

NORTHERN RAILWAY

SCHEDULE OF POWERS

ON

PUBLIC RELATION MATTERS

SNO.	Particulars of Items	Authority	Extent of Powers Delegated to:				
			Headquarters Office			Divisional/ Workshop Offices	
			CPRO	Sr.PRO	PRO	DRMs	PRO
1	2	3	4	5	6	7	8

1	Purchase of newspapers, cable TV connection and periodicals including CDs, VCD/DVD, E-Book & tapes.	GM's sanction at PP 18 of file No. 73-PR/2/95 Letter no. 98-G/O/ Pt.I 72-PR/3/90 dtd. 5.10.90.	Full powers upto Rs. 7,500/- per month.	Full powers upto Rs. 3,000/- per month.	Full powers upto Rs. 1,500/- per month.	Full powers upto Rs. 5,000/- per month.	Full powers upto Rs. 1,500/- per month.
NOTE: The above powers will be subject to an overall limit of Rs. 15000/- per month for the entire PR department.							
2	Preparation of suitable art design mattress/blocks/case art pulls, etc. including making positive and progressive proofs of the design for release to Newspapers and periodicals and for use in: a) Poster, leaflets, folders, handouts, etc. b) Hoardings c) Neon signs d) Cinema slides e) Time table advertisements date cards	Letter no. 98-G/O/ Pt.I 72-PR/3/90 dtd. 5.10.90. GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence if expenditure per case exceeds Rs. 20,000/-	Full powers upto Rs. 5,000/- per case (without finance concurrence).	Full powers upto Rs. 3,000/- per case (without finance concurrence).	Nil	Nil
3	a) To incur expenditure on printing publicity material from private press, when railway press is unable to undertake the work due to lack of suitable facilities or shortage of time.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers for all items of publicity literature (invitation cards, folders, brochures, posters, handbills, etc.) subject to finance concurrence, if the expenditure in a case exceeds Rs. 30,000/-.	Full powers upto Rs. 3,000/- for all items of publicity material without finance concurrence.	Full powers upto Rs. 2000/- for all items of publicity material without finance concurrence.	Full powers for all items of publicity literature, subject to finance concurrence if expenditure in a case exceeds Rs. 5000/-. This expenditure will be incurred only for ceremonial functions (of the division and extra Divl. Offices, Workshops, etc. located within the division) and for publicity campaigns ordered by CPRO.	Nil
NOTE: i) The proposals will not be split up so as to avoid finance concurrence. ii) The certificate from Chief Manager/Ptg. & Sty. will not be insisted upon in case of urgency to be certified by CPRO with reasons and where quality of printing desired is generally not available with Railway Printing Press.							

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	b) To incur expenditure on printing of publicity material from Private Press, when railway press is unable to undertake the work due to lack of suitable facilities or shortage of time for safety propaganda only.	GM's sanction at PP-13 of case no. 81-T/21/SOP/Safety CS No. 1 dtd. 30.6.2000	CSD only: Rs. 10000/- in each case subject to an annual ceiling limit of Rs. 1 lakh.	Nil	Nil	DRMs only: Upto Rs. 10000/- in each case subject to the overall ceiling limit of Rs. 1 lakh.	Sr.DSOs only: Upto Rs. 5000/- per case subject to the overall ceiling limit of Rs. 50,000/-.
	<p>NOTE:</p> <p>i) The above powers will be exercised subject to finance concurrence in each case.</p> <p>ii) A certificate from CP&SS will be required expressing inability to undertake the work at the Railways Printing Press stating reasons in each case.</p> <p>iii) The overall limit for the division is Rs. 1,00,000/- per annum and this ceiling limit is both for DRM and Sr.DSO taken together per division.</p> <p>iv) A register may be maintained in the division to watch over the ceiling limit.</p>						
4.	Making of positive and progressive proofs of the designs.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if the expenditure amount of an item exceeds Rs. 15,000/- per item.	Nil	Nil	Nil	Nil
5.	<p>i) Placing of advertisements in newspapers and periodicals in accordance with DAVP rates</p> <p>a) For release of classified advertisements without finance concurrence.</p> <p>b) For release of display advertisement with finance concurrence.</p>	<p>GM's sanction at PP 18 of file No. 73-PR/2/95.</p> <p>Letter no. 98-G/O/Pl.I 72 PR/3/90 dtd. 5.10.90.</p>	<p>Full powers</p> <p>Full powers subject to finance concurrence if the expenditure in a case exceeds Rs. 8 lakhs.</p>	<p>Upto Rs. 20,000/- per case.</p> <p>Upto Rs. 10,000/- per case.</p>	<p>Upto Rs. 10,000/- per case.</p> <p>Upto Rs. 5,000/- per case.</p>	Nil	Nil
	ii) Release of advertisement at non-DAVP rates with the approval of GM in each case exceeding Rs. 1,500/- (to adhoc publications).	Rly. Bd's Letter no. 86/PR/4/4 dtd. 7.8.1991.	Full powers upto Rs. 1.15 lakh per annum without finance concurrence. This limit can be increased within the overall budget of PR Deptt., after ACM/ GM's approval.	Nil	Nil	Nil	Nil

