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No. CTI-SnT0GA(Acct)/18/2020

Dated: 04.08.2021

Delegation of Powers of Dir

- i) Railway Board Letter No. 2020/F(X)II/PW/1 dated 14.12.2020
- ii) Railway Board Letter No. 2020/F(X)II/PW/1 dated 14.12.2020
- iii) PFA/SCR/SC Letter No.AFX/IRISET Powers dated 15.02.2021
- iv) PFA/SCR/SC Letter No.AFX/IRISET Powers dated 24.03.2021
- v) PFA/SCR/SC Letter No.AFX/IRISET Powers dated 19.07.2021

Delegation of powers to CTIs has been issued vide reference (i) and (ii) above.
The Re-delegated powers are issued as IRISET Schedule of Powers – 2021.

This has the approval of Director General/IRISET.

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by TRIVELLORE
THATTAI ANAND
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(T T Anand)
EA to DG

Encl: AA

C/- All concerned

IRISET Schedule of Powers - 2021

Note:

1. Powers delegated have to be used within the overall limit for the Institute
2. Prior finance concurrence will be required unless indicated otherwise specifically

1.Stores & Transport Matters

S.No.	Description of item/Nature of Power	Extent of Powers delegated to DG/IRISET	Redelegation of Powers	Remarks
1	Placement of orders on GeM.	Same powers as exercised by Zonal Railway Officers at different levels in contiguous Railways.	Same powers as exercised by Zonal Railway Officers at different levels in contiguous Railways	
2	Local purchase of non-stock items, petty items for offices, stationary, training material, low priced books on advanced technology for supply to trainees, audio video films, software, equipments for labs, Furniture for classroom/office/hostel, office automation equipment, linen/ bedding/blankets etc. for hostel, reprographic equipment and training aids(copier, printers, scanners, LCD, projectors, UPS, fax machines, computer peripherals, network equipments (routers, switches, wireless devices etc) catering and kitchen equipment etc. on additional and replacement account.	Upto Rs.50,000/- per item without finance concurrence and upto Rs.1,00,000/- per item with finance concurrence subject to ceiling of Rs.30 lakhs per annum.	Functional Heads of Signal, Telecom and Admin. up to Rs.25000/- per item without Finance Concurrence and Rs.50,000/- per item with Finance concurrence. Above Rs.50,000/- per item and upto Rs.1 lakh per item with Finance Concurrence and sanction of DG, subject to not exceeding the annual ceiling of Rs.30 lakhs.	Note: 1. Annual ceiling of Rs.30 Lakhs is distributed to Admin Rs.15 lakhs, Telecom Rs.10 lakhs and Signal Rs.5 lakhs. These powers to be exercised by respective officials based on budget provisions for the year. 2. Liability Register to watch the adherence to respective ceiling being maintained by Functional Head of these branches whether in HAG or SAG. 3. All local purchases, except petty items of small value usually procured from Imprest, shall be invariably procured through Stores Department and GeM wherever applicable.
3	(a) Hiring of vehicles in connection with conduct of courses	Up to Rs.5,00,000/- for any particular course subject to annual ceiling of Rs.30 lakh. Finance concurrence will be required.	ADG/HAG(Coord) of IRISET upto Rs.5,00,000/- for any particular course subject to annual ceiling of Rs.30 lakh.	Finance concurrence is required.
	(b) Regular Hiring for Trainee Officers.	Full powers with finance concurrence and approval of Head of CTI.	No further delegation	
	(c) Hiring of vehicles in connection with visit of Hon'ble Ministers, Board Members and other important officers.	(i)Expenditure upto Rs.15,000/- may be incurred with approval of Head of CTI but without finance concurrence. ii) Full powers with finance concurrence and approval of Head of CTI.	No further delegation	
	(d) Hiring of vehicles for SAG officers posted in CTIs.	Vehicles can be hired with the concurrence of associate finance and approval of Head of CTI, following tender procedure as per Board's letter No.E(Trg)/2010/31/(3) dated 03.05.2016 & 23.05.2016.	No further delegation	
	(e) Hiring of vehicles on replacement account.	Head of CTI may sanction hiring of vehicles on replacement account provided the existing vehicle has been condemned and grounded. The total number of vehicles (hired vehicles + Govt vehicle) should remain unchanged. Further the post of driver of the	No further delegation	
4	Repairs of motor vehicles	Full powers with finance concurrence in cases exceeding Rs.40,000/-	No further delegation	

