

South East Central Railway

Office of the General Manager

Correction Slip No 16 to MODEL SOP – 2018 for SECR

Subject: Amendment in item no.1A 1(i) of MSOP – 2018 (Part – A), Works Matter.

Approval of the General Manager is hereby communicated for amendment in item no.1A 1(i) of MSOP-2018, Part-A, Works Matters.

Modifications are marked in **RED**.

Existing:

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	To accord administrative approval to (A) Lump sum 1. Works Plan Heads: (i) Passenger Amenities (PH 53), Traffic Facilities PH 16, Track Renewal PH 31, Bridges PH 32, RSW –& L/Cs PH 29 , 30, (ii) S&T Works (PH 33) Other electrical works (PH-36) Traction Distribution Works (PH 37) Workshops incl. Pus (PH-42) Staff Quarters (PH 51) Amenities for staff (PH-52)* Other Specified Works (excluding Rest House) – PH 64 Traing/HRD(PH-65) including works related to CTIs	PHOD/CHOD Up to Rs.2.5 Cr. Rs. 1 Crore	DRM up toRs. 2.5 Cr DRM Rs. 1 Crore CWM (in SAG) Rs 1 Crore for PH 42 only DRM Rs. 20 lakhs in each case for existing Railway Schools, Institutes, Officers Club, Rest Houses and Holiday Homes and CMD / DRM - Rs. 20 lakhs in each case for existing Railway Hospitals & Dispensaries.	Nil Nil	Authority: 1. Railway Board's Letter no F(X)II-2015/PW/7 dated 12-06-2017 2. 2017/Trans/01/Policy dtd 18.10.2017 3. Finance Concurrence required 4. *In terms of Ltr No. 2017/Trans/01/Policy dtd 18.10.2017, for work in PH-52, Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday Home - GM can sanction up to Rs. 1 Crore per case

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(iii) Railway Research (PH-18) (For RDSO only)	ADG Rs 1 Crore PED/ ED (Coordinating) Rs 30 Lakh	Nil	Nil	
Note for Item 1(A)-1: - Lump Sum Grant (LSG) will be distributed by PCE in consultation with plan head coordinator and approval of GM. Total LSG not to be exceeded. - Proper guidelines will be issued by respective PHODs to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc. - Monthly reports in specified format to be submitted by divisions to HQ to ensure close monitoring. - The powers delegated to PHODs/ DRMs/ CWMs are subject to availability of adequate permissible cost under each plan head for consideration of any proposal. Permissible cost is to be worked out as follows. Permissible Cost i.e., $PC = \{ \text{Ceiling (C)} \times \text{Norms (N)} \} - \text{Throw Forward (TF)}$, C = The lumpsum grant allocated to a particular Division. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. N = Likely period of completion of works as per the norms stipulated by the Board for PWP. TF = Throw forward of ongoing works under each Plan Head. - For Divisional Officers - Administrative approval shall be obtained by the Sr.DEN/Co-ordination of the division for item no. 1(A). On administrative approval, the Sr.DEN/Coordination shall be responsible for the publication of the DRM's MINI LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the DRM under a particular plan head. Any item of work that features in the MINI LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the MINI LAW BOOK. - For Headquarters Officers - Administrative approval shall be obtained by the CE/P&D for item no. 1(A). All the items of work proposed to be included in the LAW BOOK should have been concurred by the divisional Finance and approved by the DRM. On administrative approval, the CE/P&D shall be responsible for the publication of the LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the GM. To calculate PC, above formula will be used with 'Ceiling' = budgetary ceiling available to the GM minus budgetary ceiling delegated to the DRMs, under a particular plan head and the TF= throw forward under that plan head for works sanctioned by GM. Any item of work that features in the LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the LAW BOOK. - Whenever any work originally included under category of lump sum works is subsequently found to cost more than the power of authority who sanctioned it, fresh sanction of higher authority has to be obtained as per the current sanctioning power.					

