GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.F(X)II/2009/PW/10 New Delhi, dated: 09.9.2015

The Directors,
Indian Railway Institute of Civil Engineering, Pune.
Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
Indian Railway Institute of Signal Engineering and Telecom., Secunderabad.
Indian Railway Institute of Electrical Engineering, Nasik.
Indian Railway Institute of Transport Management, Lucknow
JR RPF Academy, Lucknow.

Sub: Delegation of powers.

A revised version of the powers of Heads of Central Training Institutes (CTIs) other than National Academy of Indian Railways(NAIR, Vadodara) was last issued vide Board's letter No.F(X)II-2001/PW/4 dated 22.02.2002. These powers have further been liberalized/enhanced by Board from time to time. It has now been decided to further enhance the powers on certain items. Accordingly, in supersession of all instructions issued earlier on the subject, a comprehensive list of powers of Heads of CTIs other than DG/NAIR is enclosed. In exercise of these powers, rules of financial propriety and other restrictions imposed from time to time should be strictly adhered to. Also, prior finance concurrence will be required unless indicated otherwise specifically.

DA: As above.

(Sunil Kumar)
Director/Finance (Exp.)II
Railway Board.

No.F(X)II/2009/PW/10 New Delhi, dated: 09.9.2015

Copy to:

Dy. Comptroller & Auditor General of India (Railways), Rail Bhawan, New Delhi (with 45 spares).
General Managers, All Indian Railways including Production Units.
FA&CAOs, All Indian Railways including Production Units.

(Sunil Kumar)
Director/Finance (Exp.)II
Railway Board.

No.F(X)II/2009/PW/10 New Delhi, dated: 09.9.2015

Copy forwarded for information to:

General Secretary, NFIR (With 35 spares)
General Secretary, AIRF (With 35 spares)
Members of National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Feroze Shah Road, New Delhi (with 60 spares).
Secretary General, FROA (with 5 spares).
Secretary, RBSS Group "A" Officers Association (with 5 spares).
Secretary, Railway Board Class II Officers' Association (with 5 spares).
Secretary General, IRPOF, (with 5 spares).
Secretary, Railway Board Ministerial Staff Association (with 5 spares).
Secretary, Railway Board Class IV Staff Association (with 5 spares).
President, Indian Railway Class II Officers' Association (with 5 spares).
Secretary General, All India RPF Association (with 5 spares).

For Secretary/Railway Board.

No.F(X)II/2009/PW/10 New Delhi, dated: 09.9.2015

Copy for information to:

CAO, Rail Coach Factory/Rae Bareli Project, Kishan Ganj, Delhi.
CAO, IROAF, Scope Minar, District Centre, Laxmi Nagar, Delhi - 110092
Director General,National Academy of Indian Railways (NAIR), Vadodara.
Registrar, Railway Claims Tribunal, Delhi.
General Secretary, IRCA, New Delhi.
Chief Commissioner of Railway Safety, Lucknow.
Secretary, Railway Rates Tribunal, Chennai.
Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

(Sunil Kumar)
Director/Finance (Exp.)II
Railway Board.

Copy to:

Sr. PPSs/PPSs/PSs to Board Members, Secretary, DG/RHS, DG/RPF, ADG/DS, Additional Members, OSDs, Advisors and Executive Directors, DIP, Editor/Indian Railways, Editor/Bhartiya Rail and O&M Branch of Board's office.

