

**South East Central Railway**

Office of the  
General Manager

**Correction Slip no. 3 to MODEL SOP -2018**

SUB: Amendment/addition in Model Schedule of Power - 2018

Approval of General Manager is hereby communicated to amendment in item no.59 A of Part-'C' Misc. Matters & Constitution of Tender Committee & lists of department for association as sister department in Tender Committee Part 'A' Works Matters of MSOP - 2018.

A handwritten signature in black ink, appearing to be 'S.S.', written over a horizontal line.

**Part 'C' Miscellaneous Matters**

Existing:					REMARKS
Sr.No	Nature of Powers	PHOD/ HOD	DRM/ADRM/CWM /SAG Officers in field units	Divisional Officers/Extra Divisional Officers & Officers in Head quarters	
59	Insertion of advertisements (A) Tender notices and campaign advertisements in publication at DAVP approved rates.	CPRO- Full Powers	Nil	Nil	1. Finance concurrence is not necessary 2. To be published at the request of department/division. Authority: 1. Board's letter No. 86/PR/4/6 dt. 7.8.1991. 2. Board's letter No. 86/PR/4/4 dt. 24.8.1999.
<b>Revised:</b>					
59	Insertion of advertisements (a) (i) Tender notices	CPRO - Full Powers	DRM upto Rs.3 lakhs per case	Sr.PRO - upto Rs.3 lakhs per case.  PRO/Sr. DCM or DCM/Co-Ord, (in case no PRO is posted in the Division) - Upto Rs.1 lakhs in each case.	1. Finance concurrence is not necessary 2. To be published at the request of department/division.  Authority: 1. Board's letter No. 86/PR/4/6 dt. 7.8.1991. 2. Board's letter No. 86/PR/4/4 dt. 24.8.1999.
	(ii) Campaign advertisements in publication at DAVP approved rates.	CPRO- Full Powers	Nil	Nil	



### Part 'A' Works Matters

Sl. No.	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
<b>For Open Tenders for Works invited through e-tendering</b>					
1	Up to Rs 50 lakhs	-	-	-	Direct acceptance by SG/JAG or Sr. Scale holding independent charge subject to stipulation mentioned in Railway Board letter No. 2017/CE-1/CT/9 dated 11.09.17.
2	Above Rs.50 lakhs to Rs.1 Cr	Jr. Scale	-	Jr. Scale	JAG/SG subject to stipulation mentioned in Railway Board letter No. 2017/CE-1/CT/9 dated 11.09.17.
3	Above Rs.1 Cr to Rs.2 Cr.	Sr. Scale	-	Sr. Scale	
4	Above Rs. 2 Cr to Rs.4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	SG/JAG
5	Above Rs. 4 Cr to Rs. 20 Cr	JAG/SG	JAG/SG	JAG/SG	SAG/ADRM/ CWM (including ADRM in NFSAG)
6	Above Rs.20 Cr to Rs.50 Cr.	JAG/SG	JAG/SG	JAG/SG	DRM/CWM(SAG)
7	Above Rs. 20 Crore to 300 Cr.	SAG	SAG	SAG	PHOD/CHOD, AGM
8	Above Rs. 20 Crore to 500 Cr.	SAG	SAG	SAG	CAO/CON in HAG
9	Full Power	HAG	HAG	HAG	GM
Auth. (i) Rly. Bd's Ir.no.2017/CE-1/CT/9 dtd. 11.09.17 (ii) 2015/CE-1/CT/0/20/1 dtd. 14.09.17 (iii) RB Ir.no.2017/Trans/01/Policy/Pt-s Dt.02.02.18 (iv) Board's letter No. 2018/TF/Civil Works dt 12.06.2018.					
<b>For Open/Limited/Spl. Limited Tenders (other than e-tendering)</b>					
10	Up to Rs 20 lakhs	Jr. Scale	-	Jr. Scale	SG/JAG or Sr.Scale holding independent charge
11	Above Rs.20 lakhs to Rs.50 lakhs	Jr. Scale	Jr. Scale	Jr. Scale	SG/JAG or Sr.Scale holding independent charge
12	Rs.50 lakhs to Rs.1 Cr	Jr. Scale	Jr. Scale	Jr. Scale	JAG/SG
13	Rs.1 Cr to Rs.4 Cr	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
14	Above Rs.4 Crs. Tender Committee composition shall be same as for open tenders for works invited through e-tendering mentioned above from S.No.5 to 9.				
Authority: (i)Rly.Bd's Ir.no.2017/CE-1/CT/9 dtd. 11.09.17(ii) 2015/CE-1/CT/0/20/1 dtd. 14.09.17.					
<b>For Open Tenders for Service Contracts invited through e-tendering</b>					
15	Rs.4 Cr to Rs.100 Cr.	JAG/SG	JAG/SG	JAG/SG	DRM/ADRM
16	Rs. 100 Cr. to Rs.500 Cr.	SAG	SAG	SAG	PHOD/CHOD
17	Above 500 Cr.	HAG	HAG	HAG	GM
Note: Upto Rs.4 Crs, Tender Committee composition shall be same as for open tenders for works invited through e-tendering mentioned above from S.No.1 to 4.					
Authority: Rly.Bd's Ir.no.2017/Trans/01-1/Policy Dtd. 28.11.17.					

