भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

आज़ादी का अमृत महोत्सव

Azadi Ka Amrit Mahotsav

Office Order No. 55 of 2022

Sub : Delegation of powers in Public Relations Directorate of Board's Office.

In supersession of all previous Office Orders issued on the above subject except power delegated vide Office Order No. 48 of 2021, Finance(Exp.) has revised delegation of powers in respect of subjects dealt with by PR Dte.(EDIP, Editor/IR and Editor/BR) in Board's Office as per Annexure-I.

2. The above issues with the approval of competent authority.

No. 2022/O&M/7/21
Dated:-8.09.2022

(B. Majumdar)
Advisor(Admin)/Railway Board

All Officers and Branches in Board's Office, COFMOW and at Dayabasti New Delhi.

Copy to:
EDIP, Editor(BR), Editor(IR)

Copy for information:
Advisor(MR), EDPG/MR, OSD/Co-ord/MR, OSD/MR, Additional PS/MR

Annexure-I

Delegation of powers to EDIP

S.No.	Subject	Power
1.	**Release of tender notices, campaign advertisements and display advertisements in newspapers/magazines/periodicals & publications approved by Bureau of Outreach & Communication (BOC) at the BOC rates.**	Full powers to release advt upto the size of 850 sqcm through agencies listed with Railway Board at BOC rates, subject to budget availability. 1. Finance concurrence is not necessary. 2. For advt. of size larger than 850 sqcm approval of Secretary/ Railway Board will be required. 3.For placing of advertisement of the size beyond 850 sqcm prior approval of the functional Board Member of the concerned directorate or Head of the Zonal Railway/PU/PSU may be obtained by the concerned Directorate/Unit (if a request is raised by the Unit to release advt.)
2.	**Release of advertisement to adhoc publications such as souvenir, Bulletin brochures and special publications**	Full power up to a maximum of Rs.6,000/- in each case with an annual monetary ceiling of Rs. 1,00,000/-. Beyond the above limits each case must have prior approval of the Secretary, Railway Board with finance concurrence.
3.	**Preparation of suitable designs and artwork for advertisement, brochures, posters, hoardings, neon signs and any other publicity material.**	Upto Rs. 10,000 (excluding taxes) in each case subject to an annual ceiling of Rs.2,00,000/ at BOC rates. For expenditure beyond the limit of Rs.10,000/ (excluding taxes) per case or annual ceiling of Rs.2,00,000/, approval of Secretary/ Railway Board will be required.
4.	**Cash imprest for hospitality, including purchase of press kit, mementoes and petty & general publicity items.**	The expenditure from hospitality fund at the disposal of EDIP and DPR shall not exceed Rs.1,50,000/- each per annum and EDIP & DPR may operate a cash imprest of Rs.25,000/- for the purpose.
5.	**To hire transport to carry Press Reporters.**	Up to Rs. 5,000/- on any occasion with the maximum ceiling of Rs.1,00,000/- in a financial year. For expenditure beyond Rs. 5,000/- per case or Rs.1,00,000/- in a financial year, approval of Secretary/ Railway Board will be required.
6.	**Press Conference**	Full Power to EDIP/DPR involving an expenditure upto Rs.50,000/- on a