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	iii) Release of display/classified advertisements at non-DAVP rates (regular publications).	GM's sanction at PP-18 of file no. 73-PR/2/95 Letter no. 98-G/O/Pt.I 72 PR/3/90 dtd. 5.10.90.	Full powers without finance concurrence subject to approval of GM. In case of exigencies of service and administrative interest, post-facto approval of GM can be taken.	Nil	Nil	Nil	Nil
	<p>NOTE: (A)</p> <p>i) No additional funds should be made available on the ground of using non-DAVP approved publications.</p> <p>ii) Railways/Production Units should exercise this discretionary option very selectively and a list of such occurrence should be maintained.</p> <p>iii) The credentials of non-DAVP approved publications must be verified and established before releasing advertisements under these powers. Extra care should be taken to ensure that a publication, hitherto approved by DAVP but subsequently, debarred/disqualified/suspended by them for publication of Govt. advertisements, is not given advertisements under these powers.</p> <p>iv) Similarly, new publications, having started their publications not more than six months back, should not generally be released advertisements under these powers.</p> <p>(B) CPRO may release advertisements at Non-DAVP rates with approval of GM without finance concurrence in case where advertisements are being released at the behest of Railway Board and expenditure is booked to Demand 2.</p> <p>(C) Policy instructions circulated vide Railway Board letter nos. 86/PR/4/4 dtd. 7.8.91, 97/PR/19/5 dtd. 10.2.98, 86/PR/4/4 dtd. 24.8.99, 97/PR/19/5 dtd. 18.10.99 and 99/PR/20/3 dtd. 30.11.99 should be strictly observed.</p>						
6.	Direct purchase of photo goods, including small accessories like albums, corners, frames, etc.	GM's sanction at PP-18 of file no. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure exceeds Rs. 10,000/- per case with annual ceiling of Rs. 1 lakh.	Full powers upto Rs. 500/- per case.	Nil	Nil	Nil
7.	Repairs of still photographic equipments.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence if expenditure exceeds Rs. 3,000/- in each case.	Rs. 500/- per case.	Nil	Nil	Nil
8.	Repairs & replacement of parts of the office vehicle (without finance concurrence.)	GM's sanction at PP 18 of file No. 73-PR/2/95	Rs. 6,000/- per month.	Rs.2,000/- per month.	Rs. 1,000/- per month.	Nil	Nil
9.	Hiring of private road vehicle for transport of media personnel when railway vehicle is not available on the occasion of press conference ceremonial functions and other urgencies.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence if the amount exceeds Rs. 1,000/- per occasion.	Nil	Nil	Nil	Nil
10.	Screening of publicity slides, films and sports in cinema halls.	GM's sanction at PP 18 of file No 73-PR/2/95	Full powers subject to finance concurrence.	Nil	Nil	Full powers subject to finance concurrence. All items should be pre-approved for public release by CPRO.	Nil

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11.	Expenditure on deposit of statutory fees/levies and other payments registered to be made under the law in respect of house journals/publications, etc.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure in a case exceeds Rs. 500/-.	Nil	Nil	Nil	Nil
12.	Expenditure on dispatch of bulk publicity material by rail or road on special occasions, including packing (cartage, handling, labour, etc.)	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure in a case exceeds Rs. 3,000/-.	Nil	Nil	Nil	Nil
13.	Direct purchase of audio & video cassettes and accessories of video equipments.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure in a case exceeds Rs. 2,000/-.	Nil	Nil	Nil	Nil
14.	Repairs and maintenance of video (U-matic/VHS) equipments.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure in a case exceeds Rs. 2,000/-.	Nil	Nil	Nil	Nil
15.	Developing, printing & enlargements (Blow Ups) from the market of colored films, other than the expenditure met from Photo imprest of CPRO.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers upto Rs. 25000/- subject to finance concurrence if the expenditure in a case exceeds Rs. 5000/-.	Nil	Nil	Full powers upto Rs. 5,000/- in each case with finance concurrence.	Nil
16.	Production of Radio spots and other Audio items.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers upto Rs. 25,000/- subject to finance concurrence if the expenditure in a case exceeds Rs. 5,000/-.	Nil	Nil	Nil	Nil
17.	Broadcast of Radio spots on All India Radio including Private Channel Time, FM, etc.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if expenditure in a case exceeds Rs. 5,000/-.	Nil	Nil	Nil	Nil
18.	Award of annual maintenance contract for office equipment	GM's sanction at PP 18 of file No. 73-PR/2/95.	Same as delegated under item no. 6 of the SOP on Misc. matters.				Nil

