



MUMBAI RAIL VIKAS CORPORATION

(A PSU under Ministry of Railways)

UPDATED SCHEDULE OF POWERS

(Based on SoP Oct 2015, incorporating corrigendum issued till 30.09.2021)

30th September 2021

OFFICE MEMORANDUM


Sub: Compilation of corrigenda and Updation of Schedule of Power on Works Matter, Stores Matters, Miscellaneous and General Matters

The Schedule of Powers- MRVC, was issued in 2015, vide this office Memorandum No. MRVC/G/1031/2015 dt 30.10.2015, on Works matter, Stores matters, Miscellaneous and General Matters. Since then many corrigendum issued in the SoP.

Updated SoP on Works, Stores and Misc & Gen matters is issued after incorporating all the corrigendum's issued till 30.09.2021.

Copy of this Updated SOP is posted on MRVC e-office for reference of all concerned officials of MRVC.

(No. MRVC/G/1031/2021/Loose dt 22.10.2021)


22/10/21
Devendra Kumar Choudhary
GM(Procurement)/MRVC

All Concerned

PREAMBLE

1. This Schedule of Powers should be considered as a sacrosanct document designed to confer organizational dynamism through a quick decision-making process. It should be understood that along with delegation of powers there is also accountability at every level.
2. While exercising these powers safeguarding the interest of the Corporation is more important than simple observance of rules and procedures.
3. It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officials concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. It should also be understood that the powers of sanctioning for incurring of expenditure are different from the actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the SOP, all acceptance letters exceeding Rs. 1 crore in value will require to be vetted by Finance before issue. Any instance of misuse of powers shall be treated as misconduct.
4. This Schedule of Powers covers delegation in respect of Works Matters, General Matters and Establishment Matters.
5. The items not listed shall be put up to CMD for approval.
6. Concurrence of Associate Finance will be necessary wherever indicated herein against the respective items. Where the executives are not able to accept the advice from finance, the decision may be taken after recording reasons. If the Associate Finance is not satisfied with the decision, the matter can be reported to the next higher level and if the difference still persists, the case should be put up to CMD.
7. This delegation of powers is issued with the approval of Chairman and Managing Director, MRVC / BOD

Churchgate, Mumbai

Date :

For Chairman & Managing Director

Mumbai Rail Vikas Corporation

GUIDELINES FOR EXERCISE OF POWERS

1. The exercise of powers vide this schedule shall be subject to observance of relevant policies, rules and regulations of the Company and principles of financial proprietary.
2. Higher Level officials can exercise delegation pertaining to level below theirs.
3. Where financial limit has been prescribed this shall mean up to and including that amount per case subject to the annual limit, if any.
4. The level of Finance Officer for Financial concurrence shall be as under: -

Sanctioning Authority	Finance Officer
CMD	DF
Director	FA & CAO
ED/GM/CPM (or HOD)	Dy. FA & CAO / DGM /Fin
Dy. HOD	Sr. AFA

However, if the defined level of officer is not available, the next lower level of Officer available in the office shall discharge this function with approval of DF

5. The powers of Directors shall be exercised by the concerned functional Director.
6. Where annual ceiling has been laid down, the sanctioning authority shall maintain a book of sanction so as to ensure compliance of the annual ceiling.

SCHEDULE - I

WORKS MATTERS

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
1.0	Technical Sanction Of Detailed estimate	<i>Upto ₹100 Cr</i>	<i>Upto ₹ 50 Cr</i>	NIL	Subject to finance concurrence
2.0	Invitation and Acceptance of tenders				
2.01	Works Tender:				
(a)	Open Tender (other than Rolling Stock)	<i>Beyond ₹ 20 Cr. to ₹ 250 Cr.</i>	<i>Upto ₹ 20 Cr.</i>	<i>NIL</i>	Packaging of tenders in lots shall require the approval of DP/DT (upto ₹ 250 cr.) and CMD (beyond ₹ 250cr). In case of multiple contracts packaging, the level of acceptance of tender will be decided as per the highest cost of the individual package. ¹
(b)	Limited /Special Limited Tender	<i>Beyond ₹ 20 Cr. To ₹ 100 Cr.</i>	<i>Upto ₹ 20 Cr.</i>	<i>NIL</i>	Finance concurrence required
(c)	Single Tender	<i>₹ 2 Cr.</i>	<i>₹ 20 Lakhs</i>	<i>NIL</i>	Finance concurrence required
(d)	Single Tender for early completion of last mile works of targeted project.	<i>₹ 10 Cr.</i>	<i>NIL</i>	<i>NIL</i>	Power only for commissioning of Project. Finance concurrence required.
2.02	Consultancy Service Tender: Invitation and Acceptance				
(a)	Open Tender	<i>₹ 20 cr.</i>	<i>₹ 50 Lakhs</i>	<i>NIL</i>	For feasibility, detailed engineering, PMC. Prior finance concurrence required if consultancy is not an approved item.
(b)	Limited / Special Limited Tender	<i>₹ 5cr</i>	<i>₹ 20 lakhs</i>	<i>NIL</i>	Finance concurrence required in case LT/SLT is not from approved list.
(c)	Single Tender	<i>₹ 50 Lakhs</i>	<i>NIL</i>	<i>NIL</i>	Finance concurrence required

¹ (Corrigendum No. 5 dated 22.11.2017) & (Corrigendum 6 dt 03.08.18)