S.No.	Description of item/Nature of Power	Extent of Powers delegated to DG/RISET	Redelegation of Powers	Remarks
5	Repairs and maintenance including entering into contract for Annual Maintenance Service for computer and lab equipment and other office tools and plants.	i) Full powers subject to following of the tender procedure and including single tender on authorized dealer, subject to extant order of the Board.	Full powers to Functional HAG/SAG for the 3 main wings of Signal, Telecom and Admin subject to following of the tender procedure and including single tender on authorized dealer, subject to extant orders of the Board.	
6	Payment of charges for E-mail / Internet connection / Rental etc.	Full powers with finance concurrence subject to instructions of Board issued from time to time.	No further delegation	
7	Purchase of technical books, e-books, journals, periodicals and other publications for library and for distribution as training material to probationers and officers of various courses.	Full powers. Finance concurrence required for books costing more than Rs.3,000/- per book and journals with annual subscription more than Rs.5,000/- subject to budgetary limit.	Full powers to Functional Heads of Signal, Telecom and Admin. for their jurisdiction. Finance concurrence required for books costing more than Rs.3,000/- per book and journals with annual subscription more than Rs.5,000/- subject to budgetary limit.	Subject to budget availability/limit for better discipline, the budget for IRSET to be earmarked for each authority at each budget grant stage by DG/IRSET.
8	Signing of Proprietary Article Certificate for procurement of PAC item.	As exercised by Zonal Railway officers at different levels in contiguous Railways.	As exercised by Zonal Railway officers at different levels in contiguous Railways.	
9	To sanction the procurement of Small items of equipment including catering/utensils/ equipment on additional and replacement account, the cost of which is chargeable to Ordinary revenue.	Upto Rs.1 lakh per item subject to annual ceiling of Rs.10 lakh.	Full powers to ADG/HAG (Coord) upto Rs. 1 lakh per item subject to annual ceiling of Rs. 10 lakh	Annual ceiling limit of Rs. 10 lakhs has to be watched
2.Works matters				
1	To dispense with calling of tenders for works which and accept quotations for works which are urgent in nature and to accept offers received in response to quotations.	Same powers as exercised by Zonal Railway officers at different levels in contiguous Railway. However, these powers will be exercised for service contract only.	Same powers as exercised by Zonal Railway officers at different levels in contiguous Railway i.e South Central Railway. However, these powers will be exercised for service contract only.	
Miscellaneous matters				
1	To exercise the power of the 'Head of an office' in respect of ordinary contingent expenditure.	Full Powers subject to paras 1001, 1011, 1015, 1043, 1044 & 1045 of IR of Finance Code Vol 1. No Finance concurrence is required.	No further delegation	
2	Expenditure on Ceremonial Occasions.	Powers upto Rs. 2,50,000/- in each case for major ceremonial occasions like Foundation day/Passing out Day and upto Rs. 50,000/- in each case for other occasions, subject to overall ceiling limit of Rs.10,00,000/- per annum.	No further delegation	
3	Hiring of TV/Dish/Cable, Video camera, LCD and other Projection equipment.	Full powers with ceiling of Rs.1,00,000/- per annum.	Full powers to ADG/ HAG(Coord) with ceiling of Rs. 1,00,000/- per annum	Annual ceiling limit of Rs. 10 lakhs to be adhered to.

