



दक्षिण रेलवे/ **SOUTHERN RAILWAY**

No.P(R)521/P/Vol.XIV

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated:20-03-2018

पी बी सी सं/ PBC No: 47 / 2018

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc.,

(As per mailing list -'A' )

विषय/Sub: Model SOP Document for Zonal Railways.

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A copy of Railway Board's letter No. 2017/Trans/01/Policy/Pt.-S dated 02-02-2018 on the above subject is enclosed for information, guidance and necessary action.

Copy of the Railway Board's letter dated 26-10-2017 referred therein is enclosed for reference.

मंलग्न/Encl: as above

(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

प्रतिलिपि/ Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA  
The Genl Secy / NFIR



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

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 02-02-2018

SR  
The General Manager, All Indian Railways/PUs, NF(C), CORE  
The DG/RDSO/Lucknow  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Model SOP Document for Zonal Railways

Ref: (i) RB letter No. 2017/Trans/01/Policy dt. 26-10-2017  
(ii) DGM SCR's letter no. 203/Policy/Vol.XII dt. 14-11-2017  
(iii) PCME NR's letter no. 3-M-3-M G dt. 29-01-2017

Vide letter under reference (i), Board has issued model SOP document to be followed by Zonal Railways with the twin objectives of increased delegation to field units as well as bringing uniformity of practices. Some Railways have sought clarifications regarding parity of powers between CHODs vis-à-vis PHODs and powers of ADRMs in NF-SAG vis-à-vis regular ADRMs.

Board (CRB) has approved the following clarifications:

- All powers delegated to PHODs in the model SOP are also delegated to CHODs.
- All powers delegated to ADRMs in the model SOP are also delegated to ADRMs in NF-SAG.

This issues with the concurrence of associate finance of Transformation Cell of Railway Board.

(V. Arun Kumar)  
Director / Transformation Cell

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 02-02-2018

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रेलमंत्रालय MINISTRY OF RAILWAYS  
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New Delhi, dated: 26-10-2017

The General Manager, All Indian Railways/PUs, NF(C), CORE  
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**Sub: Model Schedule of Powers (SOP) Document for Zonal Railways**

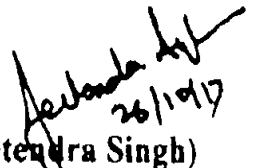
A Model Schedule of Power (SOP) document, delegating financial and administrative powers uniformly across Zonal Railways/PUs (to the extent applicable) has been approved by the Board.

The Model SOP document is intended to bring in uniformity in delegation of financial and administrative powers across Zones and Production Units (to the extent applicable) and empower PHODs/CHODs and DRMs, including the field officers while leaving ample scope for the GMs to add or suitably modify provisions to suit the local conditions, within the overarching powers delegated to them.

The Model SOP has been prepared by adopting the base template of South Central Railway, and further incorporating the best practices existing in the SOPs of various Zonal Railways. The powers delegated to GMs/DRMs vide recent Railway Board Letter No 2017/Trans/01/Policy dated 18.10.2017 have also been included in this Model SOP.

The Model SOP has been uploaded on website <http://www.indianrailways.gov.in/railwayboard>.

This is for your information and necessary action.

  
(Jeetendra Singh)  
Executive Director (Elect)  
Transformation Cell  
Railway Board