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
3.0	Composition of works tender evaluation committee				
3.01 (a)	Composition of works tender evaluation committee for tender upto ₹ 250Crore	<i>NIL</i>	<i>₹ 20 Cr to 250 Cr</i>	<i>Upto ₹ 20 Cr</i>	See below ²
	<ol style="list-style-type: none"> 1. In case of non-availability of Accounts Officer in specified Grade, next lower Grade Officer can sit in the Tender Committee. 2. In case of multiple contract packaging the level of TEC will be as per the highest estimated cost of individual packages. 3. In case of two packet system, TEC for technical evaluation shall be as per estimated value. However, after opening financial bid, the TEC may have to be revised as per lowest bid. In case of multiple contract packages, it will be as per the highest of the lowest bids for various packages. 4. For tenders valuing up to ₹ 50 Cr. Finance member may be SG/JAG. 5. For open e-tenders upto and including ₹ 5 Crore, the Tender Committee shall be constituted with two members out of which, one should essentially be from the Finance Department and the other from the concerned Executive Department 				
3.01 (b)	Composition of works tender evaluation committee for tender above ₹ 250Crore. ³	-	-	-	<p>TEC will comprise 3 members of SAG; one member from concerned executive department, one from finance, and third from other executive department. The committee shall evaluate and put up its recommendations to Director's Appreciation Committee comprising of two Directors, the concerned Director (DP/DT) and Director Finance.</p> <p>In the absence concerned Director (DP/DT), the other Director (DT/DP) will be member of Director's Appreciation Committee.</p> <p>However in absence of Director Finance, ED/SAG officer of Finance Department other than the TEC</p>

² 3.01(a) (Corrigendum No. 5 dated 22.11.17), (Corrigendum No. 8 dated 06.01.2020-Remark no.4 added a) & (Corrigendum No.9 dt 18.11.2020- Item 3.01 No.3 and remark no.5 added)

³ (Corrigendum 6 dt 03.08.18)

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
					member will be part of the Director's Appreciation Committee. ⁴
3.02	Composition of Consultancy tender evaluation committee.	-	TC level will be one level below the accepting authority. It will comprise of 3 members including one finance member	TC level will be one level below the accepting authority. It will comprise of 3 members including one finance member	1. In case of Consultancy Tender being of the level of CMD, the TC/TEC/BEC will be of SAG level followed by an appreciation committee of two Directors i.e. the concerned Director and Director Finance. In the absence of DF or DP/DT, the SAG level TEC will directly be put up to CMD for finalization. ⁵ 2. For consultancy tender value upto ₹.2.5 Cr. Finance member may be SG/JAG ⁶
4	Contract Matters				
4.01	Signing of Contract Agreement ⁷	Beyond ₹ 250crore	Above ₹ 20 crore to ₹ 250 crore	Upto ₹ 20 crore	Agreement will be subject to prior vetting by Finance.
4.02	Approval of Tender documents	Tender accepting authority but not higher than Director. Special conditions, if any, required to be vetted by Finance.			
4.03	Issue of Acceptance Letter as per the orders of the tender accepting authority.	One level below Tender Accepting Authority or as decided by the Accepting Authority in case of non-availability of officer one level below.			All acceptance letters exceeding ₹ 1crore in value will require to be vetted by Finance.
4.04	Extension of time for completion and determination of the Liquidated damages	Tender accepting authority but not higher than Director.			

⁴ (Corrigendum No.10 dt 17.09.21)⁵ (Corrigendum No.6 dt 03.08.2018)⁶ (Corrigendum No. 8 dated 06.01.2020)⁷ (Corrigendum No. 5 dated 22.11.2017) & (Corrigendum No.6 dt 03.08.2018)

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
4.05	Refund of security deposit	Full powers up to powers of acceptance	Full powers up to powers of acceptance	NIL	
5	Dispensing with tenders ⁸				
5.01	Dispensing with tenders and acceptance of quotations for works.	₹ 50 Lakhs (Annual Ceiling of ₹ 5Cr.)	₹ 20 Lakhs (Annual Ceiling of ₹ 1Cr.)	₹ 5 lakhs (Annual Ceiling of ₹ 50 lakhs)	<ol style="list-style-type: none"> 1. Prior Finance concurrence necessary in each case (Including Consultancy) of more than ₹ 5 lakhs. The proposal for finance concurrence should carry details of works/Consultancy, justification, proposed terms and conditions, and names of parties/ Consultants on whom enquiry is proposed to be placed. 2. Quotations should be invited from at least three firms; however, in such cases where procurement is proposed for items under DGS&D rate contract, purchase can be made directly under the RC conditions without insisting on three quotations. 3. For item No. 5.02 (b) quotations on nomination basis can be placed without insisting on three quotations. 4. It should be ensured that the quotations are from genuine firms. 5. A register showing particulars of works should be maintained in the Accepting Authority's office
5.02 (a)	Dispensing with tender and acceptance of quotations for Design/Audit/Consultancy	₹ 50 Lakhs (Annual Ceiling of ₹ 2Cr.)	₹ 10 Lakhs (Annual Ceiling of ₹ 50 Lakhs)	Nil	
5.02 (b)	Dispensing with tenders and acceptance for Design/Audit/Consultancy from IIT/NIT/Government organization and other reputed institutions on single quotation/nomination basis				
	<ol style="list-style-type: none"> 1. Reasons for dispensing with tenders should be recorded in each case by the Accepting Authority. 2. Committee or quotation not required for expenditure up to ₹ 25000/- in each case and power to be exercised by HOD/GM/CPM personally. 3. For expenditure beyond ₹ 25,000, committee of two officials shall be constituted having one member from Finance. The accepting authority would nominate members of committee not below Assistant Manager. For expenditure beyond ₹ 10 lakhs the committee will be of three members at one level below the acceptance level. Committee shall submit brief deliberations/recommendations specifying reasonability of rates to the accepting authority. 4. EMD/Performance security is not necessary. However suitable provision may be kept for warranty/guarantee (e.g. Plant and Machinery, Equipment 				

