



SCHEDULE OF POWERS
OF
RAIL VIKAS NIGAM LIMITED

(Updated version of SOP issued vide No. C/Policy/Tender Cell dated 1.10.2009 duly embodying all amendments up to Amendment No. 35 dated 22.08.2017)

POWERS OF THE CHAIRMAN AND MANAGING DIRECTOR (CMD)

The **Chairman and** Managing Director is authorized to exercise in full all or any of the powers vested in the Board of Directors of the Company (as incorporated in the Articles of Association) for the management and administration of the Company except on matters as listed in **Annexure-A** which requires the approval of the Board of Directors and/or the Central Government. He will report to the Board of Directors salient features of all offers made/contracts signed by him.

1. The exercise of the powers delegated to the **Chairman and** Managing Director will be subject to:
 - The provisions of the Companies Act, 1956;
 - The Memorandum and Articles of Association of the Company;
 - The relevant directives and instructions of the Central Government;
 - The policies, rules, regulations and budgets as approved by the Board of Directors from time to time;
 - The principles of financial propriety;
 - Financial concurrence /consultation wherever required. In cases where there is a difference of opinion between the Director (Finance) and the **Chairman and** Managing Director, the latter will take appropriate decisions and implement them. If in any such case, considered to be of considerable importance and therefore the Director (Finance) require that it should be referred to the Board of Directors, the views of the finance branch shall be fully presented to the Board while referring the disputed case to them;
 - The availability of funds in the sanctioned budget. The **Chairman and** Managing Director has full powers of re-appropriation of funds and he can also exceed the total provision of budget upto 10%, if required, subject to availability of funds, and its approval by the Board subsequently; and
 - The General supervision and ultimate control by the Board of Directors.
2. The **Chairman and** Managing Director is authorized to sub-delegate any or all the powers he is vested with to Director (Finance)/Directors, Executive Directors, General Managers and other officers under him to facilitate speedy and efficient discharge of responsibilities entrusted to them.
3. If circumstance so warrant, to meet an emergency or within the ambit of operational necessity and efficiency, the **Chairman and** Managing Director may assume full powers of the Board or take a decision even in respect of any matter requiring the approval of the Board, but in such cases a report should be made to the Board and its post facto approval obtained at the earliest opportunity.
4. The **Chairman and** Managing Director is delegated full powers on behalf of RVNL to institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the Company or its employees or otherwise concerning the affairs of the Company in any court and/or quasi-judicial authorities, to refer any claims or demands by or against the Company to arbitration and observe and perform the awards, to sign and verify plaints, written statements, execution and other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi-judicial authorities or arbitrators to enforce judgment, execute any decree or orders of any judicial/quasi-judicial authorities or to satisfy the same and/or to realize or withdraw money from any court, persons or other authorities in execution of such decree or order and to sign vakalatnamas.

5. The **Chairman and** Managing Director is delegated full powers on behalf of RVNL to execute contracts, collaboration agreement(s), general/special instruments, including joint undertakings, service agreements/Bond(s), indemnity/guarantee Bond(s) and deeds in respect of or connected with sale/lease/license, mortgage, hypothecation, pledge or other deed(s) of a legal character of whatever description, Power(s) of Attorney, to enforce guarantee(s) or any other legal rights to incur legal expenses and to act as agent of the Company for any purpose whatsoever relating to the Company's business.
6. The **Chairman and** Managing Director is authorized to form Selection Board/Committee and to make appointments to the posts created by the Board of Directors and to take such disciplinary actions as may be required under the policy of the Company.

Annexure-A

The following matters will require the sanction/approval of the Board of Directors and/or the Government:

I. Budget & Plans:

- (1) Five year and annual plans and capital budget of the Company;
- (2) Annual revenue budget of the Company, if any deficit is proposed to be met by obtaining funds from the Government; and

II. Any other long terms plans and programs of the Company.

III. Acquisition of Shares of Companies Acquisitions of shares, stocks or securities in or any Company or undertaking.

IV. Capital Estimates: Capital Estimates of projects for the Company (as distinct from projects of clients).

V. Personnel:

- (a) Important matters relating to formulation of policies in respect of creation of posts, recruitment, promotion, placement, deputation and other conditions of services and disciplinary action, leave, traveling allowances and other allowances, bonus, house rent, dearness and other allowances, other benefits, retirement benefits, etc. in respect of the personnel of the Company; and
- (b) All appointment of personnel who have attained the age of 60 years to posts at salary of more than Rs. 5,700/- p.m. in HPPC scale or at corresponding salary in IDA scales when formulated or above such salary as fixed by DPE guidelines from time to time except that appointments beyond the grade of Rs. 4500-5700 (IV Pay Commission Pay Scale) should be placed before the Board of Directors soon after such appointment.

VI. Write-off: The write-off of any item of stores, equipment, tools and plants and materials above the value of Rs. 20 Lakh in each case, and to write off of loss of cash above Rs. 1 Lakh in each case.

- (1) Any grant or donation or ex-gratia payment not covered under the recognized rules, over Rs.25000/- in each case;
- (2) The sale, lease or disposal otherwise of the whole of the undertaking of the Company;
- (3) The formation of a subsidiary Company;
- (4) Allotment of land to outside parties, unless it is in connection with operations of the Company and/or execution of a Project; and Any expenditure on an object which has not been previously recognized as a fit object of expenditure by the Company

GUIDELINES FOR EXERCISE OF POWERS

1. Exercise of powers shall be subject to observance of relevant policies, rules and regulations of the Company and principles of financial propriety.
2. The powers delegated to an executive can be exercised by the executive above his level.
3. Where financial limit has been prescribed, this shall mean upto and including that amount per case except where annual limit has been indicated.
4. The provision regarding exercise of powers by officers in Corporate Office does not apply to nominated Directors.
5. Minimum Level of Finance Officer for Finance concurrence shall be as under:

Sanctioning Authority

CMD

Director

ED except ED(Projects)

ED(Projects)/GM/CPM/AGM

JGM/DGM

Finance Officer

DF

ED

GM

AGM/JGM/DGM

DGM/Manager

(Refer Amend No. 26 dated 16.05.2016)

6. In the absence of Director/Finance, his power of financial concurrence shall be exercised by ED/GM Finance.
7. Relaxation in the required level of Finance Officer as above shall require approval of Director (Finance).
8. These powers shall not be exercised by re-engaged officers. Also, powers delegated under Para No. 7, 8, 9 and 10 of SOP will not be exercised by re-employed officers if regular officers of same department and grade are available in the particular PIU/Location.
9. AGMs notified as independent in charge of project (s) will exercise the powers of GM/CPM.
10. Limited tenders shall be invited from RVNL's approved list of contractors/consultants only.'
11. CGMs/GGMs shall exercise the powers of GM/CPM as delegated in the SOP unless he has been delegated any other specific power by CMD/RVNL. *(Ref: Amend. No. 9 dated 12.2.13, Amend No. 15 dated 21.03.14 & Amend No. 24 dated 18.02.16)*

