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10/3/2015

Government of India
Ministry of Railways
(Railway Board)

No.F(X)II/2009/PW/10 **New Delhi, dated: 10.3.2015**

Director General,
National Academy of Indian Railways(NAIR),
Vadodara.

Sub: Delegation of powers to DG/NAIR.

A revised version of the powers of Director General, National Academy of Indian Railways(NAIR) was last issued vide Board's letter of even number dated 14.09.2010. 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 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.

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

No.F(X)II/2009/PW/10 **New Delhi, dated: 10 .3.2015**

Copy to:

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

10/3/15

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

Annexure to Board's letter No.F(X)II/2009/PW/10 dated 10.3.2015

1. Stores and Transport Matters

Item No.	Description of item/Nature of Power	Extent of power
i	To call for and accept advertised tender	Upto Rs.15 lakh subject to tender procedure being followed.
ii	To call for and accept limited tender/bulletin in normal circumstances.	Upto Rs.5 lakh for indents of more than Rs.60,000/-. Finance concurrence will be required.
iii	Issue of limited tender in emergency for all items covered by rate contract/running contract.	Upto Rs. 1 lakh.
iv	Placement of orders against DGS&D rate contract/running contract.	Upto Rs. 15 lakh. Senior Professor (material management)/NAIR will be direct delivery officer.
v	To call for and accept single tender/quotation.	**Non PAC items**:- upto Rs. 50,000/- without Finance concurrence and Rs.5 lakh with Finance concurrence. **PAC items** :- upto Rs. 1 lakh without Finance concurrence and Rs. 5 lakh with Finance concurrence. **Note:** These powers will not be delegated further.
vi	Local purchase of non-stock items, petty items for offices, stationery, training material, low priced books on advance technology for supply to trainees, audio video films, softwares, equipment for labs, classroom/office furniture, office automation equipment, linen/ bedding/ blankets etc. for hostel.	Upto 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.
vii	(a)Hiring of transport in connection with conduct of courses. (b)Hiring of vehicles in connection with visit of Board Members and other important officers. (c)Hiring of vehicles for SAG officers of NAIR.	Upto Rs. 50,000/- for any particular course subject to annual ceiling of Rs.10 lakh. Full powers with Finance concurrence and approval of DG/NAIR. DG/NAIR may sanction hiring of AC vehicles with concurrence of associate finance or officers of the rank SAG and above as per norms

		prescribed in Board's letters no. F(X)II/2006/PW/11 dt. 15.05.2007 and 28.05.2008.
	(d)Hiring of vehicles on replacement account.	DG/NAIR may sanction hiring of vehicles on replacement account provided the existing vehicle has been condemned and grounded. The total number of vehicles (hired vehicles + Govt. Vehicles) should remain unchanged. Further, the post of driver of the condemned vehicle should be surrendered and the incumbent should be gainfully redeployed. These powers should be personally exercised by the DG/NAIR with concurrence of Associate Finance
viii	Repairs of motor vehicles	Full powers with Finance concurrence in cases exceeding Rs. 20,000/-
ix	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.
x	Purchase of books, e-books, journals and other publications for library and as training material to probationers and officers of various courses.	Full powers. Finance concurrence required for books costing more than Rs.3000/- per book and journals with annual subscription more than Rs.5000/- subject to budgetary limit.

2. <u>Works Matters</u>

i.	To call for and accept quotations for works and services other than consultancy works without inviting tenders.	SAG- Rs. 2 lakh JAG- Rs. 1 lakh
ii.	Approval/acceptance of tenders for works other than consultancy works: a)Open tender b)Limited tenders from approved list of W.R.- BRC divisions.	 a)Upto Rs. 40 lakh* per annum. b)Upto Rs. 3 lakh* with annual limit of Rs. 10 lakh. * These powers (subject to annual budgetary allotment) are for repairs and maintenance work only and will not include any item which would otherwise be processed through Works Programme.