⁸ (Corrigendum No. 7 dated 15.10.2019)

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
	etc.), retention money (e.g. Works/repairs etc.), wherever applicable.				
6.0	Variation				
6.01	Introduction of "new non-schedule / scheduled items" not covered in the contract (other than lump sum contracts)	<i>Full Powers provided the revised value of the contract is still within the powers of the original accepting authority.</i>	<i>Full Powers provided the revised value of the contract is still within the powers of the original accepting authority .</i>	NIL	<ol style="list-style-type: none"> All such cases require concurrence of finance except as provided in Para 2 below. Introduction of New NS item/items, due to unavoidable and inescapable reason, can be done without finance concurrence upto a value of ₹ 20 lakhs or 10% of the contract value, whichever is less by a SAG level officer. The reasonableness of rate shall be certified by the concerned JAG officer. Till new rate for extra item is concurred by finance and sanctioned by competent authority, an interim payment can be made at the rate of 50% of the rate proposed in extra item by executive, subject to obtaining prior administrative approval of the competent authority for operation of the new NS item.
6.02	Variation in quantity in each item of contract.	<i>Full Powers provided the revised value of the contract is still within the powers of original accepting authority.</i>	<i>Full Powers provided the revised value of the contract is still within the powers of original accepting authority</i>	NIL	Finance concurrence is not required for variation of individual items (other than minor items) upto 50%. Further, finance concurrence is also not required for variation of individual minor items (a minor item is that item which is having value less 1% of original contract price.) upto 100% provided the overall variation is within the officer's power of acceptance
6.03	Increase over the original Contract Price due to variation in quantity of Item(s) and introduction of new item(s) or new rate(s)	<ol style="list-style-type: none"> <i>Full powers for the contracts within powers of acceptance of CPM/GM/ED</i> <i>Up to 50% of the original Contract price for the contracts</i> 	<i>Up to 25% of the original Contract Value for the contracts within his power of Acceptance provided the enhanced CV is within his power</i>	NIL	<ol style="list-style-type: none"> Prior finance concurrence shall be required for overall variation in excess of 25% of original contract value. Approval of tender accepting authority, however, will be taken in all cases of variation. In cases of variation in individual item in excess of 25% of schedule quantity, rate reasonableness shall be ascertained by executive.

S.No.	Subject	Director	ED/SAG	SG/JAG	Remarks
		<p><i>within his powers of Acceptance and no vitiation taking place</i></p> <p><i>(3) Upto 10% of initial contract value or ₹ 5 crore whichever is less in contract accepted by CMD</i></p>	<p><i>of acceptance and no vitiation taking place.</i></p>		<p>4 For processing variation in excess of 25%, Engineering Code provisions shall be adopted to explore possible cost reduction.</p> <p>5 For foundation items, the variation limit of 50% will not apply.</p> <p>6. In case of termination of a contract as a whole, 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>
7	Punitive Action				
7.01	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.	<i>Full powers up to power of acceptance</i>	<i>Full powers up to powers of acceptance</i>	<i>Full powers up to powers of acceptance</i>	
7.02	Forfeiture of earnest money deposited with tenders and security deposit for works.	<i>Full powers in accordance with provisions of tenders and contracts signed by them</i>	<i>Full powers in accordance with provisions of tenders and contracts signed by them</i>	<i>Full powers in accordance with provisions of tenders and contracts signed by them</i>	

SCHEDULE -II
STORES MATTERS

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
1.	Purchase through advertised tenders	<i>Full Powers</i>	<i>₹ 15 crores</i>	<i>₹ 30 Lakhs</i>	
2.	Purchase through limited tenders In normal circumstances	<i>₹ 50 crores</i>	<i>₹ 10 lakhs</i>	<i>Nil</i>	
	<p>Note:</p> <p>1) At present as per the purchase guidelines in case of limited tenders, the period of return of tenders should not be less than 10 days. This can be reduced to 7 days in case all the firms from whom the tenders being called are located in Mumbai as the courier service takes only one day to deliver / get the tender / quotation .</p> <p>2) For purchases valuing above ₹ 10 Lakhs, calling of limited tenders requires finance concurrence subject to condition laid down in Para 331-S being satisfied.</p> <p>(3) As per Stores Purchase Guidelines, telephonic quotations can be called for purchase up to ₹ 20,000/- with COS' s approval in urgency. However, the value may be increased to ₹ 50,000/- for COS. However, these quotations should be called through telephone as well as fax and this power should be used by COS only in urgency. Director's sanction must be obtained for calling telephonic / fax quotation beyond ₹ 50,000/- in urgency.</p> <p>(4) All tender cases beyond ₹ 10 Lakhs will be finalized through Tender Committee as per Railway Board's letter No. 2007/F(S)1/PW7/1 dated 07.12.2007.</p>				
3.1	Purchase through Single Tender – Non –proprietary articles (In normal circumstances)	<i>₹ 10 crores</i>	<i>₹ 5 Lakhs</i>	<i>Nil</i>	
	Note:- (i) Finance concurrence is required above ₹ 1 Lakh in each case.				
3.2	Proprietary articles where it is possible to certify that similar articles are not manufactured or sold by any other firm, which could be used in lieu.	<i>₹ 8 Crores</i>	<i>₹ 3 Crores</i>	<i>₹ 10 Lakhs</i>	
	<p>Note:</p> <p>(A) Authority competent to sign proprietary articles certificates is as under: (i) For items valuing up to ₹ 50,000/- Dy.HOD of consuming department. (ii) For items valuing above ₹ 50,000/- - SAG Officer of consuming department. (B) Cases above ₹ 1 crore will require finance concurrence.</p>				
3.3	Proprietary articles where it is not possible to certify that a similar article is not manufactured or sold by any other firm which could be used in lieu.	<i>₹ 1 Crore</i>	<i>₹ 50,000/-</i>	<i>Nil</i>	
	Note: Cases more than ₹ 50,000/- will require finance concurrence.				