12. ED/Projects and those officers who are authorized to exercise powers of ED/Project shall exercise all powers of EDs as delegated in the SOP subject to the following:-
- (i) For sub-paras No. 10.1 & 10.2 of SOP, they will exercise powers delegated to CPM/GM.
 - (ii) For para 7 and sub-paras No. 10.3, 10.4 and 10.5, in case of non availability of GM (of same discipline as that of ED/Projects) at PIU level for BEC, ED/Projects will be BEC member and powers for calling and acceptance of such tenders shall be exercised by the ED controlling the PIU.
 - (iii) For para 6 (Approval/Short listing of agencies), para 7A (Approval for revocation of termination of contracts), para 9 (Approval of bidding documents), para 16 (Termination of contract), the powers of acceptance of ED/Projects shall be equivalent to ED.
 - (iv) For para 12 (extension of date of completion/delivery period) and para 13 (variation in contract), the powers of acceptance of ED/Projects shall be considered equivalent to ED.
 - (v) All cases requiring approval at Director and above level shall be routed through ED controlling the PIU.
13. Finance concurrence is not required at the time of obtaining Administrative Approval as per delegation under any item of the Schedule of Powers except for items where it is specifically mentioned. (Ref: Amend. No. 16 dated 16.07.14, Amend no. 20 dated 08.07.15 & Amend No. 24 dated 18.02.16)
(Ref: Amend No. 24 dated 18.02.16 & amend no. 32 dtd. 30.12.16)
("Managing Director" replaced with "Chairman and Managing Director" and "MD" replaced with "CMD" in the entire SOP vide Amend No. 15 dated 21.03.14)

| S.No. | Subject | DIR | ED | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. | |
|----------|---|---------|--|--|-------------|-----|--|---|------------------------------|
| 1. | Sanction of Project Estimate | 100 Cr. | 50 Cr. | 25 Cr. | Nil | Nil | Estimate to be vetted by Finance | | |
| 2. | Sanction for Purchase of | | | | | | | Subject to finance concurrence for value more than Rs.50,000/- in each case | |
| 2.1. | Plant, Machinery and Survey Instruments | Full | 10 Lakh | 5 Lakh | Nil | Nil | Subject to following annual ceiling: ED-50 Lakh; CPM/GM-10 Lakh | | |
| 2.2. | Furniture, Office Equipment, Lab Equipment, Electric Appliances | Full | 4 Lakh | 2 Lakh | Nil | Nil | Subject to following annual ceiling: ED-20 Lakh; CPM/GM-10 Lakh | | |
| 2.3. | Computers, IT Peripherals, Stationery, Printer Ink Cartridges, Toners, Print Heads & Other Consumable | Full | 5 Lakh | 3 Lakh | 25000/- | Nil | Subject to following annual ceiling: ED-20 Lakh; CPM/GM-10 Lakh; AGM/JGM/DGM – 50,000/- in general and annual ceiling limits for S&T officers of Corporate Office shall be ED(S&T) - 30 Lakh; GM(S&T) - 20 Lakh; AGM/JGM/DGM(S&T) – 2 Lakh. | Amend. No. 23 dated 26.11.15 | |
| 2.4. | Software | Full | 2 Lakh | 50,000/- | Nil | Nil | Subject to following annual ceiling: ED-5 Lakh; CPM/GM-1 Lakh | | |
| 2.5. | Books, Periodicals, Newspapers, etc. | Full | 10,000/- | 5,000/- | 2,000/- | Nil | Subject to following annual ceiling: ED-40,000/-; CPM/GM-20,000/- AGM/JGM/DGM-7,000/- | | |
| 2.6. | Codes & Manuals | Full | Full | Full | 5,000/- | | | | |
| 2.7. | Vehicles | Nil | Nil | Nil | Nil | Nil | | | |
| 3. | Sanction for Hiring of Services | | | | | | | Subject to finance concurrence for value more than Rs. 1 lakh in each case | Amend. No. 12 dated 11.09.13 |
| 3.1. (a) | Legal/statutory services | Full | (i) 1 lakh per case for payments to advocates not on RVNL's panel (ii) Full powers in case of payments to advocates | (i) 50,000/- per case for payments to advocates not on RVNL's panel (ii) Full powers in case of payments to advocates on RVNL's panel | Nil | Nil | | Amend. No. 12 dated 11.09.13 & Amend. No. 35 dated 22.08.17 | |

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| S.No. | Subject | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|---------|---|---|--|---|-------------|-----|--|------------------------------|
| | | | on RVNL's panel subject to the condition that such fees and charges are not more than those prescribed for the empaneled advocates from time to time. | subject to the condition that such fees and charges are not more than those prescribed for empaneled advocates from time to time. | | | | |
| 3.1 (b) | Fees and other expenses/charges of Arbitrator/ Conciliator | Full powers subject to the condition that such fees and charges are not more than two times of those prescribed by RVNL vide letter no. C/Policy/Arbitrator/ 2007-08 dated 28.11.2011 or as amended thereafter. | Full powers subject to the condition that such fees and charges are not more than those prescribed by RVNL vide letter no. C/Policy/Arbitrator/ 2007-08 dated 28.11.2011 or as amended thereafter. | | Nil | | | Amend. No. 12 dated 11.09.13 |
| 3.2. | Outsourcing of services of Technical Assistants/Autocad Operator/Estimator/Land Surveyor and personnel for land acquisition through outsourcing agency for a period not exceeding 6 months. | Full | Full | Full | Nil | Nil | Whenever this power is exercised, a copy of the engagement order shall be submitted to DPE. In addition, a monthly statement of details of such outsourcing and expenditure incurred will be furnished with PCDO. | |
| 3.3. | Consultancy Services on technical matters on nomination basis | 50 Lakh | 25 Lakh | 10 Lakh | Nil | Nil | This consultancy should be from faculty of Govt. Institute/Institute of repute. | |
| 3.3 A | Engagement of individuals for specialized studies without calling of tender/ quotation. | 5 Lakhs | 2 Lakhs | | | | Subject to the following conditions: 1. These powers shall be exercised by PP&D Department only duly following the guidelines to be issued by Director Operations regarding circumstances in which these powers to be exercised and how the reasonableness of | Amend. No. 2 Dt. 27.8.10 |