3. Miscellaneous Matters

i.	To exercise the power of the 'Head of an office in respect of ordinary contingent expenditure'.	Full powers subject to para 1001,1011, 1015, 1043, 1044 & 1045 of IR Finance Code Vol. I. Finance concurrence is not required.
ii.	Repairs and maintenance including entering into the contracts for annual maintenance services for computer and lab equipments and other office tools, plants and equipments.	Full powers subject to following of the tender procedures and including single tender on authorized dealer subject to extant order of the Board.
iii.	Expenditure on ceremonial occasions	Upto Rs.1.5 lakh per occasion for foundation day. For other occasions, same powers as delegated to GMs. Annual ceiling will be Rs.5 lakh only.
iv.	Hiring of TV/ Dish/ cable, video camera, VCR, LCD and other Projection equipments.	Full powers subject to ceiling of Rs. 50,000/- per annum.
v.	Condemnation of office equipment, training kits/ aids etc.	Full powers on recommendation of a duly constituted survey committee. Finance concurrence is not required.
vi.	To authorize payment for procurement of furniture/ utensils on replacement account or additional requirements through stores.	Full powers.
vii.	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)Upto Rs. 1 lakh in each case. b)Upto Rs. 2 lakh in each case.
viii.	Facilities for 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 DG/NAIR. 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) Permission for air travel facility to eminent visiting Faculty from outside the Railways when they are called to deliver lectures.	DG/NAIR, Vadodara may permit air travel by eminent visiting lecturers subject to the following conditions: i)the visiting Faculty is entitled to travel by air under the rules of his organization, ii) the distance involved is more than 500 kms, iii)the journey cannot be performed overnight by train/slip coach, iv) journey would invariably be by Economy Class, and, v) the annual total expenditure is limited to Rs. 3 lakh. **Note:** Air travel may also be permitted to: 1) those eminent retired Railway officers who were entitled to air travel during their service, provided that the journey involves a distance of over 500 kms and subject to the existing terms and conditions. 2) those visiting faculty members who are not railwaymen and are not in active service, provided that they were entitled to air travel during their active service, subject to existing terms and conditions. **Note:** The powers to grant the facility of Air travel may be exercised with Finance concurrence and total annual expenditure should not exceed Rs. 5 lakh per annum.
	ii)Other visiting Faculty including Railway officers retired in SA Grade and above	I AC complimentary pass for self only or II AC complimentary pass for self and spouse with authority to travel by Rajdhani/Shatabdi Express. Finance concurrence is not required.

	iii)Retired Railway Officers who were entitled to Gold Pass facilities during their service.	i)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, <u>for self only.</u> ii) the retired persons (GM and above) can travel by economic class for air travel. However, any relaxation in conditions would require finance concurrence.
	C)Boarding and lodging and local transport facility to visiting lecturers.	Free boarding and local transport facility from Railway station/airport to the Institute only to visiting Faculty and spouse. Finance concurrence is not required.
ix)	Hospitality during visit of dignitaries and eminent and distinguished visitors.	Within the ceiling limit prescribed by Board from time to time with an annual limit of Rs.1.5 lakh.
x)	Light refreshment and working lunches	Light refreshment can be sanctioned @Rs. 18/- per head per meeting and working lunches @Rs.115/- per head per meeting.
xi)	Reimbursement of taxi charges to visiting lecturers	Reimbursement rates applicable to Railway officers on kilometre basis based on declaration furnished by visiting lecturers. Finance concurrence is not required.
xii)	Sanctioning Award to meritorious officers in training courses.	Medals, trophies, books, cash awards upto Rs.5000/- in each case. Finance concurrence is not required.
xiii)	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.	Upto Rs.4 lakh per case subject to a maximum of Rs.10 lakh per annum.
xiv)	To enter into contract for printing technical literature/in-house magazines/newsletters/Calendar/ Invitation Cards.	a)upto Rs. 2 lakh per case subject to ceiling of Rs.15 lakh per year with Finance concurrence. b)For small value printing such as monthly newsletter upto Rs.20000/- in each case subject to an annual limit of Rs. 50,000/- no finance concurrence is required.
xv)	To invite & accept Open or Limited Tenders for Annual Contract for washing and ironing of linens and dry-cleaning of blankets in Hostel,	Upto Rs.10 lakh per case subject to observation of tender procedure.

	Guest House and Mess.	
xvi)	To incur expenditure towards presenting mementos to visiting Faculty and Faculty on transfer.	Full powers with annual ceiling of Rs. 1 lakh. Finance concurrence is not required.
xvii)	To enter into contracts and make payment for conducting courses with the help of outside Institutes/ Faculty either at Railway premises or premises of outside Institution.	Full powers up to ceiling of Rs.30 lakh per annum.
xviii)	Deputation of faculty members and staff for training courses, workshops, conferences, seminars, symposia etc. in non railway Institute.	Pro rata registration fee and overall registration fee upto Rs. 20,000/- per day and Rs. 1 lakh respectively with ceiling of Rs. 15 lakh per annum. No finance concurrence is required.
xix)	Sanction of air travel facility in favour of SAG officers of NAIR.	Equivalent to GMs powers: i) For SAG: with personal approval of DG/NAIR ii) For JAG/SG: with personal approval of DG/NAIR and concurrence of finance. This would be subject to standard conditions prescribed by Board.
xx)	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. Finance concurrence is required.
xxi)	Incurrence of expenditure for payment of Institutional Membership Fee.	a)Ceiling limit of membership fee of upto Rs. 1 lakh per annum. b)Regular membership fee of Rs. 10,000/-
xxii)	Grant of cash award to non-gazetted staff and gazetted faculty officers.	Same powers as General Managers in open line subject to an annual ceiling of Rs.2 lakh.
xxiii)	Acceptance of resignation of non-gazetted staff	Full powers provided the non gazetted staff is borne on the cadre of NAIR and NAIR is the controlling authority. **Note:** Powers in respect of probationers are indicated in Board's letter no. E(Trg)88(13)/2 dated 16.12.1988.
xxiv)	In respect of non-gazetted staff borne on the Cadre of NAIR.	Full powers in all matters as applicable to GM/Open Line Railway provided the cadre controlling authority in NAIR
xxv)	Interest free advance payments to AMC etc may be permitted to NAIR, at par with GMs.	DG/NAIR can sanction interest free advance payment to AMC etc, at par with GMs