

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

No.2022/F(X)II/PW/1

New Delhi, dated 10/04/2023

The General Managers, Indian Railways.
The Director General, RDSO, Lucknow.
The General Manager, CORE, Allahabad.
CAOs (Const).
CAO, MTP/Mumbai.
CAO/DMW.

Sub: Delegation of Powers to CAO/Con for construction projects.

Ref: i) Model Schedule of Powers, 2018

ii) Board's letter No. 2022/F(X)II/PW/1 dated 10.05.2022

iii) Board's letter No. 2022/F(X)II/PW/3 dated 20.07.2022

The proposal for delegation/enhancement of powers to CAO/C organization on certain items for execution of projects was under consideration of Board. In order to fast pace the completion of the projects to reap the intended benefits and to empower the Construction Organization to take expeditious decisions, Board (MF) has approved further delegation to CAO/C as enclosed in annexure.

2. Some items of existing SOP have been modified whereas some new items have been introduced as indicated below:

Part	Item no.	Nature of change
PART-A. Works matters	Works matters: 2 A (i), 2 A (iv), 3 A (i), 5 F (ii),	Updated
PART-A. Works matters	2 A (v), 5 A (ii) (a), 5 A (ii) (b), 5 B (2) (iii), 5 B (2) (iv), 49,50,51,52,53,54	New items
PART-C: Miscellaneous Matters	47 H	Updated

303
10/4/23

3. The powers delegated to CAO/Cs have to be exercised by CAO/Cs personally and are not to be further delegated to the subordinate officers, as the delegation to subordinate officers have also been indicated where necessary.

4. While exercising these powers, concurrence of the associate finance would be required unless stated otherwise specifically.

Enclosure: Annexure (Pages 1-10)


(Ajeet Kumar Srivastava)
Executive Director Finance (Exp.)
Railway Board.

No.2022/F(X)II/PW/1

New Delhi, dated 10/04/2023

Copy to:

i) Dy. Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

ii) PFAs, All Indian Railways.

iii) FA & CAO(C)s, All Indian Railways.


(Ajeet Kumar Srivastava)
Executive Director Finance(Expenditure)
(Railway Board)

No.2022/F(X)II/PW/1

New Delhi, dated 10/04/2023

Copy for information to:

The Director General, National Academy of Indian Railways, Vadodara

The Director General, Indian Railway Institute of Financial Management, Secunderabad.

The Director General, Indian Railway Institute of Transport Management, Lucknow.

The Director General, Indian Railway Institute of Civil Engineering, Pune

The Director General, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur

The Director General, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.

The Director General, Indian Railway Institute of Electrical Engineering, Nasik.

The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.

The Registrar, Railway Claims Tribunal, Delhi

The Chief Commissioner of Railway Safety, Lucknow

The Secretary, Railway Rates Tribunal, Chennai.

The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.


10/4/23

(Ajeet Kumar Srivastava)

Executive Director Finance(Expenditure)

(Railway Board)

Copy to: OSD/MR, OSD/Co-ord/MR, Additional PS/MR, Advisor/MR, Sr. PPSs/PPSs/PSs to Board Members, Secretary, DG/RHS, DG/RPF, ADG/DS, Additional Members, OSDs, Advisors and Executive Directors, EDCE(G), DCE(G), DIP, Editor/Indian Railways, Editor/Bhartiya Rail and O&M Branch of Board's office.

Annexure to Board's letter No.2022/F(X)II/PW/1 dated 10/04/2023

PART-A – Works Matters

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	1	2	3	4	5	6
Updated	2 A	Technical sanction to sub estimate/detailed estimates/ revised estimates for all the works including those sanctioned by higher authorities (GM /Railway Board etc.) Works itemized in the works programme/RSP/M&P / LAW/LSWP/ Mini Law/Deposit /Composite Works (chargeable to both Railways and party)				
		(i) All works in (A) above except RSP and M&P items and chargeable to Capital, Capital Fund, RRSK, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue	<u>CAO (C) in HAG</u> Full powers <u>AGM</u> Up to Rs.500 Cr. <u>PHODs / CHODs</u> Up to Rs.100 Cr. <u>SAG</u> Up to Rs. 50 Cr.	<u>DRM –</u> Up to Rs75 Cr. <u>ADRM</u> Up to Rs.50 Cr. <u>CWM in SAG</u> Up to Rs. 75 Cr.	<u>SG/JAG</u> Up to Rs. 25 Cr.	<i>Authority:</i> 1. Para-703 of Engg. Code. 2. Board's Lr No.2018/TF/Civil/Works dtd.12/06/2018 3. Item No. B(II) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021.
		For any Deposit Work: Administrative approval is required as per item 1 (C) above before any survey, planning/execution of the work. Regarding Composite works (involving Railway and Deposit works both), the administrative approval of the Railway portion of the work is limited up to the values specified in Item 1(A) above.				
Updated		Note for item 2(A)-(i): 1. Associate Finance vetting is necessary. 2. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters) 3. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017]. 4. Deposit works are defined in accordance with para 1843 of IR Code of Engineering Department. The method of execution is also defined therein. The limit of variation by 20% due to reasons other than escalation etc may not be applicable for Deposit Works. Sanction, execution and variations in these Deposit works shall be made by the Railway administration in consultation with the sponsoring authority bearing the cost of the deposit works, within the broad guidelines provided in IR Code of Engineering Department and Model SOP. Revised detailed estimate should however be within the powers of the sanctioning authority (Authority: RB Ltr. No 2017/Trans/01/Policy dated: 08 - 02-2018)				