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
3.4	Non-proprietary articles in emergent situations affecting repairs, maintenance, out turn operation, etc. to be recorded in writing.	₹ 8 crores	₹ 2 Lakhs	Nil	
	Note: Finance Concurrence is required for procurement above ₹ 2 Lakhs.				
4.	Spot purchase of materials depending upon the need and urgency	<i>Please see remarks</i>	Nil	Nil	<p>Corrigendum No.20 dated 03.09.2014</p> <p>1) For following items, standing Spot Purchase Committee has been nominated vide Note No. MRVC/Accts/FA & CAO-II dt.17.07.2014.</p> <p>a) For procurement of PCs, Air Conditioners, Printers, Tablets, Electronic / Electrical items and refrigerators:- Committee will comprise of CEE-Projects, GM (S&T) and FA & CAO. CEE-Project will be convener.</p> <p>b) For procurement of Furniture, Crockery, Upholstery, Drapery, Stationery and Sundry items:- Committee will comprise of Dy. CE, Dy. FA & CAO and SPO. Dy. CE will be convener.</p> <p><u>Note for item No. 1 above</u> The user should make a note of requirements with description, general specification of the items and should obtain Competent Authority's sanction (as per existing SOP) towards sanction of procurement as well as mode of procurement as "Spot Purchase". After obtaining the approval of Competent Authority, rest of the procedure as mentioned in the procedure order issued vide FA & CAO's note No. MRVC/Accts/FA & CAO-II dt. 17.07.14 may be followed.</p>

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
					<p>2) For other items</p> <p>a) Committee comprising of three officers one each from indenting department, Accounts and Stores department will be nominated by Director (Tech) who will also nominate the convener. The composition of Spot Purchase committee will be as under:- Up to ₹ 25 lakhs – JAG Committee Above ₹ 25 lakhs – SAG Committee</p> <p>b) Prior approval of Director (Tech) to be obtained before resorting to spot purchases.</p> <p>c) In case of non availability of Stores officer, Director (Tech) will nominate members in lieu.</p> <p><u>Note for Item No. 1 & 2 above</u></p> <p>i) Separate acceptance of recommendations of Spot Purchase Committee is not necessary. Convener will hand over the case to Stores department for preparation of draft Formal Communication (in lieu of Purchase Order) detailing the description/specification of the item, rate, taxes, terms & Conditions, inspection Clause if any etc. Communication is to be signed by a Gazetted officer from the user department.</p> <p>ii) It has to be ensured by the convener of Spot Purchase Committee that necessary entries in the stock register of MRVC are entered into at the time of releasing final payment to the firm.</p>

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
					Convener of Spot Purchase Committee would also check the existing stock of the required item if any, from the concerned Nodal Officer (Eg. Dy. CEE – III for any new Air Conditioner) before finalizing purchase.
5.	Cash Purchase for Projects	<i>NIL</i>	<i>₹ 50,000 (other than imprest)</i>	<i>NIL</i>	<p>(i) For value of purchase upto ₹ 20,000 the COS can directly purchase from the market and submit the required bill/voucher</p> <p>(ii) For more than ₹ 20,000 through Spot Purchase Committee of one executive and one accounts member, no quotation will be required. Money shall be drawn by the officer through pay order and vouchers will be submitted for accountal.</p> <p>(iii) Specific reason for dispensing with calling of tenders will need to be recorded.</p> <p>(iv) Reasonableness of rates should be certified by the purchasing officer.</p>
6. (a)	Composition of Tender Evaluation Committee in case of other than World Bank Tenders	<i>Above ₹ 50 Cores to ₹ 100 cores</i>	<i>₹ 2 crores to ₹ 50 crores</i>	<i>Upto ₹ 2 crores for SG/JA Grade Officers</i>	<p>(i) Tender Committee shall consist of three members one level below the accepting authority out of which one member shall be from finance</p> <p>(ii) In case of tenders to be accepted by CMD or Board or Rly Board the Tender Committee will comprise of 3 SAG officers (including one from finance).</p> <p>(iii) The SAG Committee's recommendation shall be put up to an Appreciation Committee comprising of concerned Director and Director Finance who shall</p>

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
					forward it to CMD with their recommendation. (iv) In case of non –availability of Finance Officer in the specified Grade, next lower grade officer will sit in the TC
6. (b)	Composition of Tender Evaluation Committee in case of World Bank Tenders	Above ₹ 100 crores <i>Concerned Director will be convener of the Tender Committee</i>	Above ₹ 10 crores to ₹ 100 crores. <i>Concerned SAG will be convener of the Tender Committee</i>	Upto ₹ 10 crores <i>Concerned SG/ JA Grade officer will be convener of the Tender Committee</i>	(i) For World Bank Funded Procurement, <u>World Bank Guidelines will be followed.</u>
7.	Procurement of goods under National Shopping procedures against World Bank loan	NIL	US \$30,000	US \$30,000	Purchase upto equivalent rupees of US \$30,000 can be arranged by COS by calling quotations as per World Bank shopping procedures by direct acceptance.
8.	Signing of Purchase Orders:	NIL	Full powers	Full powers	
Note: Vetting of Purchase order is required above ₹ 1,00,000/-.					
9.	To place orders against Rate / Running Contracts of DGS&D and from GeM (DGS&D) ⁹	NIL	Full powers	₹ 20 Lakhs	For orders placed through GeM (DGS&D), in terms of Rule 141A of GFR. Ref. DPE's L/No. DPE-GM-12/0003/2016-GM-FTS-5670 dt.15.11.2016. a. Up to ₹ 50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and