**Note:**

1. Where no AGM is posted, such tenders shall also be accepted by GM.
2. The tender committee for tenders to be accepted by CHOD in SA Grade shall be SA Grade level.
3. Sister Department for association in the Tender Committees as 3<sup>rd</sup> Member for Works Matters shall be as given below.
4. Other instructions related to above matters issued from time to time by Railway Board should be strictly followed.



SN.	The Executive Department	The Sister Department	
1.	Civil Engineering	(i)	Commercial, for Passenger Amenity Works only both at Divisional and Headquarters level (Authority: Railway Board's letter No. 2007/ TG. IV / 10/PA/ Works dated 25.05.2007 .(Commercial Circular No. 5 of 2007)
		(ii)	Electrical, for works related to Service Buildings and residential works.
		(iii)	Mechanical, for Civil Engineering Works under Plan Head 4200 (Workshops) and Revenue where Mechanical department is the user department.
		(iv)	S&T, for works other than (i), (ii) & (iii) above.
2.	Mechanical including Workshops.		
	a) AMCs of M&P in Workshops or elsewhere.		Electrical
	b) Other Workshop matters.		Electrical
	c) cleaning of stations, sheds, washing of Linen, OBHS and setting up of BOOT laundries etc.		Civil Engineering
3	Electrical including Workshops excluding RE	(i)	Commercial: For Passenger Amenity Works only at Divisional and Headquarters level.
		(ii)	Mechanical: Works related to Plan Head 4200 only
		(iii)	Civil Engineering: For works related to all Plan Heads except Passenger Amenities and Workshops.
4.	Electrical Wing of RE		S&T
5.	S&T including Workshops excluding RE		Commercial: For Passenger Amenity Works (PH 5300) Civil Engineering: For Works related to other Plan Heads.
6.	S&T Wing of RE		Electrical
7	Operating		Commercial
8	Commercial	(i)	Medical: For cleaning contracts.
		(ii)	Civil Engineering: Outsourcing contracts like manning of waiting hall contracts.
		(iii)	Operating: a) For provision of surveillance cameras b) Outsourcing of face-to-face enquiry contracts c) Outsourcing of parcel office activities (loading/unloading)
<b>NOTE:</b>			
01.	In the event of an Officer from the sister Department is not available, DRM/PHOD/GM may nominate an Officer of the same scale from other department to associate in the Committee.		
02.	Proposal for provision of Passenger Amenities should be initiated by Sr. DCMs/ DCMs at the Divisional level and coordinated by CCM (PS) at the Headquarters level.		
03	Civil engineering department is nominated as sister department for the works contract tenders of Medical and Store department.		

This has concurrence of PFA/SECR.

No.DGM/G/SECR/MSOP-2018/015/ 7633

Copy for information and guidelines to:

- Secretary /SECR for kind information of GM.
- AGM/SECR.
- All PHODs/CHODs(including Construction)
- DRMs/BSP, R and NGP.
- CWM/R, CWM/MIB/NGP.
- PDA/SECR/BSP

Bilaspur, dtd. 21.11.2018

  
(Dr.Prakash Upendra Tripathi)  
Dy. General Manager (G)