



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD



No.2023/I & Trans. Cell /SOP- Pt A/Works/PH16 & PH53

New Delhi, Date: 16.02.2024

The General Manager
PCCM, PCOM
All Indian Railways

Subject: Addendum to SOP 2018 (Schedule of Powers) Part A - Works Matters – important administrative notes – for projects / works under Plan-head 16 ‘Traffic Facilities’ and Plan-head 53 ‘Customer /Passenger Amenities’-reg.

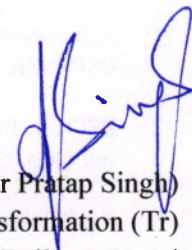
Instruction on projects / works administration as integral to SOP/DOP governing the projects / works has been under consideration with due attention that project / works delivery within specified time, cost and quality requires well-coordinated efforts of team/s working towards a common goal. Outcomes of projects / works under PH 53 & 16 have a direct bearing on IR's traffic, customer service and safety. It includes priority projects / works under Safety, Amrit Bharat Station Scheme, Goods Sheds, Passenger & Customer Amenities and Operations & Traffic Facilities

The subject addendum, incorporating ‘important administrative notes’ to the SOP items mentioned therein, is at Annexure-I. All Railway Authorities shall exercise powers delegated under the SOP/DOP with due adherence to the same.

This issues with the approval of the Railway Board [Member (O&BD), Member (Finance) and the Chairman & CEO, Railway Board].

Kindly acknowledge receipt and ensure compliance.

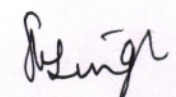
Encl: As above (2 pages)


(Ambar Pratap Singh)
Director / Transformation (Tr)
Railway Board
email: ambarpratap.singh@gov.in

No.2023/I & Trans. Cell /SOP- Pt A/Works/PH16 & PH53

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1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

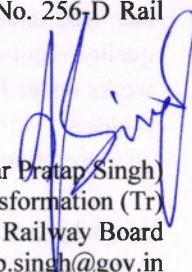

(JDF(X)-II)
for Member (Finance)

Copy-As per list enclosed

No. 2023/I&Trans.Cell/SOP-Pt.A/Works/PH16 & PH53

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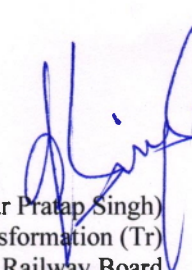
1. The Director General, National Academy of Indian Railways, Vadodara.
2. The Director General, Indian Railway Institute of Civil Engineering, Pune.
3. The Director General, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director General, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director General, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Director General, Indian Railway Institute of Transport Management, Lucknow.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The Chief Commissioner of Railway Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.
11. The Chairman. Railway Recruitment Board, Ahmedabad. Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur. Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivendrum.
12. The Genl. Secy., AIRF, Room No. 253, & NFIR Room No. 256-E, Rail Bhavan
13. The Secy. Genl., IRPOF, Room No. 476-K. FROA, Room No. 256-A & AIRPFA, Room No. 256-D Rail Bhavan


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No. 2023/I&Trans.Cell/SOP-Pt.A/Works/PH16 & PH53

Copy to:

1. Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR PS/MoSR(D), EDPG/MoSR(D), EDPG/MoSR(J), Addl.PS/MoSR(J)
2. PSOs/Sr.PPSs/PPSs to CRB & CEO, M/O&BD, MF, M/TRS, M/Infra
3. All DGs, Secretary/RB, All AMs, PEDs, All EDs, Railway Board.
4. IG/P&TS, Railway Board.
5. RBCC, Room No. 476 for uploading on the website.


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Annexure-I
Schedule of Powers: Part A Works Matters