⁹ (Corrigendum No. 4 dt. 08.03.2017) for 9 and 9.1

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
					delivery period. b. Above ₹ 50,000/-, through the supplier having lowest price amongst the available on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the purchaser.
	Note: As MRVC is a PSU, and is registered with DGS&D as a State/Non Direct Demanding Officer for placing online purchase orders against rate/running contracts of DGSAD. Inspection and payment will be arranged by MRVC. MRVC is also a registered user of GeM.				
9.1	Direct purchase of Stores by COS for which DGS&D has entered into rate/running contract if stores are required urgently or can be more conveniently obtained locally or from nearest station.	Upto ₹ 8 lakh in each case per item at a time subject to aggregate of ₹. 25 lakhs per item per annum.	Upto ₹ 1.5 lakh in each case per item at a time subject to aggregate of ₹ 8 lakhs per item per annum.		Ref ; Rly. Board's L/No. 88/RS(G)/779/14 Pt. Dt. 06.01.2017.
10.	Price Preference				
(i)	Price preference for purchase of stores from small scale industries registered by NSIC or with Public enterprise concerned. In such cases a suitable and reasonable price preference upto a maximum of 15% over large private / public sector units may be given. The actual quantum being decided in case strictly on merits in consultation with finance.	₹ 8 Crores	₹ 3 Crores	₹ 10 Lakhs	
(ii)	Price preference for purchase of stores from KVIC / Womens Development Corporation. In such cases a suitable and reasonable price preference upto a maximum of 15% over large private sector units may be given. The actual quantum being decided in case, strictly on merits in consultation with finance.	₹ 8 Crores	₹ 3Crores	₹ 10 Lakhs	

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
	Note (for item No. 10 (i) & (ii) : A clause on price preference should be invariably incorporated in the tender documents / notice.				
11.	Purchase Preference to Central Govt. Public Sector Undertakings	₹ 8 Crores	NIL	NIL	
	Note: Railway Board vide letter No.2010/RS (G)/363/1 dated 5.7.2012 has circulated Public Procurement Policies for goods produced and services rendered by Micro and Small Enterprises (MSE's) by Central Ministries/department/PSU's				
12.	Waiver of Earnest Money / Security deposit				
(i)	Waiver of Earnest Money in case of tenders for purchase of stores from firms other than Govt. departments, firms registered with Railways manufacturers and their accredited agents & NSIC units.	₹ 8 crores	₹ 3 crores	NIL	
(ii)	Waiver of Security Deposit in case of tenders for purchase of stores from firms other than Govt. Departments. SSI units registered with NSIC and firms registered with Railways for tendered items.	₹ 8 crores	₹ 3 crores	NIL	
	<p>Note :</p> <p>(i) The requirement of Earnest Money is recommended to be waived for PSUs for the group of items that are manufactured by them, for PSUs owned by Ministry of Railways, PSUs that are registered with Production Units of Railways, Zonal Railways, CORE/ALD, RDSO or with NSIC.</p> <p>(ii) In case of firms which do not qualify for exemption from Earnest Money as per Board's extant instructions and where the firm's credentials are not known Earnest Money should be insisted upon.</p> <p>(iii) Security Deposit should generally be called from PSUs except those which are owned by the Ministry of Railways, registered with Production Unit of Railways, Zonal Railways, CORE /ALD, RDSO or with NSIC for supply of those specific items for which they are registered with them. Exemption of Security Money in case of firms registered with Railways and with NSIC will be applicable to tenderers for such items for which they are registered. Further, for orders valued beyond the monetary limit for which a firm is registered, Security Money must be obtained for order value in excess of the monetary limit.</p> <p>(iv) In case of Global Tender against IDA Credit, Earnest Money / Security Deposit must be insisted upon with all firms.</p>				

Sr. No.	Nature of Powers	Director	SAG (COS)	JAG (Dy.CMM)	Remarks
	(v) Waiver of Earnest Money / Security Deposit will require finance concurrence, For tender committee cases separate finance concurrence for this purpose is not required for JAG level tender committee (i.e. having finance member at Sr. Scale level) & above.				
13.	98% payment to well known firm of commercial standing against inspection and Railway Receipt	₹ 8 crores	₹ 3 crores	₹ 10 Lakhs	
	Note: These powers will be exercised with finance concurrence for all cases above ₹ 1 Lakh, for value upto ₹ 1 Lakh approval of COS can be taken without prior finance concurrence. Where, however, the purchase is through a tender committee no separate finance concurrence is required.				
14.	100% payment against proforma invoice	₹ 8 crores	₹ 2 Lakhs	NIL	
	Note: These powers will be executed with finance concurrence				
15.	Printing of various materials other than publicity materials	₹ 1 crore	₹ 50 Lakhs	₹ 5 Lakhs	
	Note : 1) MRVC does not have any printing press of its own. Therefore, printing has to be done from outside agencies. 2) Powers regarding calling of limited tender and advertisement will remain the same as already given in Item No. 1 & 2 of this SOP. 3) Cases on value more than ₹ 10 Lakhs will be finalized through Tender Committee as per item No.2, Note 4.				
16.	Extension of delivery dates and imposition and waiver of penalties ¹⁰	Full powers for contracts under his/her powers	Full Powers for contracts under his/her powers	NIL	Note :- (i) These powers can be exercised without Finance concurrence. Waiver should be dealt in terms of Board's letter No. 2003/RS(G)/779/9 dt. 04/03/08 & Corrigendum vide Rly. Bd's L No. 2003/RS(G)/779/9 dt. 28/04/08. (ii) In cases where higher prices have been paid for earlier delivery and/or contract includes pre-estimated damages, Finance concurrence will be necessary.