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| S.No. | Subject | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. | |
|------------|---|------|----------|---|-------------|-----|---|---|------------------------------|
| | | | | | | | <p>rates to be assessed.</p> <p>2. Prior administrative approval of the next higher authority to engage such individual has been obtained, besides obtaining finance concurrence.</p> <p>3. Before according such administrative approval, the competent authority shall satisfy himself that the individual so engaged is of proven experience and possesses specialized knowledge related to the project.</p> | | |
| 3.4. | Advertisement for tender notices & recruitment | Full | 10 Lakh | 5 Lakh | Nil | Nil | Powers for advertisement for recruitments shall be exercised by nominated officer at Corporate Office Only. | | |
| 3.5. | Advertisement for statutory requirements | Full | Full | Full | Nil | Nil | | | |
| 3.6. | Utility services e.g. sanitation, security, office upkeep etc. | Full | 60 Lakhs | 20 Lakhs (to be exercised by CPM only) | Nil | Nil | <p>Subject to following annual ceiling : .ED – * 60 Lakhs; CPM – 20 Lakhs * For ED/Metro/Kolkata the annual ceiling will be Rs.1 Cr. Note: Wherever more than one CPM are located in one city, these powers will be exercised by Controlling ED only.</p> | Amend. No. 10 & 11 Dt. 13.2.13 & 22.2.13 | |
| 3.7. | Photocopy, Courier Services, Postage etc. | Full | 5 Lakh | 2 Lakh | 5,000 | Nil | Subject to following annual ceiling: ED-20 Lakh; CPM/GM-10 Lakh; AGM/JGM/DGM - 1 lakh | | |
| 4. | Sanction for Hire/Lease of Plant, Machinery, Equipments, Office/Other Spaces, Vehicles, Renting out of spare electric power of DG sets etc | | | | | | | Subject to finance concurrence for value more than Rs.50,000/- in each case | Amend. No. 22 dated 16.11.15 |
| 4.1. | Plants & Machinery | Full | 10 Lakh | 5 Lakh | Nil | Nil | Subject to following annual ceiling: ED-1 Cr; CPM/GM-50 Lakh | | |
| 4.2. | Office Equipments and Electrical Appliances | Full | 5 Lakh | 2 Lakh | Nil | Nil | Subject to following annual ceiling: ED-10 Lakh; CPM/GM-5 Lakh | | |
| 4.3. a) | Office Space, Storage, space etc. for regular long term use | Full | 10 lakh | 1 lakh | Nil | Nil | <p>1. Approval of Director Project shall be taken for opening of New Office.</p> <p>2. Prior finance concurrence shall be taken in all cases and annual rental value for the first year to be considered for purposes of sanction.</p> | Amend. No. 12 dated 11.09.13 | |

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| S.No. | Subject | DIR | ED | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. | |
|--------|--|------|---------------------------------|---|---|-----|--|---|--|
| | | | | | | | 3. The level of sanction for proposals for additional space in an existing office/storage space shall be determined after including the rental value of the existing space. | | |
| 4.3(b) | Auditorium, Conference Hall, Meeting Hall etc. for temporary requirement of few days | Full | 1 lakh per occasion | 50,000/- per occasion for maximum of 10 occasions per annum | Nil | Nil | Prior finance concurrence shall be taken in all cases and value per occasion to be considered for the sanction. | Amend. No. 12 dated 11.09.13 | |
| 4.4. | Vehicles | Full | Full for specific occasion only | Full for specific occasion only | Two vehicles at a time for specific occasions subject to annual ceiling of 12 occasions | Nil | i) These powers shall not be exercised by JGM/DGM. ii) The financial concurrence as specified in remark column above shall be necessary in case of sanction for specific occasion only. | Amend. No. 1 Dt. 11.2.10 | |
| 4.5. | Renting out of spare electric power of DG sets to other offices/organizations | Full | Full | Nil | Nil | Nil | With prior finance concurrence. At ED level, this power will be exercised by ED/Elec. | Amend. No. 22 dated 16.11.15 | |
| 5. | Sanction for Repair and Maintenance | | | | | | | Subject to finance concurrence for value more than Rs.50,000/- in each case | |
| 5.1. | Plants, Equipments related to project execution | Full | 50 Lakh | 25 Lakh | 50,000 | Nil | | Amend. No. 18 dated 23.09.14 | |
| 5.2. | Computers, Office Equipments, Furniture, Electric Appliances, etc. | Full | 50,000/- | 25,000/- | Nil | Nil | | | |
| 5.3. | Office & Company Owned Residences & Rest Houses | Full | 50,000/- | 25,000/- | Nil | Nil | | | |
| 6. | Approval/Short Listing of Agencies for Single/Special Limited Tenders | | | | Nil | Nil | Subject to finance concurrence. Tenderers from whom Special Limited Tenders are to be invited should be preferably be more than six but not less than four, except for those works required to be executed by CORE/RDSO approved firms and the number of firms in the approved list is less than four. | Amend. No. 12 dated 11.09.13 & Amend no. 20 dated 08.07.15 | |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. |
|-------|----------------------------------|------------------------|-----|-----|--------|--------------|-----|---|--|
| 7. | Calling and Acceptance of Tender | | | | | | | <p>1. In all projects the packaging shall require approval of CMD.</p> <p>2. In case the acceptance of tender is within the competence of Committee of Directors, the powers related to calling of tender, approval of bidding documents and post tender contract management under item nos. 6, 7, 9 & 16 shall be exercised at the level of the concerned Director.</p> <p>3. The powers at CPM/GM, AGM/JGM/DGM & MGR level are to be exercised for single package only.</p> <p>4. In case of multiple contracts packaging, the level of acceptance of tender will be decided as per the highest cost of individual packages.</p> <p>5. Prior approval/short listing of agencies as per item 6 above is required for special limited and single tenders.</p> <p>6. In case the work to be tendered for is a part of an existing contract, the scope of work of that contract shall be suitably amended after following the due procedure as per conditions of that contract, prior to inviting fresh tender.</p> <p>7. In case where the financial value of the L₁ offer (Rank 1 offer in case of QCBS tender) is beyond the powers of acceptance (as per SOP) of the BEC which has accepted evaluation of the technical bids, the higher level accepting authority shall consider the Evaluation Report of price bids and recommendations of higher level BEC (refer note (iv) for item no. 10 of SOP). In the event of reduction of contract price to any level due to negotiations, if any, there will be no further change in the level of accepting authority.</p> <p>It is also clarified that the level of post tender Contract Management shall be governed</p> | Amend. No. 12 dated 11.09.13 & No. 13 dated 03.10.13, Amend No. 15 dated 21.03.14, Amend No. 16 dated 16.07.14 and Amend no. 20 dated 08.07.15 |