Anil
20/05/2024

Revised

S. No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	To accord administrative approval to (A) Lump sum 1. Works Plan Heads: i. Passenger Amenities (PH 53), Traffic Facilities (PH 16), Track Renewal (PH 31), Bridges (PH 32), LCs (PH 29). ii. Road Safety Works (PH 30), S&T Works (PH 33), Other electrical works (PH-36), Traction Distribution Works (PH 37), Workshops incl. PUs (PH-42), Staff Quarters (PH 51), Amenities for staff (PH-52),* Other Specified Works (excluding Rest House) – PH 64, Training/HRD (PH-65) including works related to CTIs	PHOD/CHOD Up to Rs.2.5 Crore Rs. 1 Crore	DRM up to Rs. 2.5 Crore DRM Rs. 1 Crore CWM (in SAG) Rs 1 Crore for PH 42 only DRM Rs. 20 lakhs in each case for existing Railway Schools, Institutes, Officers' Club, Rest Houses and Holiday Homes and CMD / DRM - Rs. 20 lakhs in each case for existing Railway Hospitals & Dispensaries.	Nil Nil	Authority: 1. Railway Board's letter no F(X)II- 2015/PW/7 dated 12-06-2017. 2. Railway Board's letter no. 2017/Trans/01/Policy dated 18.10.2017. 3. Finance Concurrence required. 4. *In terms of Railway Board's letter no. 2017/Trans/01/Policy dated 18.10.2017, for work in PH-52, Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday Home - GM can sanction up to Rs. 1 Crore per case. 5. Railway Board's letter no. 2020/CE- IV/ROB/155 dated 11.11.2020. As per this letter under PH-30, Railway can undertake rectification works of improvement of drainage, staircase of ROBs etc and all new subway works will be sanctioned at Railway Board's level.

Arjun
20/05/2021

S. No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
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Note for Item 1(A)-1: 1. Lump Sum Grant (LSG) will be distributed by PCE in consultation with plan head coordinator and approval of GM. Total LSG not to be exceeded. 2. Proper guidelines will be issued by respective PHODs to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc. 3. Monthly reports in specified format to be submitted by divisions to HQ to ensure close monitoring. 4. The powers delegated to PHODs/ DRMs/ CWMs are subject to availability of adequate permissible cost under each plan head for consideration of any proposal. Permissible cost is to be worked out as follows. Permissible Cost i.e., $PC = \{ \text{Ceiling (C)} \times \text{Norms (N)} \} - \text{Throw Forward (TF)}$, C = The lumpsum grant allocated to a particular Division. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. N = Likely period of completion of works as per the norms stipulated by the Board for PWP. TF = Throw forward of ongoing works under each Plan Head. 5. a) For Divisional Officers - Administrative approval shall be obtained by the Sr.DEN/Co-ordination of the division for item no. 1(A). On administrative approval, the Sr.DEN/Coordination shall be responsible for the publication of the DRM's MINI LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the DRM under a particular plan head. Any item of work that features in the MINI LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the MINI LAW BOOK. b) For Headquarters Officers - Administrative approval shall be obtained by the CE/P&D for item no. 1(A). All the items of work proposed to be included in the LAW BOOK should have been concurred by the divisional Finance and approved by the DRM. On administrative approval, the CE/P&D shall be responsible for the publication of the LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the GM. To calculate PC, above formula will be used with 'Ceiling' = budgetary ceiling available to the GM minus budgetary ceiling delegated to the DRMs, under a particular plan head and the TF= throw forward under that plan head for works sanctioned by GM. Any item of work that features in the LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the LAW BOOK. 6. Whenever any work originally included under category of lump sum works is subsequently found to cost more than the power of authority who sanctioned it, fresh sanction of higher authority has to be obtained as per the current sanctioning power.					

Copy to

- Secretary to GM, for kind information of General Manager.
- AGM for kind information please.
- All PHODs/CHODs for kind information please.
- All DRMs for kind information please.
- CWM/WRS-R and CWM/MIB-NGP for kind information please.
- Pr. DA for kind information please.

Arjun
20/05/2021
(कन्हैया गोयल)

उप महाप्रबंधक (सा.)

पत्र संख्या: DGM(G)/SECR/MSOP-2018/15/e-file 37886

दिनांक: 20.05.2021