		particular occasion. The expenditure beyond this amount may be incurred with the administrative approval of Secretary, Railway Board
7.	**Designing & printing of Safety/Security/other publicity literature including brochures, pamphlets, posters, invitation cards, etc.**	Upto Rs.50,000/- in each case subject to ceiling of Rs.5,00,000/- per annum provided a minimum of three quotations are invited except where the work is to be done at absolutely short notice, in which case single offer may be accepted with a certificate by EDIP that it was in public interest to do so. For expenditure beyond Rs.50,000/- per case or Rs.5 lakh in a financial year, approval of Secretary/ Railway Board will be required with finance concurrence.
8.	**Purchase of newspapers, magazines, periodicals, video magazines, etc. in the interest of work**	Full powers to EDIP/DPR with ceiling limit of Rs.10,000/- p.m.
9.	**Purchase of professional and technical books (official or non-official publications)**	Full powers upto Rs.15,000/- per annum. The books purchased should be handed over to the Library after use and acknowledgement from Library obtained.
10.	**Power to dispense with calling of tenders and to accept offers received in response to quotations with respect to the jobs mentioned below:-** **i. Developing /printing of photographs including blowups, translites, lamination** **ii. Videography, video editing, recording and also for purchase of different types of audio/video cassettes.** **iii. Composing, designs, scanning, plate making, printing, varnishing and binding for Indian Railways and Bharatiya Rail magazines** **iv. Purchase of paper for printing and envelopes for dispatch of Indian Railways and Bharatiya Rail magazines** **v. Fabrication of stalls and allied matters for exhibitions.** **vi. Fabrications of tableau and allied matters for Republic Day Parade.** **vii. Designing & printing of Safety/Security/other publicity literature and invitation cards.** **viii. Production of blowups/ translides,**	Powers to dispense with calling of tenders and to accept offers received in response to quotations for such jobs shall lie with EDIP upto the value of **Rs.2.0 lakh** in respect of such jobs **without** the concurrence of associate finance. Further, Powers to dispense with calling of tenders and to accept offers received in response to quotations for such jobs shall lie with EDIP above **Rs.2.0 lakh upto** Rs.10 lakh (ten lakh) in respect of such jobs with the concurrence of associate finance. Powers to dispense with calling of tenders and to accept offers received in response to quotations for such jobs, exceeding the amount of Rs.10 lakhs shall lie with Secretary/RB, with the concurrence of Associate Finance. **Notes for S.No.10:** 1. No separate administrative approval is required. 2. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 3. The work should not be split up for the purpose of bringing it within the ambit of this dispensation.

	procurement ofAudio Visual Equipment etc. **ix. Repairs to photographic/cine photographic equipment & Video cameras and replacement of spare parts.** **ix. Conceptualization & creation of infographics, GIFs, animation video, live telecast of events, motion graphics to be used at various handles of Indian Railways on social media platforms**	4. The reasonableness of rates should be discussed in detail by the accepting authority. 5. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 6. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 7. The officer accepting the offer should also considered to be required to specify that he/she is satisfied that the firm is engaged in the business for which the work is being awarded and rates are in accordance with those in the market for such items 8. A Register showing the full particulars of quotations awarded 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. 9. 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.
11.	**Release of advertisement in BOC approved e-newspaper, e-magazines, e-periodicals, e-publications and e-websites at BOC rates.**	Full Powers are given to DIP/DPR for placing advertisements in newspaper/ magazines/ periodicals and other publications (DAVP approved institutions) in e-websites at DAVP approved rates
12.	**Release of advertisement to non-BOC approved newspapers, Magazines and periodicals at their commercial rates.**	Full powers. Prior approval of Secretary Railway Board is to be taken. The executive must certify that the publication has no BOC rate, before releasing the advt. and while taking approval of Secretary/ Railway Board.
13.	**Conducted tours for Press and other media persons**	Full Powers to EDIP and DPR within Budget provisions with administrative approval of Chairman & CEO/Railway Board.
14.	**Dissemination of information through SMS.**	Full powers to release bulk SMS at BOC rates from agencies listed with Railway Board
15.	**Production of films including documentary and quickies/video spots and dubbing of films received from Films Division, etc**	Full powers up to Rs. 10 lakh to produce film at BOC rates within the overall availability of budget through the agencies listed in PR Directorate of Railway Board. Above Rs. 10 lakh, prior approval of Secretary/RB is to be taken. Finance concurrence is necessary.
16.	**Payment of fee for telecast/ broadcast of video**	Full powers upto Rs.2.0 lakh in each channel/ Radio station at BOC