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| S.No. | Subject | Committee of Directors | DIR | ED | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. |
|-------|---|------------------------|--------|--------|--------|--------------|-----|---|---|
| | | | | | | | | <p>by the accepted contract price as per SOP.</p> <p>8. The Committee of Directors will consist of three Functional Directors i.e. Director (Projects), Director (Finance) and Director (Operations). In case Director (Operations) is not available for a continuous period of five working days or more, Director (Personnel) will associate as the 3rd member in place of Director (Operations). However the presence of Director (Projects) and Director (Finance) is mandatory in the committee.</p> <p>9. In case there is difference of opinion amongst the Committee of Directors while accepting the tender, the acceptance of the tender shall be done at CMD level and the bid evaluation report prepared by EDs will be put up through all the 4 functional Directors.</p> | |
| 7.1. | Works and Materials for Works | | | | | | | | |
| (a) | Open/Limited Tender | 2250 Cr | 400 Cr | 330 Cr | 50 Cr | 3 Cr | Nil | | Amend. No. 1 Dt. 11.2.10, No. 5 Dt. 25.1.12, No. 8 dated 26.9.12, No. 13 dated 03.10.13 & No. 25 dated 03.05.16 & No. 35 dated 22.08.17 |
| (b) | Special Limited Tender | 180 Cr | 60 Cr | 25 Cr | 15 Cr. | 1 Cr. | Nil | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 |
| (c) | Single Tender | 30 Cr | 10 Cr. | 5 Cr. | 2 Cr. | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 |
| (d) | Single Tender for early completion of last mile works of targeted projects. | 45 Cr | 15Cr | 8 Cr | 3Cr | Nil | Nil | The power is to be exercised strictly for commissioning of assets. | Amend. No. 5 Dt. 25.1.12, Amend. No. 12 dated 11.09.13 Amend no. 20 dated 08.07.15 |
| 7.2. | Consultancy Services | | | | | | | | |

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| S.No. | Subject | Committee of Directors | DIR | ED | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. | |
|-------|--|------------------------|---------|---------|---------|--------------|-----|--|---|--|
| (a) | Open/Limited Tender | | | | | | | | Amend. No. 1 Dt. 11.2.10, No. 7 Dt. 26.4.12 & No. 13 Dt. 03.10.13 & No. 35 dated 22.08.17 | |
| (i) | for Rishikesh -Karnprayag project | 180 Cr | 60 Cr | 45 Cr | 50 Lakh | 10 Lakh | Nil | | | |
| (ii) | for other projects | 90 Cr | 30 Cr | 22 Cr | 50 Lakh | 10 Lakh | Nil | | | |
| (b) | Special Limited Tender | 15 Cr | 5 Cr | 2 Cr | 40 Lakh | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 | |
| (c) | Single Tender | | | | | | | | | |
| (i) | Consultancy Services for design of bridges & structures | 2 Cr | 50 Lakh | 25 Lakh | 10 Lakh | Nil | Nil | | Amend. No. 1 Dt. 11.2.10, Amend no. 20 dated 08.07.15 & Amend. No. 21 Dt. 09.09.15 | |
| (ii) | Consultancy Services other than design of bridges & structures | 1 Cr | 25 Lakh | 10 Lakh | Nil | Nil | Nil | | | |
| 7.3. | Purchase of Plants, Machinery and Survey Instruments | | | | | | | | Subject to prior sanction under item 2 | |
| (a) | Open/Special Limited Tender | 30 Cr | 10 Cr | 5 Cr | 50 Lakh | Nil | Nil | Special Limited Tender will be restricted to Railway Board /RDSO approved sources. | Amend. No. 1 Dt. 11.2.10 Amend no. 20 dated 08.07.15 | |
| (b) | Single Tender | 3 Cr | 1 Cr | 50 Lakh | Nil | Nil | Nil | Single Tender will be restricted to Railway Board /RDSO approved sources. | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 | |
| 7.4. | Purchase of Furniture, Office Equipments, Lab Equipments, Electric Appliances, Computers, IT Peripherals, Office Consumables, etc | | | | | | | | Subject to prior sanction under item 2 | |
| (a) | Open/Limited Tender | | Full | 20 Lakh | 10 Lakh | Nil | Nil | | | |
| (b) | Special Limited Tender | | Full | 10 Lakh | Nil | Nil | Nil | | | |
| (c) | Single Tender | | Full | 5 Lakh | Nil | Nil | Nil | | | |
| 7.5. | Hire, Lease, Repair, Maintenance and Other Misc. Services | | | | | | | | Subject to prior sanction under item 3 or 4 or 5 | |
| (a) | Open/Limited Tender | | Full | 2 Cr | 1 Cr | Nil | Nil | | | |
| (b) | Special Limited Tender | | Full | 1 Cr | Nil | Nil | Nil | | | |
| (c) | Single Tender | | Full | 50 Lakh | Nil | Nil | Nil | | Amend. No. 18 dated 23.09.14 | |

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|-------|---------|-----|----|--------|--------------|-----|---|--|
| | | | | | | | <p>following :</p> <p>(a) Specific reasons for dispensing with calling of tenders should be recorded;</p> <p>(b) The work should not be split up for the purpose of bringing it within the ambit of dispensation; and</p> <p>(c) The reasonableness of rates should be examined objectively.</p> <p>vi) For the works costing more than Rs.20 Lakhs, proposed to be executed as per para 8.1, the minimum eligibility for the prospective parties from whom quotations are to be obtained should be as under:-</p> <p>Execution as contractor/subcontractor, at least one work with a value of at least 0.35V lacs (where V is the estimated value of works) that has been successfully or is substantially completed (Substantial completion shall mean where the employer has certified, ongoing works where required value of the work has been physically completed) within the last seven years before the estimated deadline for submission of the quotations.</p> <p>vii) The powers to be exercised within following annual ceiling limit: Dir - 8 Cr.; ED - 5 Cr.; CPM/GM - 3 Cr.; AGM/JGM/DGM - 1 Cr.</p> <p>viii) The powers delegated in Para 8.4 (below) are to be considered for annual rental value. The powers to be exercised after obtaining administrative approval under Para 4.3 of SOP.</p> <p>ix) In case of para 8.4 (below) requirement of quotations shall not apply and space may be obtained through agent or by directly publishing notice through newspaper.</p> <p>x) In case of repair/ maintenance of Plants & Equipments under para 8.1 (below) through OEM or its authorized agent, requirement of minimum three quotations shall not be</p> | <p>Amend. No. 10 Dt. 13.2.13</p> <p>Amend No. 31 dated 28.11.16)</p> <p>Amend. No. 10 Dt. 13.2.13</p> <p>Amend. No. 10 Dt. 13.2.13</p> <p>Amend. No. 18 Dt. 23.09.14</p> |