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4	Condemnation of Office equipment, Training Kits/aids etc.	Full powers on recommendations of a duly constituted survey committee. No finance concurrence is required.	Full powers to Functional HAG/SAG Heads of Signal, Telecom and Admin. Based on Railway Board's delegated powers	No finance concurrence is required
5	To authorize payment for procurement of furniture / utensils on replacement account or additional requirements through Stores.	Full powers with finance concurrence.	Full powers to Functional Heads of Signal, Telecom and Admin, with finance concurrence as per their work distribution based on Railway Board's delegated powers	
6	To write-off irrecoverable losses of Cash, Stores: a) When a Railway employee is in any way responsible. b) When a Railway employee is not in any way responsible.	a) Upto Rs.50,000/- in each case. b) Upto Rs.1 lakh in each case.	No further delegation	
7	Facilities for visiting lecturers (A) Rates of honorarium to visiting lecturers	(a) Up to Rs.15,000/- per session of two hours for Guest Faculty of Eminence (non-railway/ serving or retired) only if there are reasons to justify such payment, which should be duly recorded in writing by Head of CTI. No Finance concurrence is required.	No further delegation	
		(b) Up to Rs. 5,000/- per session of upto two hours to the Govt./Railway Officer. No Finance concurrence is required.	(b) full powers to Course Directors (CD)/Functional Heads not below SAG, upto Rs. 5,000/- per session of upto two hours to the Govt. Railway Officer	
		(c) Up to Rs. 2500/- per session of upto two hours duration to the visiting lecturers other than (a) & (b) mentioned above. No Finance concurrence is required.	(c) Full powers to Course Directors (CD)/Functional Heads not below SAG, upto Rs. 2500/- per session of upto two hours duration to the visiting lecturers other than (a) & (b) mentioned above. No Finance concurrence is required.	

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	<p>B) Travelling facilities to visiting Faculty</p> <p>i) Permission for air travel facility to eminent visiting faculty.</p>	<p>Head of CTI may permit air travel by those eminent retired Railways Officers who were entitled to air travel during their service subject to the following conditions:-</p> <p>i) The distance involved is more than 500 Km.</p> <p>ii) The journey cannot be performed overnight by train / slip coach.</p> <p>iii) The journey would invariably be by Economy Class.</p> <p>iv) The annual total expenditure is limited to Rs. 3 lakh.</p> <p>v) The power to grant the facility of air travel may be exercised with finance concurrence.</p> <p>Note:-</p> <p>a) For eminent visiting lectures, other than working or retired Railway Personnel, Head of CTI may also permit air travel within the financial limit as defined in (iv) above, with financial concurrence.</p> <p>b) The conditions mentioned at (i) to (iii) are for retired Railway officers who were entitled to air travel facility during their service. These do not apply to non-Railway visiting faculty.</p> <p>c) Items at (iv) and (v) are conditions stipulated for CTIs for both the categories (non. Rly & retired Rly Personnel).</p>	No further delegation	
	ii) Visiting Faculty including Railway officers retired in SA Grade and above.	ii) I-AC complimentary pass for self only or II AC complimentary pass for self and spouse with authority to travel by Rajdhani / Shatabdi Express. No finance concurrence is required.	Full powers to Course Directors (CD)/Functional Heads not below SAG	
	iii) Retired Railway Officers who were entitled to Gold Pass facilities during their service.	<p>iii) (a) Rail Travel: The entitlement may be linked to last post held in the Railway. The passes can be issued for the same class per what he would have got on duty, as per last post held before retirement, for self and spouse.</p> <p>(b) Air Travel: Already covered in 7 B (i) above.</p>	Full powers to Course Directors (CD)/Functional Heads not below SAG	