Annexure to Board's letter No.F(X)II/2009/PW/10 dated 09.9.2015

Powers of Heads of CTIs other than NAIR/Vadodara		
S. N.	**Item**	**Revised Powers**
Stores and Transport Matters		
1.	Local purchase of non stock items, petty items for offices, stationery, training material, low priced books on advanced technology for supply to trainees, audio video films, software, equipments for labs, Furniture for office/classroom/ hostel, office automation equipment, linen/bedding/ blankets etc for hostel.	Up to Rs.25,000/- per item without finance concurrence and up to Rs.50,000/- per item with Finance concurrence subject to ceiling of Rs.20 lakh per annum.
2.	(a) Hiring of transport in connection with conduct of courses (b) Hiring of vehicles in connection with visit of Hon'ble Ministers, Board Members and other important officials.	Up to Rs.50,000/- for any particular course, subject to annual ceiling of Rs.5 lakh. Finance concurrence is required. Full powers with Finance concurrence and approval of Director.
3.	Repairs of Motor vehicles	Full powers with Finance concurrence in cases exceeding Rs.20000/-.
4.	Repairs and maintenance including entering into contract for Annual Maintenance Service for computer and lab equipment and other office tools and plants.	i) Full powers subject to following of the tender procedure. ii) for single tender to award contract to authorised dealers, approval of Director would be required.
5.	Payment of charges for E-mail/Internet connection/ Rental etc.	Full powers with finance concurrence subject to instructions of Board issued from time to time.
6.	Purchase of books, journals and other publications for library and for distribution as training material to probationers and officers of various courses	Full powers. Finance concurrence required for books costing more than Rs.2,000/- per book.

7.	Signing of Proprietary Article Certificate for procurement of PAC item.	As exercised by Zonal Railway officers at different levels in contiguous Railways.
8.	To sanction the procurement of small items of equipment including catering equipment on additional and replacement account, the cost of which is chargeable to Ordinary Revenue.	Upto Rs1 lakh per item subject to annual ceiling of Rs10 lakh.
Miscellaneous Matters		
1.	To exercise the power of the "Head of an Office" in respect of ordinary contingent expenditure.	Full powers subject to paras 1001, 1011, 1015, 1043, 1044 & 1045 of IR Finance Code Vol I. No finance concurrence is required.
2.	Expenditure on Ceremonial occasions.	Powers up to Rs.1,00,000/- in each case for major Ceremonial occasions like Foundation Day/Passing Out Day and up to Rs.25,000/- in each case for other occasions with annual limit of Rs.2,00,000/-.
3.	Hiring of TV, Video camera, VCR, LCD and other Projection equipment	Full powers with ceiling of Rs.50,000/- per annum.
4.	Condemnation of Office equipment, Training Kits/aids etc.	Full powers on recommendations of a duly constituted Survey Committee. No Finance concurrence is required.
5.	To authorise payment for procurement of furniture/ utensils on replacement account or additional requirements through Stores.	Full powers with Finance concurrence.
6.	To write off irrecoverable losses of Cash, Stores: a) When a Railway employee is in any way responsible b) When a Railway employee is not in any way responsible.	a) Rs.50,000/- in each case. b) Upto Rs. 1 lakh in each case.

7.	Facilities to visiting lecturers (A)Rate of honorarium to visiting lecturers	a) Upto Rs.6,000/- per session for experts/ eminent resource persons only if there are reasons to justify such payment, which should be duly recorded in writing by Head of CTI. No Finance concurrence is required. b) Upto Rs.2500/- per session to the Railway officers of the rank of General Managers/ Additional Members and retired GMs/AMs and above. No finance concurrence is required. c) Rs.1500/- per lecture of one hour 45 minutes duration to the officer of Railways/ Central/ State Govt. Ordinarily in the rank of Jt. Secretary to the Govt. of India and reputed Academicians/Special invitees. No finance concurrence is required. d) Rs.1000/- per lecture of one hour 45 minutes duration to the visiting lecturers other than mentioned in (a) (b) and (c) above. No Finance concurrence is required.
	B)Travelling facilities to visiting Faculty i) Visiting faculty including Railway officers retired in SA Grade and above.	i) I-AC Complementary Pass for self only or II AC Complementary pass for self and spouse with authority to travel by Rajdhani/ Shatabdi Express. No Finance concurrence is required.
	ii) Retired Railway officers who were entitled to Gold Pass facilities during their service.	ii) (a) Rail travel:- The entitlement may be linked to last post held in the Railway. The passes can be issued for the same class as per what he would have got on duty, as per last post held before retirement, for self and spouse.