36
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Updated	2 A	(iv) Survey estimates	<p><u>PHOD/CAO/C</u> Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately.</p> <p><u>PHOD/CAO/C</u> Up to Rs.5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.</p>	Nil	Nil	<p><i>Authority:</i></p> <ol style="list-style-type: none"> 1. As per the yardsticks laid down by Board's letter No. 2012/W-1/Genl./Survey/Budget dtd 18.11.2016 2. Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008. 3. Item No. B(II)(4) & (6) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021,—subject to Board's orders and Yardsticks issued from time to time. 4. RB's L.No. 2021/F(X)II/PW/4 25.08.2021.
Updated		<p>Notes for item (iv) (Survey) above:</p> <ol style="list-style-type: none"> 1. Finance vetting is necessary. 2. These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget. 3. Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings, shifting of utilities etc., which will help in preparation of detailed estimates. 4. The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed. 5. These preliminary activities should be executed on Works Contract basis. 				

30
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
New item	2 A	(v) Engagement of individuals for specialized studies without calling of tender/ quotation.	<u>CAO/C</u> 5 lakh			1.Before according such administrative approval and finance concurrence, the competent authority shall satisfy himself that the individual so engaged is of proven experience and possesses specialized knowledge related to the assignment 2. This power is to be used in the cases where some specialized study is required to be undertaken by engaging experts in the field not having any firm associated with them; eg: slope stability, review of drawings, structural audit, visit of experts for their opinion on complicated technical matters etc.
Updated	3	Sanction to excess over estimates (Including those sanctioned by higher authority. at the time of preparing revised/ completion estimates.) (A) For itemized works, and LAW/Mini law items Other than M&P and surveys			<i>Authority:</i> Item No. B (II) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021.	
(i) Increase in cost due to price escalation		<u>PHOD/ CHOD</u> up to 100% of the original estimate. <u>CAO/C in HAG</u> Full powers for estimates up to the limit as per current powers of sanction	<u>DRM/ADRM/SAG</u> up to 100% of the original estimate. <u>SAG/C</u> Full powers for estimates up to the limit as per current powers of sanction	<u>SG/JAG</u> up to 100% of the original estimate. <u>SG/JAG in construction</u> Full powers for estimates up to the limit as per current powers of sanction		

303
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
New Item	5 A	(ii) (a) Limited Tenders from approved list for Works Contracts	<u>CAO/C</u> Full powers	SAG/C More than Rs.50 lakhs and Up to Rs.1.50Cr.	<u>SG /JAG in construction</u> Up to Rs. 50 lakhs	
Updated		<p>Notes for Item 5(A)-(ii) and (ii) (a):</p> <ol style="list-style-type: none"> 1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE-I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed. 3) At least 10 names should be on the approved list of contractors. 4) Tender Notice period should not be less than 14 days. 				
New item	5 A	(ii) (b) Approval/ shortlisting of agencies for limited tenders for construction	<u>CAO/C</u> Full powers			
New item	5B (2)	(iii) Consultancy Services for design of bridges & structures on single tender	<u>CAO/C</u> 4 Cr			This power is to be used for design of complicated bridges and structures for which only few agencies are available, which can be engaged by resorting through a single tender.
New item	5B (2)	(iv) Consultancy Services other than design of bridges & structures on single tender	<u>CAO/C</u> 2 Cr			This power to be used in complicated designs of tunnels, protection works, hydraulic studies, slope stabilities etc for which only few agencies are available which can be engaged by resorting through single tender

31
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Updated		<p>Note for Item No. 5(B)(ii),(iii),(iv):</p> <p>1. Associate Finance concurrence is necessary.</p> <p>2. Instructions contained in Rly. Bd's letter No. 2022/F(X)/PW/1 dated 10.5.2022 are to be followed.</p> <p>3. All IITs, IIMs, IISc/Bengaluru, NITs, School of Planning and Architecture/Delhi, JJ College of Architecture /Mumbai shall be exempt from deposition of Earnest Money (EMD) and Security Deposit (SD) for award of work to them.</p>				
No Change	5 F	(i) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	<p><u>JAG/SG & SS officers (Independent charge)</u></p> <p>(i) Works directly related to safe running of trains:</p> <p>Up to and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 Lakhs.</p> <p>(ii) All other works including works directly related to safe running of trains:</p> <p>Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above).SG and in JAG</p>	<p><i>Authority:</i></p> <p>Board's Letters Nos.</p> <p>1. 2007/CE-I/CT/18/Pt. 05.03.2009. dt</p> <p>2. 2007/CE-I/CT/18 dt.06.09.10. Pt.13</p> <p>3. 2007CE-I/CT/18/Pt.13 dt.11.09.17</p>