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	C) Boarding and lodging and local transport facility to visiting lecturers.	i) Free boarding facility to visiting Faculty. Finance concurrence is not required. ii) Free local transport facility to visiting Faculty. Or Reimbursement of taxi charges on KM basis as applicable for Railway officers for non-Railway faculty. No Finance concurrence is required.	i) Full powers to Course Directors(CD)/Functional Heads not below SAG, for Free Boarding facility to visiting Faculty. Finance concurrence is not required. ii) Full powers to Course Directors (CD)/Functional Heads not below SAG, for Free local transport facility to visiting Faculty Or Reimbursement of taxi charges on KM basis as applicable for Railway Officers for Non-Railway faculty. No Finance concurrence is required.	
8	Sanctioning Award to meritorious trainee officers / staff in forms of medals / trophies, books, awards and other educational materials.	Medals, Trophies, books, cash award upto Rs.5000/- in each case. Finance concurrence is not required.	Medals, Trophies, books, cash award upto Rs.2,500/- by Course Directors(CD)/Functional Heads not below SAG, and beyond Rs.2,500/- and upto Rs.5,000/- in each case by DG/IRSET. Finance concurrence is not required.	
9	Hospitality during visit of dignitaries and eminent and distinguished visitors.	Within the ceiling limit prescribed by Board from time to time with an annual limit of Rs.1.5 lakh.	Full powers to ADG/ HAG (Coord) within the ceiling limit prescribed by Board from time to time with an annual limit of Rs.1.5 lakh.	
10	To incur expenditure on Light refreshment and working lunches at formal inter-departmental and other meetings.	Light refreshment @ Rs.60/- per head per meeting, working lunches @ Rs.200/- per head per meeting and Lunch/Dinner @ Rs.300/- per head per meeting subject to annual ceiling of Rs.7.5 lakh.	No further delegation	
11	To enter into consultancy contract for developing training materials including audio-video works, training design and development from a list of consultants on a limited tender basis.	Upto Rs.4 lakh per case with ceiling of Rs.10 lakh per annum. CTI may develop Training management software provided that this software should be unique to the requirement of the particular CTI. Software which are common for all CTIs should be developed centrally by CRIS so as to have uniformity in all CTIs	Full powers to ADG/HAG (Coord) upto Rs.4 lakh per case with ceiling of Rs.10 lakh per annum. CTI may develop Training management software provided that this software should be unique to the requirement of the particular CTI. Software which are common for all CTIs should be developed centrally by CRIS so as to have uniformity in all CTIs.	

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12	To enter into contract for printing technical literature/in-house magazines/ newsletter/ Calendar/ Invitation Cards.	Full powers. Finance concurrence is required for the cases exceeding Rs.25,000/-	No further delegation	For CTI's other than NAIR, full powers with Finance Concurrence if more than Rs. 25,000/- is provided whereas for NAIR (Item no. 14) annual ceiling of Rs. 40 lakhs is prescribed which is missing for other CTIs. Further, delegation to Director/CTI up to Rs. 20,000/- in urgency is provided in DG/NAIR powers which seem more appropriate for other CTIs. It seems as if powers for other CTIs has been included in DG/NAIR powers and vice-versa. Hence Railway Board should be approached to look into this and consider same powers for other CTIs as DG/NAIR if there was no mix-up
13	To invite & accept Open or Limited Tenders for Annual Contract for washing and ironing of linens and dry-cleaning of blankets in Hostel, Guest House and Mess.	Full powers with finance concurrence subject to observation of tender procedure and availability of funds.	Full powers with finance concurrence subject to observation of tender procedure and availability of funds. All Logistics In-Charges in JAG and above can exercise powers upto their Tender Acceptance limits subject to availability of funds.	Administrative approval of DG / IRSET is required.
14	To incur expenditure towards presenting mementos to visiting Faculties / dignitaries and Faculties on transfer.	Upto ceiling of Rs.2,00,000/- per annum. No finance concurrence is required.	Full powers to ADG/ HAG (Coord) upto Ceiling of Rs.2,00,000/- per annum. No finance concurrence is required.	Subject to budget provision and annual ceiling as fixed in the Railway Board's delagation.
15	To enter into contracts and make payment for conducting courses with the help of outside Institutes / Faculty either at Railway premises or premises of outside Institution	Full powers up to ceiling of Rs 30 lakhs per annum. This limit is not applicable for payment by IRIMEE to BIT Ranchi as per MOU for SCRA's course Equivalent to the power of DG/NAIR, wherever CTIs are headed by DG level officer. However, for SAG/HAG headed CTI, power at par with PHOD of contiguous Zonal Railway	Full powers to ADG/ HAG(Coord) up to ceiling of Rs 30 lakhs per annum.	Subject to budget provision and annual ceiling as fixed in the Railway Board's delagation.
16	Deputation of faculty members and staff for training courses, workshops, conferences, seminars, symposia etc. in non-railway Institutes.	Pro rata registration fee and overall registration fee up to Rs 20,000/- per day and Rs 1,00,000/- respectively with ceiling of Rs 15 lakh per annum. No finance concurrence is required. Equivalent to the power of DG/NAIR, wherever CTIs are headed by DG level officer. However, for SAG/HAG headed CTI, power at par with PHOD of contiguous Zonal Railway	No further delegation	

