:: Content Upload Details - Railway Board ::

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

No. 2019/LMB-I/8/1 **New Delhi, dt.26.07.2019**

General Managers,
All Zonal Railways & PUs.

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड
Railway Board
Issue with Enclosure

Sub.: Guidelines for dealing with philanthropic proposals received from individuals for creation/augmentation of infrastructure/facilities at railway institutions such as Railway Schools/Hospitals/Stadiums etc.

Proposals are being received from various individuals, alumni, associations etc offering assistance in various forms for improving infrastructure facilities in Railway such as Railway Schools/Hospitals / Stadiums. Railway has a huge infrastructure set up, which needs consistent augmentation of facilities to meet its employees' needs. In a view to avail the opportunity of philanthropic proposals to supplement Railways` effort for augmenting/creating such facilities, it has been decided to frame a broad based policy which can dovetail the philanthropic spirit of such individuals, alumni, associations, trusts, societies or section 8 companies which are involved in philanthropic activities with the need to create/augment the infrastructure/ facilities at Railway Institutions/Buildings like Institute/ Officer's Club/Schools/Hospitals etc

Railway shall follow the under mentioned guidelines for execution of such works.

1. Scrutiny of proposals:

Scrutiny of such philanthropic proposals received for improving railway infrastructure facilities at Railway Institutions/Building like Institute/ Officer's Club/Schools/Hospitals etc for creation of additional infrastructure/ sports facility or other welfare set up shall be done at Head quarters for donation amount more than Rs 2.0 Cr by nodal officer as decided by GM and at Division up to Rs 2.0 Cr by nodal officer as decided by DRM duly considering existing facilities and requirement. While scrutinizing the philanthropic proposal the following should be kept in mind:

i. Proposed amenities should fit into overall development scheme of the railway unit and should not create any hindrance in future.

ii. Railway Administration shall satisfy themselves about the bonafides of the Donating Party's interest in providing such facilities/ Infrastructure in Railway Premises as considered appropriate to avoid public complaint.

iii. Proposed amenities should not be fancy in nature. They should be essentially advantageous for railway units and not put undue strain on maintenance organization.

iv. The Donating Party/Individual shall give a declaration that the sum proposed to be donated are part of his reported income to concerned authority.

v. The Donating Party/Individual should not claim any right towards ownership or commercial exploitation of asset/ amenities proposed by them

After scrutiny, the proposal of Donating Party will be accepted for its execution with approval of GM for donation amount more than Rs 2 Cr. and DRM for amount up to Rs 2.0 Cr. duly mentioning the nodal department (having major component of overall works which shall co-ordinate with other departments for execution etc.)

2. An indicative list of activities/works:

While it is not possible to stipulate a comprehensive list of activities/ works, it shall be for ingenuity of GM/ DRM concerned to dovetail philanthropic proposal with needs of organization. An indicative list is however given below for guidance:

(i) Provision of **additional** facility in schools/hospitals/Railway Institute/Officers Club etc. such as additional block for OPD, Testing Centers, Class Rooms, Laboratories, Sports Facilities/equipments, Gymnasiums, Auditoriums, Multipurpose hall, Kitchen etc.

(ii) Provision of Library in Railway Colony/office buildings etc.

(iii) Provision of any other welfare set up such as Crèche, Open GYM, children's play area,

(iv) Furniture and Sports Goods for institute/Officer's Club/schools/Hospitals etc.

(v) Additional equipments at institute/ Officer's Club/ schools/ hospital etc

3. Execution:

(i) Railways should generally provide the amenities proposed by Donating Party *on deposit terms*. However, permission to execute the works by Donating party itself, after duly assessing its credibility and financial status, under Railway's supervision may be granted by Railway on case-to-case basis. The modality in either of the situation should be finalized with approval of General Manager and concurrence of associate Finance. Railways should satisfy themselves about standards of material & works being adopted by Donating Party.

(ii) Nodal department of the Railways shall, as per extant practice, coordinate for the approval of amenity proposed to be provided by Donating Party, while the concerned executive departments viz. Eng., Electrical, S&T etc. shall be responsible for preparation of plans, estimates etc and execution.

(iii) No D&G and supervision charges shall be considered in estimate of these works as the idea is to use the entire amount contributed by the Donating party for welfare. The General Charges against these works should be absorbed within the existing organization and no additional posts should be created against these works.

(iv) After approval of proposal/estimate, MOU should be signed between Railway Administration (any officer of SG/JAG of the nodal department, to whom the powers may be delegated by GM/DRM) and the Donating party. MoU shall specify the time frame under which the proposed asset/facility/ or infrastructure will be provided either by Donating Party or by Railway as decided. MOU should entail specific provisions to ensure that it does not create any right of Donating party on assets/facility or infrastructure created and such assets/facility shall be the property of Railways.

(v) Water and electricity required, as per norm, for provision/ installation and O&M of asset/ facility shall be supplied free of cost by Railways.

(vi) There should be no duplicity of expenditure. The railways shall maintain proper accountal of expenses incurred on the sponsored works.

(vii) After completion of work, assets should be taken into the relevant books/ records of assets maintained by the concerned departments.

(viii) Items provided free of cost by the Donor like table chairs, TT table, water coolers, Sports Goods etc as per approved specifications may be operated by Railways or by Donating Party (if permitted).

(ix) Where the Donating Party comes forward to carry out maintenance of the amenities/assets provided, it could also be permitted. However, in case the Donating party is not willing to maintain them, maintenance of the amenities/assets shall be done by Railway at its cost.

(x) Donating Party to provide Technical documents viz. technical specifications, operation manual, maintenance manual, warranty card etc for machinery and equipments etc as provided by seller to Railway for future use.

(xi) The Donating Party shall not have any rights on commercial exploitation of asset being created.

(xii) No space/facility for advertising/publicity shall be given to the Donor in lieu of the facilities/infrastructure provided.

(xiii) Railway may allow putting up a plaque or a board acknowledging contribution of the Donor. The plaque/board shall be of a reasonable size and should be located at a place which do not mar the aesthetics and should not interfere with operational activities as approved by DRM concerned, decision of whom shall be final.

(xiv) Replacement of amenity/asset provided through the Donating Party shall be guided by the prevailing norms.

(xv) An appropriate database of the facilities created through the above initiative should be maintained by Railway including the details of the Donating Party.

4. This issues in consultation with establishment Dte. and with the concurrence of finance Dte of Ministry of Railways.

(Chander Shekhar)
Joint Director (L&A)
Railway Board

No. 2019/LMB-I/8/1 **New Delhi, dt. 26.07.2019**

Copy to :

1. Principal Financial Adviser, All Indian Railways.
2. Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

For Financial Commissioner/Railways

No. 2019/LMB-I/8/1 **New Delhi, dt. 26.07.2019**

Copy to:

1. Principal Chief Engineer (s) , All India Railways.
2. Chief Personnel Officer (s), All India Railways.
3. AM (Staff), PED/SD, ED/(IR), ED/L&A-I, EDF (X) II, Dir E/Secy. (RSPB), DF(X) II, DE(IR), E(Sports), F(X)II, and E(W) Branches, Railway Board.

Ministry of Railways
रेलवे बोर्ड
Railway Board
अनुलग्नक सहित जारी
Issue with Enclosure