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|-------|---|--|----------|----------|--------------|-----|--|--|
| | | | | | | | applicable and repair/ maintenance can be undertaken on single quotation basis. | |
| 8.1. | Related to Project Execution including repair/ maintenance of Plants & Equipments and land acquisition | 75 Lakh | 50 Lakh | 25 Lakh | 5 Lakh | Nil | | Amend. No. 18 Dt. 23.09.14 |
| 8.2. | a) Related to utility services i.e. sanitation, security, office upkeep etc. (Ref. para 3.6) | Full | 60 Lakhs | 20 Lakhs | Nil | Nil | | Amend. No. 10 & 11 Dt. 13.2.13 & 22.2.13 |
| | b) Related to Maintenance of Office Plant and Equipments. | 30Lakh | 20 Lakh | 10 Lakh | 0.5 Lakh | Nil | | |
| 8.3. | Hiring of Vehicles for RVNL Officers on regular basis in project offices after approval of Director under para 4.4. | 30Lakh | 20 Lakh | 10 Lakh | Nil | Nil | | Amend No. 16 dated 16.07.14 |
| 8.4. | Related to Hiring of office /Guest House space, storage, auditorium etc. | 40Lakh | 20 Lakh | 10 Lakh | Nil | Nil | | Amend No. 16 dated 16.07.14 |
| 8.5. | Consultancy works for feasibility prefeasibility, DPR, FLS, Design of bridges/structures etc. | 40 Lakh | 20 Lakh | 10 Lakh | Nil | Nil | | Amend No. 22 dated 16.11.15 |
| 9. | Approval of Bidding Documents | Same as for calling and acceptance of tenders under para 7 | | | | Nil | <p>The powers are subject to the condition that there is no deviation from SBD and guidelines for preparation of changeable sections of SBD issued vide letter no. C/Policy/SBD/2013 Pt.I dated 08.10.2013 or any subsequent instructions in this regard.</p> <p>In case any deviation is considered necessary from the provisions of the SBD or guidelines, including changes in different values in Evaluation & Qualification Criteria (EQC), such as value of similar contract or quantities of key activities on account of changes in estimated tender value or time of completion or quantity of key activity, at the time of issue of A&C to bidding document etc resulting in not more than 5% change on either side from the provisions in SBD/ Guidelines, the approval of next higher authority shall be obtained. However, any change to EQC and payment terms beyond the above limits shall require approval of CMD.</p> | Amend No. 16 dated 16.07.14 |

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| S.No. | Subject | DIR | ED | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. | |
|-------|---|------|------|--------|--------------|---------|---------|---|--|
| 10. | Serving on Bid Evaluation Committee | | | | | | | <p>(i) Tenders for FLS, Geotechnical investigations, and DDE are to be treated as Consultancy Tender.</p> <p>(ii) The powers at AGM/JGM/DGM & MGR are to be exercised for single package only.</p> <p>(iii) In all cases of multiple contracts packaging, the level of BEC will be as per highest cost of individual packages.</p> <p>(iv) In case where the financial value of the L₁ offer is beyond the powers of BEC (as per SOP) which has evaluated the technical bids, this BEC shall evaluate the financial bid and submit a report on all aspects of financial bid, including a report on reasonableness of the rates, but without final recommendations to the higher level BEC competent to evaluate the offers based on the L₁ price. The higher level BEC will examine the report of the lower level BEC and submit their Evaluation Report of price bids and recommendations to the Competent Accepting Authority. In the event of reduction of contract price to any level due to negotiations, if any, there will be no further change in the level of BEC.</p> <p>It is also clarified that the level of post tender Contract Management shall be governed by the accepted contract price as per SOP.</p> <p>(v) In case of acceptance at CMD level, the BEC report prepared at ED level shall be put up to CMD through all the Functional Directors. However, if Director (Operations) or Director (Personnel) is not available for a continuous period of five working days or more, the BEC report shall be put up through a minimum of three Functional Directors out of which the presence of Director (Projects) and Director (Finance) will be mandatory.</p> | <p>Amend. No. 1 & 8 Dt. 11.2.10 & 26.9.12, No. 12 dated 11.09.13, No. 13 dated 03.10.13, Amend no. 20 dated 08.07.15 & Amend no. 27 dated 24.05.16</p> <p>Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15</p> <p>Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15</p> <p>Amend. No. 12 dated 11.09.13 & Amend no. 20 dated 08.07.15</p> |
| 10.1. | Works and materials Tender | | | | | | | | |
| (a) | Open/Limited Tender | Full | Full | 225 Cr | 50 Cr | 3 Cr | | | |
| (b) | Special Limited Tender | Full | Full | 25 Cr. | 15 Cr. | 1 Cr. | | | |
| (c) | Single Tender | Full | Full | 5 Cr. | 2 Cr. | Nil | | | |
| (d) | Single Tender for early completion of last mile works of targeted projects. | Full | Full | 8 Cr | 3Cr | Nil | | | |
| 10.2. | Consultancy/Services Tender | | | | | | | | |
| (a) | Open/Limited Tender | Full | Full | 15 Cr | 50 Lakh | 10 Lakh | | Amend. No. 1 dated 11.2.10, No. 7 Dated | |

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| S.No. | Subject | DIR | ED | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. |
|-------------|---|------|------|---------|--------------|-----|---------|--|
| | | | | | | | | 26.4.12, No. 13 dated 03.10.13 & Amend no. 20 dated 08.07.15 |
| (b) | Special Limited Tender | Full | Full | 2 Cr | 40 Lakh | Nil | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 |
| (c) | Single Tender | | | | | | | |
| (i) | Consultancy Services for design of bridges & structures | Full | Full | 25 Lakh | 10 Lakh | Nil | | Amend. No. 1 Dt. 11.2.10, Amend no. 20 dated 08.07.15 & Amend. No. 21 dtd 09.09.15 |
| (ii) | Consultancy Services other than design of bridges & structures | Full | Full | 10 Lakh | Nil | Nil | | |
| 10.3 | Tenders for plants, Machinery and Survey Instruments | | | | | | | |
| (a) | Open/Special Limited Tender | Full | Full | 5 Cr | 50 Lakh | NIL | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 |
| (b) | Single Tender | Full | Full | 50 Lakh | NIL | NIL | | Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15 |
| 10.4 | Tenders for Furniture, office Equipments, Lab Equipments, Electric Appliances, Computers, IT Peripherals, Office Consumables, etc. | | | | | | | |
| (a) | Open/Limited Tender | Full | Full | 20 Lakh | 10 Lakh. | Nil | | Amend. No. 1 Dt. 11.2.10 |
| (b) | Special Limited Tender | Full | Full | 10 Lakh | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 |
| (c) | Single Tender | Full | Full | 5 Lakh | Nil. | Nil | | Amend. No. 1 Dt. 11.2.10 |
| 10.5 | Tender for hire, Lease, Repair, Maintenance and other Misc. Services | | | | | | | |
| (a) | Open/Limited Tender | Full | Full | 2 Cr | 1 Cr | Nil | | Amend. No. 1 Dt. 11.2.10 |
| (b) | Special Limited Tender | Full | Full | 1 Cr | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 |