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17	Sanction of air travel facility in favour of SAG officers of CTIs.	For CTIs headed by DG: Equivalent to GM's powers: 1. For SAG with personal approval of Head of CTI. 2. For JAG/SG: with personal approval of Head of CTI and concurrence of finance. This would be subject to standard condition prescribed by Board. For remaining CTIS: Full powers in respect of SA Grade officers with personal approval of Head of CTI, No finance concurrence is required.	No further delegation	
18	To incur expenditure on Newspapers, Magazines and Recreation facilities to be provided to trainees.	Full powers subject to ceiling of Rs.5 Lakh per annum. No Finance concurrence is required.	Full powers to ADG/HAG (Coord) subject to ceiling of Rs.5 Lakh per annum. No Finance concurrence is required.	Subject to budget provision and annual ceiling as fixed in the Railway Board's delegation.
19	Incurrence of expenditure for payment of Institutional Membership Fee.	a) Ceiling limit of membership fee upto Rs.10 lakh per annum. b) Regular membership fee of Rs.50,000/- Note:- These powers are to be exercised by Heads of the CTIs only and not to be re-delegated further.	No further delegation	
20	Grant of individual cash award to non-gazetted staff and gazetted faculty officers.	Same powers as General managers of open line with a ceiling limit of Rs.2 Lakh. Equivalent to the power of DG/NAIR, wherever CTIs are headed by DG level officer. However, for SAG/HAG headed CTI, power at par with PHOD of contiguous Zonal Railway	No further delegation	
21	To enter into contract for general housekeeping activities such as security (where RPF is not provided), sanitation, catering, horticulture, pest control, maintenance of computer centre and creation of sports / recreation facilities etc.	Full powers subject to availability of funds and following due process of estimation, tendering and approvals.	Full powers to ADG/ HAG (Coord) and Functional Heads(SAG)(Signal, Telecom & Admin) as per the work distribution / jurisdiction subject to availability of funds and following due process of estimation, tendering and approvals.	Note: 1. Administrative approval of DG is required. 2. Subject to following due process of estimation, tendering etc., with Finance Concurrence within the overall budgetary ceiling and as per their tender acceptance limits.
22	To incur expenditure on entertainment, on tea, coffee or cold drink at formal interdepartmental and other meetings.	Director - Rs.500/- per occasion subject to Rs.8000/- per annum. SAG officers - Rs.400/- per occasion subject to Rs.6000/- per annum. SG / JAG officers - Rs.100/- per occasion subject to Rs.1200/- per annum. These powers can be exercised with per head ceiling prescribed by Railway Board from time to time.	ADG- Rs.500/- per occasion subject to Rs.8000/- per annum. SAG officers - Rs.400/- per occasion subject to Rs.6000/- per annum. SG / JAG officers - Rs.100/- per occasion subject to Rs.1200/- per annum. These powers can be exercised with per head ceiling prescribed by Railway Board from time to time.	