30
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					workshop- same as above	
No Change		<p>Notes for Item 5 F(i) (Quotations):</p> <ol style="list-style-type: none"> 1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded. 2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. The powers delegated are specific to the department/division concerned. 13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed. <p>Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation</p>				
Updated	5 F	(ii) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	<u>CAO/C</u> Rs. 4 Cr. per case for construction projects with annual limit of Rs. 25 Cr	<u>SAG/C:</u> Up to Rs. 15 Lakh per case with annual limit of Rs. 1.5 Cr		<i>Authority.</i> Board's Letters Nos. 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17 4. 2022/F(X)II/PW/1 dated 10.5.2022 5. 2022/F(X)II/PW/3 dated 20.07.2022

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Updated		<p>Notes for Item 5 F(ii):</p> <ol style="list-style-type: none"> 1. The power given in 5(F)(ii) is to be used for last mile connectivity of projects, unforeseen/leftover works directly required for completion of projects. 2. Finance concurrence is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation. 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation. 13. The notice inviting quotations should be given wide publicity. 14. Instructions contained in Rly. Bd's letter No. 2022/F(X)II/PW/1 dated 10.5.2022 and letter No. 2022/F(X)II/PW/3 dated 20.07.2022 are to be followed. 				
New item	49	Spot Purchase of items for new assets being constructed by Construction organisation.	CAO/C 1 Cr			<p>i) This power to be used only if it is not possible to procure through normal competitive bidding</p> <p>ii) The level of SPC should be based on the level already decided by Zonal Railways</p>
New item	50	Expenditure on Inspection of CRS of Zonal Railway	CAO/C Full powers	SAG/C 10 lakh		These powers to be used to cater for food, tentage, accommodation, vehicles for Rly staff & visiting/inspecting officers, transportation of misc. items etc on the day of CRS

3/3
10/4/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
						inspection in connection with commissioning of new line, gauge conversion or doubling projects.
New item	51	Expenditure on food, tentage & lighting etc. at site during NI working	CAO/C Full powers	SAG/C 10 lakh		These powers to be used to cater for food, tentage, accommodation, vehicles for rly staff & visiting/inspecting officers, transportation of misc. items, lighting arrangements etc during NI working in connection with commissioning of new line, gauge conversion or doubling projects
New item	52	Sanction for hiring of Legal/Statutory services by firms	CAO/C Full powers	SAG/C 1 lakh		1. Subject to finance concurrence for value more than Rs. 50,000 in each case. 2. This will be exercised after concurrence by the DGM(LAW) 3. This is for Hiring of legal firms for contractual matters which are pending in courts/arbitrations where financial implication is very high and where internal in-house capability of legal cell of Zonal railway to defend railway's interest is not adequate.
New item	53	Payments/Advances to Government Departments/ PSUs/ Public Utility Companies for Provision / Modification of Services/Rental for Services Required for Execution of Projects	CAO/C Full powers	SAG/C 1 Cr		i)Powers to be exercised if provision exists in the sanctioned estimate. ii)Prior finance concurrence will be required.

30
10/10/23

Nature of change	S. No. of SOP	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
						iii) These powers to be used for circumstances when some services are required from the Government Departments/ PSUs/ Public Utility Companies in connection with execution of projects in the interest of the railway. Many a times it is in the interest of Railways to get the works executed through other Government/ semi Government agencies, which are better equipped to take up such works, rather than doing these works by Railways.
New item	54	Hiring of CA	CAO/C Full powers			It should be done through competitive bidding only.

35
10/11/23

PART-C – Miscellaneous Matters

Nature of change	S.No. of SOP	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6	6
Updated	47 H	Air travel on duty.	<p align="center"><u>GMs</u></p> <p>Full powers up to Senior Supervisor level with finance concurrence subject to note (i),(iv) and (v) below.</p>	<p align="center"><u>CAO/C, DRM for Gati Shakti works</u></p> <p>Officers and senior supervisors (Finance concurrence not mandatory) subject to note below</p>		<p>1. These are discretionary powers to be exercised with personal approval of competent authority.</p> <p><i>Authority:</i></p> <p>1. RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017</p> <p>2. F(E)I/2017/AL-28/41 dt.24.04.2018 & 08.05.2018</p>
<p>Note:</p> <p>i) Conditions being fulfilled as prescribed in letter No F (E)I/2021/AL-28/47 dated-13-08-2021.</p> <p>ii) The request for air travel is to be processed in E-office only.</p> <p>iii) The air travel of CAO/C and DRM/Gati Shakti office will be post audited by associate Finance and reported through MCDO to HQ and Board as the case may be.</p> <p>iv) The approving authority needs to make sure that the flight with lowest air fare is taken.</p> <p>v) Suitable check list duly filled in at the time of approval is necessary.</p>						

30
10/4/23