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| S.No. | Subject | DIR | ED' | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. |
|-------|-------------------------------|-----------------------------------|------|---------|--------------|-----|---|--|
| (c) | Single Tender | Full | Full | 50 Lakh | Nil | Nil | | Amend. No. 12 dt 11.09.13 & Amend. no. 18 dt 23.09.14. |
| 11. | Signing of Contract Agreement | Full subject to Power of Attorney | | | | Nil | Agreement will require prior finance vetting. | |

| S.No. | Subject | Committee of Directors | DIR | ED' | CPM/GM | AGM/JGM/ DGM | MGR | Remarks | Ref. |
|-------|--|--|--|---|-------------|---|---|---------------------------------|---|
| 12. | Extension of Date of Completion/Delivery Period | Full Powers | | Full Powers for contracts within respective powers of acceptance of the next higher authority (under para7) | | | Nil | | Amend No. 16 dated 16.07.14 |
| 13. | Variations in Contract | | | | | | | | |
| 13.1 | Variation in Contract Conditions/ specifications during operation of contract. | Full Powers for contracts within their power of acceptance. | Full Powers for contracts within their power of acceptance except for the cases pertaining to the special advance payment beyond contractual provisions. | | | Nil | Nil | Subject to finance concurrence. | Amend No. 16 dated 16.07.14 & Amend no. 20 dated 08.07.15 |
| 13.2 | Variation in quantity of an item for works and material Contracts | | | | | | Subject to the following: | | Amend No. 16 dated 16.07.14, Amend no. 20 dated 08.07.15, Amend No. 30 dated 07.11.16 & Amend No. 34 dated 09.08.17 |
| (a) | Increase over schedule quantity | Full powers delegated are subject to approval of overall variation as per delegation under item No.13.6. | | | | Nil | i) Increase or decrease in quantity does not require fixing of new rate for the item as per contract conditions; | | |
| (b) | Decrease from schedule quantity | Full powers | Full powers | Full powers | Full powers | Full powers for the contracts within his powers of acceptance | ii) Concurrence of Associate Finance will be required if the variation is more than 25% of the quantity of the item in the Bill of Quantities and the value of variation of the item is more than 0.1% of the accepted contract price. iii) Vitiating need not be checked in contracts awarded through multi-package bidding. iv) Cases where the item(s) of work has to be executed through the existing contract despite vitiating or in cases where the work has already been executed resulting in vitiating, sanction of | | |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|--|------------------------|--|---|---|---|-----|---|---|
| | | | | | | | | <p>Director shall be required duly following the procedure prescribed vide letter no. C/Policy/2007/Pt III dated 11.12.2013.</p> <p>v) In case of termination of contract as a whole or in part, sanction for variation and vitiation is not required. However, an item wise statement of the total quantities in the terminated contract, executed quantities and balance quantities should be prepared and placed for record on file.</p> <p>vi) For decrease in quantity, CPM/GM shall certify that the decreased quantity of the item shall not be got executed through any other means/agency, except in case of termination/part termination of contract or offloading in terms of the provisions of the contract.</p> <p>vii) These powers will be exercised keeping in view the instructions issued vide letters no. C/Policy/Estimates dated 22.08.2012 and 11.09.2013 regarding increase in scope of work.</p> <p>viii) In case of composite contracts involving works of more than one department (Civil/S&T/ Electrical/ Mech etc), sanction of variation of item(s) shall be done by CPM/GM/ED of the respective department if the sanction lies within his powers.</p> <p>ix) While processing the proposal for sanction for variation under this sub-para, the revised contract price and % increase or decrease in the contract price as a result of proposed variation shall be indicated. Before issue of the memorandum of sanction for variation, compliance to provisions of sub-para 13.6 of SOP shall be ensured by CPM/GM in-charge of the project. The memorandum of sanction must contain the revised contract price.</p> | |
| 13.3 | <p>i) Administrative approval for inclusion of new item in works contract and sanction of rate for new item, or</p> <p>ii) Administrative approval for</p> | Full powers | Up to a total value of Rs. 10 Cr. per item | Up to a total value of Rs. 5 Cr. per item | Up to a total value of Rs. 2 Cr. per item subject to that total value of items so approved/ | Up to a total value of Rs. 5 Lakh per item subject to that total value of | Nil | <p>Subject to the following:</p> <p>i) Administrative approval of the Competent Authority shall be obtained duly bringing out justification and approximate financial implication of the proposed new item or new</p> | <p>Amend No. 16 dated 16.07.14 & Amend no. 20 dated</p> |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|---|------------------------|-----|-----|---|--|-----|---|----------|
| | operation of new rate for existing item in Works Contract required due to variation in quantity being beyond the prescribed limits as per the contract and subsequent sanction of the new rate. | | | | sanctioned at CPM/GM level combined is not more than 10% of the Contract Value. | items so approved/ sanctioned at AGM/JGM/DGM level combined is not more than 1% of the Contract Value. | | <p>rate before permitting operation of the new item/new rate for existing item;</p> <p>ii) New item(s) or new rate for existing item(s) with total value up to Rs. 5 lakh per item in a contract can be sanctioned by CPM/GM without finance Concurrence subject to overall limit of Rs. 50 lakh in a contract. Such rate shall not be quoted as LAR;</p> <p>iii) All new rates other than as mentioned at (ii) above are to be decided on the basis of Rate Analysis/LAR with vetting of associate finance;</p> <p>iv) Till new rate is sanctioned by the Competent Authority, the interim payments shall be made at the rate of 80% of the rate proposed by the Engineer and accepted by CPM/GM in charge of the project, subject to obtaining prior administrative approval of competent authority for operation of the item.</p> <p>v) These powers will be exercised keeping in view the instructions issued vide letters no. C/Policy/Estimates dated 22.08.2012 and 11.09.2013 regarding increase in scope of work.</p> <p>vi) In case of composite contracts involving works of more than one department (Civil/S&T/Electrical/Mech etc), sanction of variation of item(s) shall be done by CPM/GM/ED of the respective department if the sanction lies within his powers.</p> <p>vii) While processing the proposal for administrative approval/ sanction for variation under this sub-para, the revised contract price and % increase or decrease in the contract price as a result of proposed variation shall be indicated. Before issue of the administrative approval/ memorandum of sanction for variation, compliance to provisions of sub-para 13.6 of SOP shall be ensured by CPM/GM in-charge of the project. The administrative approval/ memorandum of sanction must contain the revised contract price.</p> | 08.07.15 |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|---|------------------------|--|---|---|-------------|--|--|--|
| 13.4 | Variation in value of Contracts for Consultancy and Services on account of variation in quantities of items | | | | | | | Subject to the following: | Amend No. 16 dated 16.07.14, Amend No. 30 dated 07.11.16 & Amend No. 34 dated 09.08.17 |
| (a) | Increase in contract value | Full powers | i) Full powers for the contracts within his powers of acceptance ii) Up to 50% of the original Contract Value for the contracts beyond his powers of acceptance | (i) Full powers for the contracts within his powers of acceptance ii) Up to 25% of the original Contract Value for the contracts beyond his powers of acceptance | Nil. | Nil | i) Concurrence by associate finance shall be required for increase beyond 25% of contract value; and ii) Vitiating need not be checked in contracts awarded through multi-package bidding. iii) Cases where the work has to be executed through the existing contract despite vitiating or cases in which work has already been executed resulting into vitiating, shall require sanction of Director duly following procedure laid down vide letter no. C/Policy/2007/Pt III dated 11/12/2013. iv) In case of termination of a contract as a whole or in part, no formal approval for variation and vitiating shall be required. However, an item wise statement of total quantities in terminated contract, executed quantities and the balance quantities for items should be prepared and placed on record on the file. | | |
| (b) | Decrease in contract value | Full powers | | | Nil | Nil | v) For decrease in quantity, CPM/GM shall certify that the decreased quantity of the item shall not be got executed through any other means/agency, except in case of termination/part termination of contract or offloading in terms of the provisions of the contract. | | |
| 13.5 | (i) Administrative Approval for inclusion of New Item in Consultancy Contract and Sanction of Rate for New Item, or (ii) Administrative Approval for operation of New Rate for Existing Item in Contract requiring | Full Powers | Up to a total value of Rs. 50 lakh per item | Up to a total value of Rs. 25 lakh per item | Up to a total value of Rs. 5 lakh per item subject to that total value of items so approved/sanctioned is not more than 10% of the Contract | Nil | Nil | Subject to the following: i) Administrative approval of the Competent Authority shall be obtained duly bringing out justification and approximate financial implication of the proposed new item or new rate before permitting operation of the new item/new rate for existing item; ii) All new rates of (i) above are to be decided on | Amend No. 16 dated 16.07.14 |

