



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. 41 dated 25.06.2018)

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	1.5 Cr	50 Lakhs (to be exercised by CPM only)	Nil	Nil	<p>Subject to following annual ceiling :</p> <p>ED – * 1.5 Cr; CPM – 50 Lakhs</p> <p>* For ED/Metro/ Kolkata, the annual ceiling will be Rs. 2.5 Cr.</p> <p>Note: Wherever more than one CPM are located in one city, these powers will be exercised by Controlling ED only.</p>	Amend. No. 10 Dt. 13.2.13, Amend No. 11 Dt. 22.2.13 & Amend No. 40 dated 18.06.18
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 by the accepted contract price as per SOP.</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, Amend no. 20 dated 08.07.15 and Amend no. 38 dated 09.11.17

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S.No.	Subject	Committee of Directors	DIR	ED	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.
								<p>8. The Committee of Directors will consist of three Functional Directors. Normally the Committee of Directors shall consist of Director (Projects), Director (Finance) and Director (Operations), however in case any of these directors is not available for a continuous period of five working days or more or any of the post of said directors is vacant, Director (Personnel) will associate as member of 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								
(i)	for Rishikesh -Karnprayag project	2250 Cr	400 Cr	330 Cr	150 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 & No. 41 dated 25.06.18
(ii)	for other projects	2250 Cr	400 Cr	330 Cr	50 Cr	3 Cr	Nil		
(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								
(a)	Open/Limited Tender								Amend. No. 1 Dt.

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S.No.	Subject	Committee of Directors	DIR	ED	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.	
(i)	for Rishikesh -Karnprayag project	250 Cr	60 Cr	45 Cr	50 Lakh	10 Lakh	Nil		11.2.10, No. 7 Dt. 26.4.12, No. 13 Dt. 03.10.13, No. 35 dated 22.08.17 & No. 41 dated 25.06.18	
(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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S.No.	Subject	DIR	ED*	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.
7A	Approval for Revocation of Terminated Contracts	Power of approval to be exercised for tenders one level below their power of acceptance mentioned in para 7 above		Nil	Nil	Nil	i) Subject to finance concurrence. ii) For contracts terminated at Director's level, the power for revocation shall lie with CMD/RVNL and such cases shall be put up to CMD through the Committee of Directors. iii) For contracts terminated at CMD's level, the power for revocation shall lie with BOD.	Amend. No. 6 Dt. 14.3.12 and Amend No. 15 dated 21.03.14
8.	Dispensing with Tenders						i) Quotation not required for expenditure up to Rs.40,000/- in each case (for both works and supply matters) including purchase of gifts. ii) Purchase and/or execution of work beyond Rs.40,000/- will be made by calling quotations from minimum three agencies. However, in case purchase is to be made through RDSO/CORE approved vendors and the vendors on the approved list are less than 3, in that case minimum requirement of 3 quotations shall not apply. For items covered under DGS&D/Kendriya Bhandar/NCCF rate contract, purchase can be made directly on the terms and conditions of such rate contract. No finance concurrence will be necessary for purchase upto Rs. 75,000/- and/or execution of work upto Rs.7,50,000/- through quotations, however, the proposal for dispensing of tenders should contain details of work, justification , proposed terms and conditions and names of parties on whom enquiry is to be placed. iii) Purchase beyond Rs. 75,000/- and execution of works beyond Rs.7,50,000/- will require finance concurrence in two stages i.e. 1 st at the time of Administrative approval for dispensing with tenders and 2 nd prior to acceptance. Note: The proposal for obtaining finance concurrence for dispensing of tenders should contain details of work, justification , proposed terms and conditions and names of parties on whom enquiry is to be placed. iv) In cases of local purchase through Spot Purchase Committee consisting of one member from executive branch and one from finance branch, no quotations will be required for purchase costing upto Rs.1.5 Lakh in each case. v) The powers to be exercised subject to the	Amend no. 20 dated 08.07.15 & Amend No. 36 dtd 17.10.17 Amend. No. 10 Dt. 13.2.13