Important Administrative Notes to the SOP

S.No.	7											
1	7											
(Works Management / Administration)	I. Govt's Manual on Procurement of Works (June 2022) requires, (para 6.1.2 therein) that "a system of project monitoring for each work shall be prepared before start of the work and same shall be available at site of work". "Deadlines or contractual milestones should be set up". "The work shall be monitored on a quarterly / monthly basis by the Works Committee and a status report will be submitted" emphasising "the use of proper project management tools" to enable the works management team "to collaboratively monitor the physical & financial progress of the contract against the planned physical & financial schedule".											
6-A Works Management / Administration (After Signing of Contracts)	<p>Milestone based collaborative review at Works-in-progress / Completion stages.</p> <p>II. For PH 53 (Customer Amenities) & PH 16 (Traffic Facilities) a list of all the works-in-progress at a Station would be well displayed and kept updated by the works contract executing authority at the Station (SM/SS office and / or location as directed).</p> <p>III. IT based project/works monitoring: For PH 53 & 16, the works contracts executing authority shall provide, for every work/project item, an access to IRPSM/works dashboard for monitoring by the User Authority.</p> <p>IV. For PH 53 & 16, the works contracts executing authority and the user authority shall draw a works-in-progress report at the following minimum milestones and submit to DRM/CAO/GM. Works/Projects that have part/sub-works being executed by other departments, milestone based collaborative reviews would include participation of all the works executing authorities and the user authority.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Plan-heads (PH)</th> <th colspan="3">Mile-stones in terms of financial progress</th> </tr> <tr> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>PH 16 & PH 53</td> <td>3 months from award / commencement to 5%</td> <td>50% to 55%</td> <td>85% to 90%</td> </tr> </tbody> </table> <p>Asset handing-over / taking-over and Works Closure Report.</p> <p>V. For PH 53 & 16: the works contract executing authority shall draw the completion / reconciliation report after final asset handing-over / taking-over report by the User Authority on whose initial / revised report the work/project was sanctioned.</p> <p>VI. Works/Projects that have part estimates / sub-works being executed by other departments, completion / closure report of all such part-estimates / sub-works shall be drawn, before drawing final closure report of the entire Work/Project. It is advisable that the works executing authority while drawing their individual contract closure report may on behalf of the User Department (as works executing authority) keep in view para 6.7.3 of Govt's Manual on Procurement of Works (June 2022).</p> <p align="center">*****</p>	Plan-heads (PH)	Mile-stones in terms of financial progress			1 st	2 nd	3 rd	PH 16 & PH 53	3 months from award / commencement to 5%	50% to 55%	85% to 90%
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	1 st	2 nd	3 rd									
PH 16 & PH 53	3 months from award / commencement to 5%	50% to 55%	85% to 90%									

Rang

Shivraj
15/12/23

Annexure-I
Schedule of Powers: Part A Works Matters

S.No.		Important Administrative Notes to the SOP							
1		7							
(Administrative sanction to projects / works)									
1. To accord administrative approval to projects / works under Plan-head 16 (Traffic Facilities) & Plan-head 53 (Customer Amenities).		Approval to projects / works under PH 53 and PH 16 shall be based on Initial report (on justification, scope, including abstract layout / design / drawings, and outcomes) furnished by the User Authority mentioned against the plan-head: <table border="1" data-bbox="1002 786 1110 1758"> <tr> <td>Plan-head (PH)</td> <td>User Authority</td> </tr> <tr> <td>PH-53</td> <td>Commercial Branch (PHOD/CHOD and / or Sr DCM / DCM in-charge)</td> </tr> <tr> <td>PH-16</td> <td>Operating Branch (PHOD/CHOD and / or Sr DOM/ DOM in-charge)</td> </tr> </table>		Plan-head (PH)	User Authority	PH-53	Commercial Branch (PHOD/CHOD and / or Sr DCM / DCM in-charge)	PH-16	Operating Branch (PHOD/CHOD and / or Sr DOM/ DOM in-charge)
Plan-head (PH)	User Authority								
PH-53	Commercial Branch (PHOD/CHOD and / or Sr DCM / DCM in-charge)								
PH-16	Operating Branch (PHOD/CHOD and / or Sr DOM/ DOM in-charge)								
(Detailed Estimate of projects / works)									
2. Technical sanction to sub estimate/detailed estimates / revised estimates for all the projects / works including those sanctioned by higher authorities (GM /Railway Board etc.)		(for Projects / Works under PH 53 and PH 16): Detailed Estimate / Sub-estimate / revised Estimate would be routed through the User Authority along with detailed layout / design / drawings w.r.t. Initial Report mentioned above (at item 1 - Important Administrative Notes).							
(Material Modification)									
4. Material Modification in projects / works estimated to cost at least Rs.2.5 Cr. and above.		(for Projects / Works under PH 53 and PH 16) a material modification review report shall be furnished by the User Authority mentioned against the plan-head above [item 1.Important Administrative Notes]. In Works/Projects that have part / sub-works being executed by other departments, e.g. major part may pertain to Civil while sub/part works are being executed by S&T or Electrical, material modification report shall cover a review of all such part/sub works.							
(Funds diversion)									
14. Re-appropriation of funds		For Projects / Works under PH-53 and PH-16, re-appropriation shall be routed through the User Authority.							