		b) Air Travel:- Powers delegated to Director, IRICEN, Pune, vide Board's letter No.F(X)II/2004/PW/4 dated 30.12.2005, will remain unchanged.
	C) Boarding and lodging and local transport facility to visiting lecturers.	i) Free boarding and local transport facility from Railway station/airport to the Institute only to visiting Faculty and spouse. Finance concurrence is not required. ii) Reimbursement of taxi charges on KM basis as applicable for Railway Officers for non-Railway faculty. No Finance concurrence is required.
8.	Sanctioning Award to meritorious trainee officers/ staff in form of medals/ trophies, books, awards and other educational materials.	Medals, Trophies, books, cash award up to Rs.5000/- in each case. Finance concurrence is not required.
9.	To enter into consultancy contract for developing training materials including audio-video works, training design and development from a list of consultants on a limited tender basis.	Up to Rs.4 lakh per case subject to a maximum of Rs.10 lakh per annum.
10.	To enter into contract for printing technical literature/ in-house magazines/ Newsletters/ calendar/ invitation cards.	Up to 1 lakh per case subject to the ceiling of Rs.40 lakh per year and certification from Railway Press that the printing work cannot be handled by them either due to pressure of work or lack of suitable facility. However, a) In urgency, with certification at SAG level, concurrence of finance and acceptance by Director/CTI up to Rs.10,000/- in each case (Certification of Railway press is not required). b) For small value printing such as monthly newsletter up to Rs.5,000/- in each case subject to an annual

		limit of Rs.50,000/-. No finance concurrence or certification of Railway Press is required.
11.	To invite and accept open or limited Tenders for annual contract for washing and ironing of linens and dry-cleaning of blankets in Hostel, Guest House and Mess.	Up to Rs.7.5 lakh per case subject to observation of tender procedure.
12.	To enter into contracts for general housekeeping activities such as security (where RPF is not provided), sanitation, catering, horticulture, pest control, maintenance of computer centre and creation of sports facilities etc.	Upto Rs.40 lakh per annum with concurrence of finance, subject to following the existing procedure. <u>For IRITEM</u>:- Up to Rs.75 lakh per annum with concurrence of finance, subject to following the existing procedure.
13.	To incur expenditure towards presenting mementos to visiting faculties/ dignitaries and faculties on transfer	Up to ceiling of Rs.1 lakh per annum. No finance concurrence is required.
14.	To enter into contracts and make payment for conducting courses with the help of outside institutes/ faculty either at Railway premises or premises outside institution.	Full powers subject to ceiling of Rs.30 lakh per annum. This limit is not applicable for payment by IRIMEE to BIT Ranchi as per MoU for SCRA's course.
15.	Deputation of faculty members and staff for training courses, workshops, conferences, seminar, symposia etc in non Railway institutes	Pro-rata Registration fee and overall registration fee up to Rs.20,000/- per day and Rs.1,00,000/- respectively with ceiling of Rs.12 lakh per annum. No finance concurrence is required.
16.	Sanction of air travel facility in favour of SAG officers of CTIs	Full powers in respect of SA Grade officers only with personal approval of Director. No finance concurrence is required.
17.	To incur expenditure on Newspapers, Magazines and Recreation facilities to be provided to trainees.	Full powers subject to ceiling of Rs.3 lakh per annum. No Finance concurrence is required.

18.	Incurrence of expenditure for payment of Institutional Membership fee.	a) Selection of new professional Institute for membership – one National and one International Institution per annum, b) Payment of regular membership Fee to Professional institutes – up to Rs.1,00,000/- per annum.
19.	To incur expenditure on entertainment: on tea, coffee or cold drink at formal inter-departmental and other meetings.	Director: Rs.500/- per occasion subject to Rs.8000/- per annum. SAG Officers: Rs.400/- per occasion subject to Rs. 6000/- per annum. SG/JAG officers:- Rs. 100/- per occasion subject to Rs.1200/- per annum. These powers can be exercised with per head ceiling prescribed by Railway Board from time to time.
20.	i) To sanction new installation of BSNL telephones at offices and residences of officers and staff and payment of all charges connected with their installation. ii) To sanction shifting/retention of Railway& P&T Phones at offices & residences of officers & staff.	i) Full powers subject to instructions issued from Railway Board from time to time for giving facilities to officers at different grades. ii) Full powers. Finance concurrence is required.
21.	Incurrence of Law charges i) Pleaders fee within scales fixed by the High Court or separately fixed by the Board. ii) Incidental legal expenses connected with suites filed in Court of Law.	i) Powers as being exercised by GMs of Open Line Railways. ii) Powers as being exercised by GMS of Open Line Railways.
22.	To sanction charges for analysis and/or testing of samples in Government Laboratories/ Hospital.	Full Powers.

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