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S.No.	Subject	DIR	ED*	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.
							<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 - 12 Cr.; ED - 9 Cr.; CPM/GM - 5 Cr.; AGM/JGM/DGM – 1.5 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 & Equipment under para 8.1 (below) through OEM or its authorized agent, requirement of minimum three quotations shall not be applicable and</p>	<p>Amend. No. 10 Dt. 13.2.13</p> <p>Amend No. 31 dated 28.11.16 & Amend No. 36 dtd 17.10.17</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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							repair/ maintenance can be undertaken on single quotation basis. xi) Government e-Marketplace (GeM) may be utilized for direct on-line purchases as under; (a) upto Rs. 50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period; (b) Above Rs. 50,000/- through the supplier, having lowest price amongst available suppliers on the GeM, meeting the requisite quality, specification and delivery period.	Amend No. 36 dtd 17.10.17
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	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. In case any deviation is considered necessary from the provisions of the SBD or guidelines, including changes in different values in Evaluation & Qualification Criteria	Amend No. 16 dated 16.07.14

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S.No.	Subject	DIR	ED*	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.	
							(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.		
10.	Serving on Bid Evaluation Committee							(i) Tenders for FLS, Geotechnical investigations, and DDE are to be treated as Consultancy Tender.	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, Amend no. 37 dated 25.10.17 & Amend No. 41 dated 25.06.18
10.1.	Works and materials Tender							(ii) The powers at AGM/JGM/DGM & MGR are to be exercised for single package only.	
(a)	Open/Limited Tender						(iii) In all cases of multiple contracts packaging, the level of BEC will be as per highest cost of individual packages.		
(i)	for Rishikesh - Karnprayag project	Full	Full	330 Cr	150 Cr	3 Cr	(iv) In case where the financial value of the L ₁ 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 L ₁ 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.	Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15	
(ii)	for other projects	Full	Full	330 Cr	50 Cr	3 Cr		Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15	
(b)	Special Limited Tender	Full	Full	25 Cr.	15 Cr.	1 Cr.		Amend. No. 1 Dt. 11.2.10 & Amend no. 20 dated 08.07.15	
(c)	Single Tender	Full	Full	5 Cr.	2 Cr.	Nil		Amend. No. 12 dated 11.09.13 & Amend no. 20 dated 08.07.15	
(d)	Single Tender for early completion of last mile works of targeted projects.	Full	Full	8 Cr	3Cr	Nil			
10.2.	Consultancy/Services Tender							It is also clarified that the level of post tender Contract Management shall be governed by the accepted contract price as per SOP.	
							(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		

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S.No.	Subject	DIR	ED*	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.	
							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.		
(a)	Open/Limited Tender							Amend. No. 1 dated 11.2.10, No. 7 Dated 26.4.12, No. 13 dated 03.10.13, Amend no. 20 dated 08.07.15 & Amend no. 37 dated 25.10.17	
(i)	for Rishikesh - Karnprayag project	Full	Full	45 Cr	50 Lakh	10 Lakh			
(ii)	for other projects	Full	Full	22 Cr	50 Lakh	10 Lakh			
(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	

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S.No.	Subject	DIR	ED*	CPM/GM	AGM/JGM/ DGM	MGR	Remarks	Ref.
(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
(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,
(a)	Increase over schedule quantity	Full powers delegated are subject to approval of overall variation as per				Nil	i) Increase or decrease in quantity does not require fixing of new rate for the item as per		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.	
		delegation under item No.13.6.							contract conditions;	Amend No. 30
(b)	Decrease from schedule quantity	Full powers	Full powers	Full powers	Full powers	Full powers for the contracts within his powers of acceptance	Nil	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) Vitiatio need not be checked in contracts awarded through multi-package bidding. iv) In case of termination of contract as a whole or in part, sanction for variation and vitiatio 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. v) In cases other than covered under (iii) & (iv) above, vitiatio shall be checked and kept on record with each variation statement. Vitiatio shall be considered to take place where percentage difference between revised contract price of the present contractor and new L-1 as a result of variation is more than 5% {percentage shall be calculated with base as the sum of (revised contract quantities multiplied by the rates of the present contractor)}. Cases where the item(s) of work has to be executed through the existing contract despite vitiatio, sanction of Director shall be required duly following the procedure prescribed vide letter no. C/Policy/2007/Pt III dated 11.12.2013. 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. 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.	Amend No. 34 dated 09.08.17 & Amend No. 40 dated 18.06.18	

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
								<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 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.</p>	Full powers	Up to a total value of Rs. 20 Cr. per item	Up to a total value of Rs. 10 Cr. per item	Up to a total value of Rs. 4 Cr. per item subject to that total value of items so approved/ sanctioned at CPM/GM level combined is not more than 10% of the Contract Value.	Up to a total value of Rs. 10 Lakh per item subject to that total value of items so approved/ sanctioned at AGM/JGM/DGM level combined is not more than 1% of the Contract Value.	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 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</p>	<p>Amend No. 16 dated 16.07.14, Amend no. 20 dated 08.07.15 & Amend no. 39 dated 15.02.18</p>