S.No.	Description of item/Nature of Power	Extent of Powers delegated to DG/RISET	Redelegation of Powers	Remarks
23	i) To sanction new installation of BSNL Telephones at offices and residences of officers and staff and payment of all charges connected with their installation. ii) To sanction shifting / retention of Railway & P&T Phones at offices & residences of officers & staff.	i) Full power subject to instructions issued from Railway Board from time to time for giving facilities to officers at different grades. ii) Full powers. Finance concurrence is required.	i) Full powers to ADG/HAG (Coord) subject to instructions issued from Railway Board from time to time for giving facilities to officers at different grades. ii) Full powers to ADG/ HAG (Coord) . Finance concurrence is required.	Subject to budget provision and annual ceiling as fixed in the Railway Board's delegation.
24	Incurrence of Law charges:- i) Pleaders fee within scales fixed by high court or separately fixed by the board. ii) Incidental legal expenses connected with suites filed in the court of law.	i) Powers as being exercised by GM's of Open Line Railways. ii) Powers as being exercised by GM's of Open Line Railways.	No further delegation	
25	To sanction charges for analysis and / or testing of samples in Govt. Laboratories / Hospitals	Full powers.	Full powers to Functional Heads (SAG) of Signal, Telecom and Admin.	
26	Repairs of furniture, including polishing, painting, replacement / renewal of cushions and upholstery.	Full powers with Finance Concurrence subject to following due procedures.	Full powers to ADG/ HAG (Coord) with Finance Concurrence subject to following due procedures.	Note: 1. Administrative Approval of DG is required. 2. (i) Age for Replacement of furniture is minimum 5 years. Condition to be evaluated. (ii) For premature replacement proposal to be processed for DG's personal sanction. 3. Procurement through Stores and GeM. 4. Bulk procurement of new furniture / furnishing items either on replacement or additional account or for new asset shall be made in sanctioned estimates. 5. Extant orders of Railway Board to be strictly followed.
27	Establishment related powers.	Full powers in all matters as applicable to GM/Open line Railway provided the cadre controlling authority is DG. Equivalent to the power of DG/NAIR, wherever CTIs are headed by DG level officer. However, for SAG/HAG headed CTI, power at par with PHOD of contiguous Zonal Railway	Full powers in all matters as applicable to GM/Open line Railway provided the cadre controlling authority is DG. Equivalent to the power of DG/NAIR, wherever CTIs are headed by DG level officer. However, for SAG/HAG headed CTI, power at par with PHOD of contiguous Zonal Railway	Full powers are given to DG provided, he is Cadre Controlling Authority. These powers are to be exercised only by Cadre Controlling Authority and not anyone else
28	Interest free advance payments to AMC etc.	Upto Rs.2.0 lakh per annum per item.	No further delegation	Generally no advance payment of Govt. money is permitted and, where allowed, usually additional security in the form of BG etc., is taken. Hence, these powers should be exercised only by Head of Unit

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29	Purchase of sports materials including provision of Gym equipment	Full powers with Finance concurrence.	Full powers of sanction to ADG/HAG (Coord) with Finance Concurrence subject to Budget provision.	Administrative Approval of DG is required.
30	To approve/sanction procurement through spot purchase committee.	Same powers as exercised by Zonal Railway Officers at different level in contiguous Railway.	No further delegation	
31	Sanction of cash imprest of officers and supervisors	Cash imprest may be sanctioned by Head of CTI with finance concurrence for officers of SAG and above up to a maximum limit of Rs.5000/-. Normally only one cash imprest for one Department may be sanctioned. All the provisions of Para 1050 of Finance code Vol.I for cash imprest may be strictly followed.	No further delegation	
32	Hiring/Engaging of Sports Trainer.	Head of CTI may engage/hire sports trainer on the basis of recommendations of a committee (which essentially includes a finance member and a convener) to be nominated by Head of CTI among JAG officers or above from CTI/Division. Remuneration may be decided separately in consultation with Finance.	No further delegation	