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| S.No. | Subject | Committee of Directors | DIR | ED | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|---|------------------------|--|--|--|--|-----|---|---|
| | fixing of New Rate due to Variation in Quantity as per Contract and subsequent sanction of the new rate. | | | | Value. | | | the basis of Rate Analysis/LAR with vetting of associate finance; | |
| 13.6 | Increase over the original Contract Price for works and material Contracts due to variation in quantity of Item(s) and introduction of new item(s) or new rate(s) | Full powers | 1) Full powers for the contracts within powers of acceptance of ED 2) Up to 50% of the original Contract price for the contracts within his powers of acceptance or beyond his powers of acceptance | 1) Full powers for the contracts within powers of acceptance of CPM/GM 2) Up to 50% of the original Contract price for the contracts within his powers of acceptance 3) Up to 30% of the original Contract price for the contracts beyond his powers of acceptance | 1) Full powers for the contracts within powers of acceptance of AGM/JGM/ DGM 2) Up to 50% of the original Contract price for the contracts within his powers of acceptance 3) Up to 20% of the original Contract price for the contracts beyond his powers of acceptance | Up to 50% of the original Contract price for the contracts within his powers of acceptance | Nil | (i) For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item no. 7. (ii) Statement of Anticipated Variation on account of increase/decrease of quantities of items, introduction of new item(s) and new rate(s) for existing item(s), if any, shall be put up for sanction of the competent authority with Finance concurrence as per procedure order No. C/Policy/Tender Cell (Loose) (1) dated 16.07.2014 or any subsequent instructions. (iii) Powers to sanction overall variation delegated to officials are inclusive of variations already sanctioned by lower level officials. (iv) In case of composite contracts involving works of more than one department (Civil/S&T/Electrical/Mech etc), sanction of overall variation in contract price shall be done by CPM/ED in-charge of the project if the sanction lies within his powers after items of variation in quantities (as per Para 13.2 above), New Rates and NS items (as per para 13.3 above) are sanctioned/ administratively approved by the CPM/GM/ED of the concerned department. For cases requiring sanction of Director/Projects or Committee of Directors, the file shall be routed through CPM and ED in-charge of the project. | Amend No. 16 dated 16.07.14 & Amend no. 20 dated 08.07.15 |
| 14. | Placement of Work Order on Railways, Railway Workshops, Railway Production Units for Manufacture and Supply of Materials | | Full | 5 Cr. | 1 Cr. | Nil | Nil | Sanctioning authority shall satisfy itself that the quantity of item for which work order is being placed is not included in any other contract. | |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|--|------------------------|---|---|--|---|-----|--|--|
| | and Providing Services | | | | | | | | |
| 15. | Fixing of Contract on Rates, Terms and Conditions of Existing Railway Board /Zonal Railway Contracts without Tendering Process. | | | | | | | With finance concurrence, duly ensuring that order is placed on basis of LPR in adjoining geographical area. | |
| 15.1 | For PSC sleepers, supply of cement, turnout sleepers, special sleepers, glued joints, switches and crossings. | | Full | 5 Cr. | 3 Cr. | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 |
| 15.2 | For Tower Wagons and maintenance vehicles/equipments for Railway Electrification works. | | 10Cr. | 5 Cr. | Nil | Nil | Nil | | Amend. No. 1 Dt. 11.2.10 |
| 16. | Termination of Contract | | Full powers within their powers of acceptance of tenders under para 7 | | | | | | |
| 17. | Sports/Canteen Subsidy | | Full | Nil | Nil | Nil | Nil | | |
| 18. | Expenditure on Hosting Site Meetings, Inspections, Visits of Dignitaries | | Full | 10,000/- per occasion subject to annual ceiling of 1 Lakh | 5,000/- per occasion subject to annual ceiling of 50,000/- | 2500/- per occasion subject to annual ceiling of 25,000/- | Nil | | |
| 18.1 | Expenditure on Inspection of CRS/GM of Zonal Railway | | Full | 1 Lakh per occasion | 50,000/- per occasion | Nil | Nil | | |
| 18.2 | Expenditure on food, tentage & lighting etc. at site during NI working | | Full | Rs. 1 Lakh per day | Rs. 50,000/- per day | Nil | Nil | | Amend No. 29 dated 08.08.16 |
| 19.1 | Gifts/Sponsorship of Events and Functions Related to RVNL/ Railway A) Events & function at Corporate Level/units, Business development activity/Gifts. B) Corporate Level Workshops organised by RVNL. | | *25,000/- per occasion subject to annual ceiling of 2 Lakh | Nil | Nil | Nil | Nil | * Director / Personnel shall exercise full powers under this head without any annual ceiling. | Amend. No. 8A Dt. 9.1.13 & No. 19 Dt. 16.12.14 |
| 19.2 | To Sanction expenditure related to participating in exhibitions, conferences, seminars and preparation of publicity materials for | | Full powers to be exercised | Nil | Nil | Nil | Nil | Participating in exhibitions, seminars, conferences etc will be subject to "in principle approval" of CMD. | Amend. No. 19 Dt. 16.12.14 |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|--|------------------------|--------------------------|---|---|-------------|-----|---|--|
| | business development | | by Director (Operations) | | | | | | |
| 20. | Insurance | | Full | Nil | Nil | Nil | Nil | Finance concurrence to be obtained if the amount exceeds Rs.20,000/- in each case | |
| 21. | Write off | | | | | | | | |
| 21.1. | Cash loss | | 20,000/- | 5,000/- | Nil | Nil | Nil | Financial concurrence to be obtained in each case | |
| 21.2. | Losses (other than cash) and Write Off of Unserviceable Items | | 5 Lakh in each case | 1 Lakh in each case | 50,000/- in each case | Nil | Nil | | |
| 21.3. | Disposal of Plant, Machinery, Vehicles, Survey Instruments, Computers, Furniture, Lab Equipment, Other Office Equipment and Misc. Surplus/Waste Material | | Full | Up to book value of 1 Lakh in each item | Up to book value of 50,000/- in each item | Nil | Nil | The disposal shall be on the basis of recommendation of a committee consisting of one member from finance and one from executive constituted by the accepting authority. | |
| 22. | Settlement of Claims Against the Company and Acceptance of Award of Arbitration/Conciliation/ Dispute Resolution | | 5 Cr. | Nil | Nil | Nil | Nil | i) To be exercised with finance concurrence and legal vetting. ii) All arbitration awards should be put up to CMD through DF before payment | Amend No. 15 dated 21.03.14 |
| 23. | Sanction of Telephones, Fax, Internet Connection Including Cell Phone | | Full | Full power as per entitlement | | Nil | Nil | In corporate office procurement to be done by GM(S&T)/Officer In charge of telephone connections etc | |
| 24. | Sanction of Imprest | | Full | 50,000/- | 20,000/- | 5000/- | Nil | To be exercised with finance concurrence. | |
| 25. | Payments/Advances to Government Departments/ PSUs/ Public Utility Companies for Provision/Modification of Services/Rental for Services Required for Execution of RVNL Projects | | Full | 5 Cr. in each case. However, full powers for advance payment of sleeper, land acquisition to Zonal Railway and cost of cutting of trees etc. to | 1 Cr. in each case. However, full powers for advance payment of sleeper, land acquisition to Zonal Railway and cost of cutting of trees etc. to Forest Department | Nil | Nil | i) ED and GM/CPM/AGM in charge shall exercise powers if provision exists in the sanctioned estimate. ii) Prior finance concurrence will be required. iii) EDs and GM/CPM shall not exercise powers for sanction of release of funds to Zonal railways for execution of works/D & G charges except for items for execution of works covered in MOU like hiring of track machine, supply of ballast, maintenance of track etc. where CPM/GM can release funds upto Rs. 20 lakhs in each case and ED's can release funds upto Rs. 50 lakhs in each case with concurrence of Associate Finance. iv) GM/CPM can however release | Amend. No. 3 Dt. 25.3.11 and No. 14 Dt. 27.11.13 |