	spots, radio spots/jingles, etc. in TV channels/ Radio stations.	approved rates through agencies listed with Railway Board. Above Rs. 2.0 lakh upto Rs.10 lakh with finance concurrence. Above Rs. 10 lakh, finance concurrence is required along with approval of Secretary/RB.
17.	**Preparation and screening of Cinema Slides, spots, jingles in Cinema Halls**	Up to Rs.1,00,000/- per campaign at BOC rates through agencies listed with Railway Board within overall budget of PR Dte. For expenditure above Rs. 1 lakh, Finance concurrence along with approval of Secretary/RB is to be taken
18.	**Translation of any print or electronic publicity material at BOC rates.**	Full powers.
19.	**Proof reading of speeches or any other publicity material**	Upto Rs. 150 per thousand words up to three proofs. Rs. 10/- per extra proof.
20.	**Transcription of audio/video publicity material into text**	Upto Rs. 150 per thousand words

Delegation of powers to Editor/BR & Editor/IR

S.No.	Subject	Power
1.	**To grant honorarium to authors for articles used in magazines (Bharatiya Rail & Indian Railways)**	a) Up to a maximum of Rs. 5000 to a non-railway author/writer and up to Rs. 3500 to a railway official/staff by Editor/IR and Editor/BR each depending on the merit of the article and status of the authors. b) Up to Rs.10,000/- on the recommendation of Editor(IR) / Editor(BR) and by the approval of ED(I&P). c) For honorarium above Rs. 10,000/- approval of the Secretary/RB is to be taken on the recommendation of Editor(IR) / Editor(BR) and ED(I&P). d) Above powers are subject to annual ceiling of Rs.2,50,000/-
2.	**Imprest held by Editor/Bharatiya Rail and Editor/ Indian Railways**	Rs. 5000 imprest amount to be held by both Editor/Bharatiya Rail and Editor/Indian Railways separately. The expenditure from the imprest may be chargeable to Demand No.85*(*as amended from time to time)* Major Head 3001 Indian Railways – Policy Formulation, Direction, Research and other Miscellaneous Organisation : Annexure "F" Item 5 Public Relations
3.	**Procurement of Photographs from out-sourced professional services for Editorial and other services**	Up to Rs. 1,000/- per photograph (for multiple use by the Indian Railways) by Editor/IR and Editor/BR each. For more than Rs.1,000/- per photograph prior approval of ED(I&P) is to be taken. a. The photographs to be included in the book/journal shall be original property of the provider and must be of more than 300 Dot per Square Inch (DPI). b. If the author gives the photographs as per the requirement of the article written by him/her, as an integral part of the text, no additional payment shall be made. c. Any specific request of the author, when he/she has incurred/likely to incur substantial expenditure on such photographs, may be considered on case to case basis after approval of ED(I&P).

4.	**Procurement of Artwork/Cartoon/Drawings/ Illustrations from out-sourced professional services for Editorial and other services**	Up to Rs.1000/- per item i. Max Rs. 10,000/- for 1- 14 items. ii. Max. Rs. 15,000/- for 15-20 items. iii. Max. Rs. 20,000/- for 21-25 items. iv. Max. Rs. 25,000 for 26- 30 items. For procurement of such artwork/cartoon/drawing/illustration at rates of more than Rs.1000/- per item, approval of Secretary/Railway Board along with finance vetting is required. (One page Artwork/Cartoon/ Drawings/ Illustrations will be considered one item.) In special cases, Rs. 1000 per item may be given for illustrations beyond 30 items with EDIP's approval. i) The payment will be made only when the work is utilized in the magazine. ii) As the payment of the art work has been put into different brackets with respect to the number of works provided, utmost care shall be taken by the editors that number of such art works does not unnecessarily move to higher brackets. iii) In case of utmost necessity to do so, full justification must be given and approval of ED(I&P) must be taken.
5.	**Translation**	Up to Rs. 1000/- per thousand words by Editor (BR & IR) (Translation from Hindi to English and vice versa) For above Rs. 3000/-, approval of EDIP is to be taken. i) Before engaging any translator, a sample translation of few pages must be obtained to judge the quality of translation. ii) It will be the responsibility of the Editor/IR and Editor/BR to ensure and certify that the quality of translation is good and is faithful to the text of the concerned content.