¹⁰ (Corrigendum No. 3 dated 11.01.2017)

SCHEDULE -III

PUBLICITY MATTERS

Sl. No.	Subject	Director	COM/CPRO	Remarks
1	Release of advertisement in DAVP and <u>DGIPR rates</u> approved newspapers, periodicals and magazines at DAVP & <u>DGIPR</u> rates: i) Pertaining to EOs, Tenders, Vacancy notices etc. for which demand has been received from concerned SAG Officers	<i>Full Powers</i>	<i>₹ 3 Lakhs per occasion for DAVP & DGIPR publications</i>	<i>Finance concurrence is required if the total cost exceeds ₹ 3 Lakhs</i>
	ii) Display of Classified advertisements for Publicity and Public Relations publicity and public relations.	<i>NIL</i>	<i>₹ 2,00,000/- per occasion subject to an annual ceiling of ₹ 6 lakh.</i>	
1A	Placing of display advertisement in souvenirs and other adhoc and special publication etc. at commercial, negotiated or special rates, i.e, 'at Other than DAVP rates'.	<i>NIL</i>	<i>NIL</i>	
2	Participation in Exhibition by MRVC Ltd.	<i>₹ 2 lakh per occasion</i>	<i>₹ 50,000/- on each occasion subject to an annual ceiling of ₹ 3 lakh.</i>	
3	Production of documentaries, quickies, CDs, radio spots, audio tapes or any other audio visual medium, etc.	<i>Powers upto ₹ 2 Lakhs for each item subject to annual ceiling limit of ₹ 10 lakhs with prior finance concurrence</i>	<i>Powers upto ₹ 1 Lakh for each item subject to annual ceiling limit of ₹ 5 lakhs with prior finance concurrence</i>	
4 (a)	Designing, Preparation of artwork, blocks, articles etc. through outside agencies	<i>Full Powers</i>	<i>Up to ₹ 50,000/- in each case per item of design artwork.</i>	Finance Concurrence is required beyond ₹ 20,000
(b)	Printing of various types of Publicity material viz., Invitation cards, brochures, pamphlets, posters, folders, handouts, leaflets, hoardings, neon signs, cinema slides or any printing jobs through outside	<i>(i) Upto ₹ 1,00,000/- (ii) Full Powers</i>	<i>Up to ₹ 50,000/- in each case.</i>	

Sl. No.	Subject	Director	COM/CPRO	Remarks
	agencies	with Finance Concurrence		
5	Purchase of books, newspapers & magazines, publication, stationery, CDs, DVDs, audio and video cassettes and greeting cards in connection with Public relations & Publicity matters	Full Powers	Up to ₹ 50,000/- per occasion	
6	Developing, Printing & enlargements of Photographs developing and processing of film rolls, slides	Full Powers	Up to ₹ 25,000/- per occasion	
7	Despatch of bulk publicity material by rail/road including packaging, cartage, handling, labour etc.	Full Powers	Up to ₹ 50,000/- per occasion	
8	(a) Payment of fees for telecast/broadcast of films documentaries/quickies, radio spots in Doordarshan, AIR and other audio or visual channels/mediums.	Full Powers with Finance Concurrence	NIL	
	(b) Payment for screening of Publicity slides, films, spots in cinema halls	NIL	NIL	
9	Hiring of Professionals, Private individual or agency for still photography, video coverage and hiring of video cameras, projectors, TV, VCR and studio in connection with audio-visual coverage/recording and shooting of short films/sequences, transference and editing of video recording, for official purpose.	Full Powers	Up to ₹ 50,000/- per occasion	
10	Commissioning Professionals comment authors/journalists for specific articles and translation jobs or engaging for book writing, on railway transportation themes.	Full Powers	Up to ₹ 25,000/- per occasion	
11	Hospitality for Press and Other media persons	Full Powers	₹ 25,000 on each occasion subject to a maximum of ₹ 1,00,000 per annum.	
12	Expenditure on Purchase of kits and mementoes for	Full Powers	Up to ₹ 25,000/-	

Sl. No.	Subject	Director	COM/CPRO	Remarks
	Press and Electronic media		<i>per occasion</i>	
13	Organizing conducted tours for Press and Electronic media	Full Powers	Up to ₹ 50,000/- per occasion (Including transportation where hiring of vehicles through MRVC contracts is not provided for)	
14	Selection of Advertising media	Full Powers	full powers subject to extant Railway Board Policy being complied with	

Note: 1) CMD has full powers with respect to all of the above items

2) Finance concurrence is required only in cases where it is explicitly mentioned and if the cost exceeds ₹ 50,000/- except for Item no. 1(i) relating to release of ads at DAVP rates where finance concurrence is required if the total cost exceeds ₹ 5 Lakhs

3) Tender committee may be constituted where the value is more than ₹ 5 Lakhs except for item 1(i) relating to release of ads at DAVP rates.

4) At least 3 quotations shall be called for if the value exceeds ₹ 25,000/-.

5) A Comparative statement of the offers received shall be prepared and signed by a Gazetted Officer. In case of any deviation CMD's approval shall be required with prior finance concurrence.