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
								<p>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>	
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 & Amend No. 40 dated 18.06.18
(a)	Increase in contract value	Full powers		<p>i) Full powers for the contracts within his powers of acceptance</p> <p>(ii) Up to 25% of the original Contract Value for the contracts beyond his powers of acceptance</p>	(i) Full powers for the contracts within his powers of acceptance	Nil.	Nil	<p>i) Concurrence by associate finance shall be required for increase beyond 25% of contract value; and</p> <p>ii) Vitiating need not be checked in contracts awarded through multi-package bidding.</p> <p>iii) 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.</p> <p>iv) In cases other than covered under (ii) & (iii) above, vitiating shall be considered to take place where percentage difference between revised contract price of the present consultant and new L-1 as a result of variation is more than 5% {percentage shall be calculated with base as the sum of (revised contract quantities multiplied by the rates of the present</p>	
(b)	Decrease in contract value		Full powers			Nil	Nil		

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
								consultant)). Cases where the work has to be executed through the existing contract despite vitiation, shall require sanction of Director duly following procedure laid down vide letter no. C/Policy/2007/Pt III dated 11/12/2013. 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 fixing of New Rate due to Variation in Quantity as per Contract and subsequent sanction of the new rate.	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 Value.	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 the basis of Rate Analysis/LAR with vetting of associate finance;	Amend No. 16 dated 16.07.14
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	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	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	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	Amend No. 16 dated 16.07.14 & 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.
			the contracts within his powers of acceptance or beyond his powers of acceptance	within his powers of acceptance 3) Up to 30% of the original Contract price for the contracts beyond his powers of acceptance	Contract price for the contracts beyond his powers of acceptance			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.	
14.	Placement of Work Order on Railways, Railway Workshops, Railway Production Units for Manufacture and Supply of Materials and Providing Services		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.	
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	5,000/- per occasion subject to annual ceiling of 50,000/-	2500/- per occasion subject to annual ceiling of 25,000/-	Nil		

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
				Lakh					
18.1	Expenditure on Inspection of CRS/GM of Zonal Railway		Full	5 Lakh per occasion	2 lakh per occasion	Nil	Nil		Amend no. 36 dtd 17.10.17
18.2	Expenditure on food, tentage & lighting etc. at site during NI working		Full	Rs. 1.5 Lakh per station per day	Rs. 75,000/- per station per day	Nil	Nil	The competency of sanction under this para shall be checked considering the total expenditure on this account divided by (NI period in days x number of stations involved in NI).	Amend No. 29 dated 08.08.16 & Amend No. 39 dated 15.02.18
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 business development		Full powers to be exercised by Director (Operations)	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
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		5 Cr.	Nil	Nil	Nil	Nil	i) To be exercised with finance concurrence and	

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
	Company and Acceptance of Award of Arbitration/Conciliation/ Dispute Resolution							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 payment/ advance payment of sleeper, land payment of acquisition to Zonal Railway and cost of cutting of trees etc. to Forest Department	1 Cr. in each case. However, full powers for payment/ 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 as under; a. For hiring of track machine and supply of ballast, ED and CPM/GM shall exercise full powers for release of funds with concurrence of Associate Finance. b. For all other works covered under MOU, 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 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.	Amend. No. 3 Dt. 25.3.11, No. 14 Dt. 27.11.13 and Amend no. 36 dtd 17.10.17
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	Nil	Nil		Amend No. 28 dated 20.07.16

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S.No.	Subject	Committee of Directors	DIR	ED*	CPM/GM	AGM/JGM/DGM	MGR	Remarks	Ref.
					cost of materials as per procurement price in the contract.				
25. B	Advance payment to Original Equipment Manufacturer (OEM) for repair/ maintenance of plant and equipment related to project execution		Full	50 lakh	25 lakh	50,000/-	Nil	This is subject to prior sanction of the competent authority for repair and maintenance under SOP para 5.1.	Amend No. 39 dated 15.02.18
25. C	Advance payment to Original Equipment Manufacturer (OEM) for repair/ maintenance of computers, office Equipment, Furniture, Electric Appliances etc.		Full	50,000/-	25,000/-	Nil	Nil	This is subject to prior sanction of the competent authority for repair and maintenance under SOP para 5.2.	Amend No. 39 dated 15.02.18
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)