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| S.No. | Subject | Committee of Directors | DIR | ED* | CPM/GM | AGM/JGM/DGM | MGR | Remarks | Ref. |
|-------|--|------------------------|-------------------------------------|---|---|-------------|-----|--|--|
| | | | | Forest Department | | | | payments of D&G Charges to Zonal Railways which has prior sanction of the Corporate Office in terms of Procedure Order circulated vide letter no. 2008/RVNL/P/Policy/431 dated 02/04/2013. | |
| 25. A | Transfer of materials from RVNL Projects to Railway | Full | Up to 3% of original contract price | Upto 2% of original contract price of respective department | (i) Upto 1% of original contract price of respective department. (ii) Full powers, where the Railway is willing to pay the cost of materials as per procurement price in the contract. | Nil | Nil | | Amend No. 28 dated 20.07.16 |
| 26. | Sanction of Awards to Subordinate Officers & Staff at individual level | | Rs. 20,000/- | Rs. 4,000/- | Rs. 2,500/- | Nil | Nil | Subject to following annual ceiling: Dir- Rs. 5,00,000/-; ED- Rs. 40,000/-; CPM/GM- Rs. 25,000/- | Amend. No. 17 Dt. 09.09.14 & no. 33 Dt. 06.02.17 |
| 26. A | Sanction of Group Awards to Subordinate Officers & Staff | | Rs. 50,000/- Each case | Nil | Nil | Nil | Nil | Subject to following annual ceiling: Dir - Rs. 6,00,000/- | Amend. No. 17 Dt. 09.09.14 |
| 27. | Petty Expenses of Misc. Nature | | Full | 40,000/- per occasion | 20,000/- per occasion. | Nil | Nil | Subject to finance concurrence and following annual ceiling: ED-4 Lakh; CPM/GM-2 Lakh | |
| 28. | Opening of Bank Account for official purpose | | Full | Nil | Nil | Nil | Nil | With Finance concurrence | |

* - Refer para 12 (Guidelines for Exercise of Powers) at page 3 & 4 of SOP, where ED/Projects have been delegated restricted powers.

(Amend No. 24 dated 18.02.2016)

SCHEDULE OF POWERS FOR ESTABLISHMENT MATTERS

| S.No. | Subject | DIR | ED* | CPM/GM | AGM/JGM/ DGM | Remarks |
|-------|---|--------------|--------------|--------------|-----------------|--|
| 1 | Pay Fixation and Payment of Salary | Full | Full | Full | Full | As per applicable CDA/IDA Rules. To be exercised by HR Dept. |
| 2 | Power to Authorize Tours in India and Sanction of TA/DA and Air and Rail Fare | Full | Full | Full | Full | As per entitlement. |
| 3 | Sanction of Allowances such as HRA,CCA, Deputation Allowance etc. | Full | Full | Full | Full | As per entitlement To be exercised by HR Dept. |
| 4 | Reimbursement of Medical Expenses | Full | Full | 1 Lakh | 25,000/- | As per reimbursement entitlement. To be exercised by HR Dept. |
| 5 | Sanction of Transfer & Packing Grant and Related Expenses | Full | Full | Full | Full | As per entitlement. To be exercised by HR Dept |
| 6 | Sanction of Lease Rent and Leasing of Residential Accommodation | Full | Full | Full | Full | As per entitlement. To be exercised by HR Dept |
| 7 | Power to Sanction Local Travel Expenses | Full | Full | Full | Full | As per entitlement for officers working under them. |
| 8 | Training/Conference/Seminars | Up to SG/JAG | Nil | Nil | Nil | With Finance concurrence |
| 9 | NOC for Passport | Up to SG/JAG | Up to SG/JAG | Up to SG/JAG | Nil | To be exercised by HR Dept. |
| 10 | Forwarding of Application for Outside Posts | Up to SG/JAG | Up to SG/JAG | Up to SG/JAG | Nil | To be exercised by HR Dept. |
| 11 | Medical Advance for Emergency Treatment | Full | Full | Full | Nil | To be exercised by HR Department and CPM in the field with finance concurrence |
| 12 | Loan/Advances | Full | Full | Full | Nil | To be exercised by HR Department. |

* - Refer para 12 (Guidelines for Exercise of Powers) at page 3 & 4 of SOP, where ED/Projects have been delegated restricted powers.

(Amend No. 24 dated 18.02.2016)