SCHEDULE -IV
MISC AND GENERAL MATTERS

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
1	SANCTIONS OF REPAIR & PURCHASE				
1.01	To sanction ordinary contingent expenditure for office.	<i>Full powers</i>	<i>₹ 2000/- per occasion subject to a ceiling of ₹ 20,000/- p.a.</i>	<i>Nil</i>	
1.02	To sanction purchase of furniture and furnishing including furniture Repairing, Refurbishing.	<i>Full powers</i>	<i>NIL</i>	<i>NIL</i>	
1.03	To sanction alteration/ repairs in the office	<i>Full powers</i>	<i>NIL</i>	<i>NIL</i>	In principle approval of CMD in case of major repairs to office.
1.04	Sanction of Imprest	<i>Up to ₹ 25,000/-</i>	<i>NIL</i>	<i>NIL</i>	Expenditure under imprest with single quotation can be done up to ₹ 10,000/-
1.05	To sanction procurement of computer peripherals & consumables for PCs and office machines etc	<i>Full powers</i>	<i>i. SAG officers up to ₹ 5,000/- per item. ii. CSTE up to ₹ 1,25,000/-in each case with a ceiling limit of ₹ 2,50,000/-p.a.</i>	<i>Upto ₹ 2000/- per item</i>	
1.06	To sanction upgradation of PCs	<i>Full powers</i>	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>
1.07	To sanction procurement of Computer software.	<i>Full powers</i>	<i>CSTE up to ₹ 50,000/-per item</i>	<i>NIL</i>	<ul style="list-style-type: none"> i. Each Proposal/ requisition to be approved by concerned HoD. ii. Finance concurrence will be required above ₹ 50,000/- in each case. iii. Procurement of Software shall be done through (a) DGS&D Rate contract or (b) OEM and their Authorised Distributor/Dealer.

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
					iv. Procurement on single tender shall be through OEM only.
1.08	To sanction development of software	<i>Full Powers</i>	<i>NIL</i>	<i>NIL</i>	
1.09	Sanction of new telephone	<i>NIL</i>	<i>NIL</i>	<i>NIL</i>	
1.10	Sanction of Expenditure on Procurement of telecom equipment	<i>Full Powers</i>	<i>CSTE – ₹ 25,000/- in each case with a ceiling of ₹ 2,50,000/- p.a.</i>	<i>Dy.CSTE – ₹ 5000/- in each case with a ceiling of ₹ 25000/-p.a</i>	
1.11	Sanction of Expenditure on Procurement of AC & other electrical office appliances / equipment	<i>Full Powers</i>	<i>CEE – ₹ 25,000/- in each case with a ceiling of ₹ 2,50,000/- p.a.</i>	<i>Dy.CEE – ₹ 5,000/- in each case with a ceiling of ₹ 25,000/- p.a.</i>	
1.12	Sanction of Expenditure on Stationery & other office stores	<i>Full Powers</i>	<i>COS – ₹ 20,000/- in each case with a ceiling of ₹ 1,00,000/- p.a</i> <i>Other HODs – ₹ 2,000/- in each case with a ceiling of ₹ 5,000/- p.a.</i>	<i>NIL</i>	
1.13	Plant and Machinery, Lab equipment, survey instruments	<i>Full powers</i>	<i>NIL</i>	<i>NIL</i>	
1.14	Provision of LPG connection in office canteen/ rest house etc	<i>NIL</i>	<i>Full powers</i>	<i>NIL</i>	
1.15	a)To enter into Annual Maintenance Contract for office equipment like Xerox machine , fax, machine, PC, Printer, ACs, and other office machinery and equipments.	<i>Full powers Advance payment up to ₹ 1,00,000/-</i>	<i>₹ 5,00,000/- Advance payment up to ₹ 50,000/-</i>	<i>NIL</i>	a) Prior Finance concurrence required for entering into AMC contracts of value ₹ 1,00,000/- Certificate by assets owning officer that repairs needed through OEM/Single Authorised

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
					Dealer on single quotation basis.
1.16	b) Repair of :- i) Vehicle, Xerox, machine, and other office equipments. ii) Telecom equipments including computers, printers, plotters, scanners, UPS and LAN equipments and Fax machines. iii) Electrical equipments including control panel, ACs, water Coolers, Water Purifiers, fans and general lighting.	Full powers	Upto ₹ 20,000/- for OEM/Single Authorised Dealer. ₹ 25,000/- for other than OEM/ Single Authorised Dealer.	NIL	Finance concurrence and approval of Director before acceptance for repairs beyond ₹ 20,000/- in case of OEM/Single Authorised Dealer on single quotation basis. Finance concurrence and approval of Director before acceptance for repairs beyond ₹ 20,000/- for other than single quotation cases.
2	Hiring / Sanction of Hiring				
2.01	Hiring of vehicles/taxi for normal official movement.	Claim as per actuals.	Claim as per actuals.	Taxi charges as per actual	
2.02	Sanction for Hiring of vehicles / taxi	Full Powers to all Directors	Full powers for specific occasions to nominated SAG officer and upto ₹ 2 Crores in each case for regular hiring.¹¹	NIL	
2.03	Sanction of hiring of Office / storage space / Guest House / Rest House / Auditorium etc.	Full powers	NIL	NIL	With Finance Concurrence
2.04	Sanction for hiring of Security, Housekeeping, Canteen, Pest Control, insurances ISO etc.	NIL	Full powers	NIL	To be exercised by concerned SAG officer with finance concurrence