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19.	Still photography coverage for official purpose through a private agency	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence if expenditure on an occasion exceeds Rs. 5,000/-.	Nil	Nil	Full powers upto Rs. 5,000/- on a single occasion subject to finance concurrence. Photo coverage requirements of extra divisional offices located within the division will also be dealt under this item.	Nil
20.	VHS Video coverage for official purpose by private studio.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers upto Rs.5,000/- per occasion without finance concurrence subject to annual ceiling limit of Rs. 50,000/-.	Nil	Nil	Full powers upto Rs. 5,000/- on a single occasion subject to finance concurrence. Video coverage requirements of extra divisional offices located within the division will also be dealt under this item. This power will be exercised only if CPRO is unable to organise video coverage from his own resources.	Nil
<p>NOTE:</p> <p>1) This expenditure will be incurred only if CPRO is unable to cope with the demands of video coverage still photographic coverage from his own resources or his video equipment has failed or is under repair.</p> <p>2) These powers will be exercised by CPRO by calling for minimum of three quotations or make approved panel concurred by finance.</p> <p>3) It will be certified by CPRO that the official photographer is unable to cover the intended activity.</p>							
21.	Hiring of private agency for Beta-Cam Video coverage for official functions and shooting of short films/sequences.						
a)	60 min. Beta Cam digital Video coverage with cassette for official purpose by Private agency.	GM's sanction at PP 18 of file No. 73-PR/2/95 [new Item]	Full powers upto Rs. 20,000/- per occasion with finance concurrence.	Nil	Nil	Nil	Nil
b)	30 min. Beta Cam video coverage with cassette for official purpose by private agency	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers upto Rs. 10,000/- per occasion with finance concurrence.	Nil	Nil	Nil	Nil

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22.	Transference and editing of video recordings.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence if expenditure in a case exceeds Rs.5,000/-.	Nil	Nil	Nil	Nil
23.	Authorising of articles and books by eminent writers & journalists, shooting of photographs by photo journalists on railway related themes for publication in news papers and periodicals.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence.	Nil	Nil	Nil	Nil
24.	Translation into or from regional languages at DAVP or PIB approved rates.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers subject to finance concurrence.	Nil	Nil	Nil	Nil
25.	To invite and accept limited tenders with finance concurrence.	GM's sanction at PP 18 of file No. 73-PR/2/95	Full powers upto Rs. 10 lakhs on the recommendation of tender committee	Nil	Nil	Nil	Nil
26.	Expenditure on purchasing press kit (file folder, writing pad, pen, etc.) for media persons.	GM's sanction at PP 18 of file No. 73-PR/2/95.	Full powers subject to finance concurrence if the expenditure exceeds Rs. 10,000/- per occasion.	Nil	Nil	Nil	Nil
27.	Expenditure on mementos for media persons on suitable occasions.		Full powers subject to finance concurrence if expenditure exceeds Rs. 2,000/-.	Nil	Nil	Nil	Nil
28.	Expenditure related to meals for press conferences/ briefing/press tours, etc.	Board's letter no. 2003/PR/4/11 dtd. 18.8.03.	Full powers of expenditure on meals of Rs. 500/- per person per day and total expenditure upto Rs. 25,000/- per occasion without finance concurrence. For expenditure exceeding Rs. 500/- per person upto Rs. 750/- on meals, or expenditure exceeding Rs. 25,000/-	Nil	Nil	Nil	Nil

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			finance concurrence will be required. Administrative approval of AGM is required for such expenditure.				
29.	Expenditure related to hospitality for media persons other than on press, conferences, meet, briefing, tours, etc.	Board's letter no. 2003/PR/4/11 dtd. 18.8.03	Rs. 1 lakh per year with the proviso of Rs. 250/- per person per meal or a maximum of Rs. 500/- per person per day without finance concurrence.	Nil	Nil	Nil	Nil