/S&T/Transf/RB	9773533800	47546	23047546
5	Shri Ashok Kumar	Director/Stores/Transf/RB	8527311818	45747	23047547
6	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 2.0

Issued by
Transformation Cell
Railway Board

Ministry of Railways
Government of India