¹¹ Corrigendum No.7 dt 05.10.2018

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
3	Entertainment				
3.01	Entertainment on Working lunches / refreshments ¹²	Full powers	₹ 5,000/- per occasion subject to a max. of ₹ 35,000/-p.a.	₹ 2,000/- per occasion subject to max. of ₹ 15,000/- p.a	1. The actual incurrance of expenditure is to be consistent with austerity standards and occasions/meetings. 2. Liquor/alcoholic drinks are not permitted to be paid. 3. In case of meeting with foreign dignitaries/guest, expenditure on liquor/alcoholic drinks are permitted with the approval of Director.
3.02	Incurring expenditure on entertaining of visitors in office	Full powers	₹ 1000/- p.m. subject to a max. of ₹ 12,000/- p.a.	₹ 750/- p.m. subject to a max of ₹ 8000/- p.a.	
3.03	Purchase of Newspapers & Magazines (For official use) ¹³	Upto ₹ 5000/-per item subject to overall expenditure not exceeding ₹ 25,000 per annum.	NIL	NIL	NIL
3.04	Purchase of books / Technical Magazines /CDs (Technical and Non-Technical) and standard / specification codes / manuals	Full powers	Upto ₹ 2000/- per item subject to overall expenditure not exceeding ₹ 10,000/- Per annum	NIL	Books to be entered in the library of the MRVC
4	Misc Items				
4.01	Releasing of Advance Rent/ Security deposit for Hired /Leased Accommodation	Full powers	NIL	NIL	With finance concurrence through Personal / Administration branch.
4.02	Sanctioning advance payment as Deposits/ Charges to Govt./	Full powers	Up to ₹ 5 lakhs	NIL	Proposal will require prior finance concurrence.

¹² (Corrigendum No. 1 dt. 23.9.2019)¹³ (Corrigendum No. 2019/3 dt. 06.11.2019)

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
	Semi.Govt.Dept./ Public Sector Undertaking, Municipal and other local bodies and Gram Panchayats required under their rules, by-laws for giving water, telephone and other services and advance payment to electrical distribution companies like BEST, Reliance Energy, Maharashtra State Electrical Distribution Company, etc. for giving electric connection and other related services.				
4.03	Execution of agreement for supply of electric energy.	NIL	Full powers	NIL	
4.04	Sanction for Gifts	Full powers	NIL	NIL	
4.05 (a)	Acceptance of estimates of Govt./Civic bodies/PSUs and statutory bodies for shifting power lines, telephone lines etc.	Full Powers	Upto ₹ 1crore.	NIL	Finance concurrence required.
4.05 (b)	Payments to Govt. /Civic bodies / PSUs and statutory bodies for shifting power lines, telephone lines and utility services etc.	Full Powers	Upto ₹ 5 lakhs	NIL	
4.06	Auction of trees, building etc.	NIL	Full Powers	NIL	Reserve price to be fixed up in consultation with finance.
5.0	Legal Matters				
5.01	Engaging of advocates	Full Powers	Full powers	NIL	From the approved panel of advocates prepared with Finance Concurrence. Payment to be made on Govt./ MRVC approved rates. Till the approved panel of Advocates is prepared,

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
					Advocates can be hired directly from approved panels of Railway Advocates.
5.02	Engagement of advocates on payment of special fees.	Full Powers	NIL	NIL	With Finance concurrence.
5.03	Approval for payment of Legal charges relating to Court cases and Arbitration including Fees to Barrister, Advocates, Arbitrators, Umpires & Legal experts.	Full powers	₹ 25,000/- in each case	NIL	
5.04	Approval to contest/ file suit on service and other matters.	Full powers	NIL	NIL	
5.05	Permission to file suits in courts against outsiders	Full powers	NIL	NIL	
5.06	Appointment & Determination of fees of Arbitrators	Full powers	NIL	NIL	As per MRVC Policy or as provided in the contract
5.07	Acceptance of award	Full powers	NIL	NIL	1. Draft conciliation award to be examined by committee including one member from finance before acceptance. 2. Arbitration case to be seen by Legal and Finance branches before acceptance. 3. Only in respect of tenders acceptable upto Director or below levels.
5.8	Misc. expenditure in connection with court cases	Full Powers	₹ 10,000 in each case	NIL	In consultation with Finance for expenditure exceeding ₹ 10,000/-
6	Land Awards/ settlements				

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
6.1 (a)	Acceptance and payment towards land acquisition for land and assets attached to the land of award of appropriate/competent authority. Acceptance and payment of land acquisition award of appropriate authority appointed/authorized under the land acquisition/or any other similar act, subject to provision for the same under a sanctioned detailed estimate.	Full Powers	NIL	NIL	With Finance Concurrence.
7.0	Write Off and Disposal				
7.1	Write off of obsolete items of Stores/Furniture	Full powers	For items costing Up to ₹ 1Lakh Book value	NIL	With Finance Concurrence. A committee of two officials (one from Finance) will be constituted.
7.2	Stores, T&P etc(Non cash)	Full powers	Up to ₹ 25,000/- in each case and ₹ 10,000/- in each case when an employee is held responsible.	NIL	With prior finance concurrence for losses over ₹ 10,000 in each case if an employee is held responsible and ₹ 25,000 - in all other case.
7.3	Cash Loss	Up to ₹ 20,000/- in each case	NIL	NIL	Finance concurrence required.
7.4	Dues from Contractors	Full powers	NIL	NIL	Finance concurrence required.
7.5	Disposal of Computers, furniture, Lab equipment, other office equipment & survey instruments	Full powers	Remarks	NIL	GM/S&T shall exercise full powers in Corporate office. with Finance Concurrence Only. Committee of two officials (one from Finance) will be constituted.
					For Office Equipment and

SR NO	NATURE OF POWERS	DIRECTOR	SAG	SG/JA	Remarks
					Survey Equipments the concerned SAG officer / CPM shall exercise these powers
7.6	Disposal of Misc. Surplus / Waste material	Full powers	NIL	NIL	