



Schedule of Powers

Version 1.0
July 2018

Corporate Office
National High Speed Rail Corporation Limited
2nd Floor, Asia Bhawan, Plot no-205, Sec-09,
New Delhi - 110077



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J. G. Guleria
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PREAMBLE

1. Schedule of powers should be considered as a sacrosanct document designed to confer organisation dynamism through quick decision making process. It should be clearly understood along with delegation of powers, there is accountability also at every level.
2. While exercising these powers, safeguarding the interest of the organisation is more important than simple observance of rules and procedures.
3. This schedule of powers covers delegation in respect of works, establishment and miscellaneous matters.
4. It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the canons of Financial propriety.
5. The powers delegated to an Executive can be exercised by the executive above his level.
6. Concurrences of Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference of opinion between the executive and the Associate Finance, the case should be considered at the next higher level.
7. There should be no splitting of items to suit and fit a particular level of delegation.
8. In cases where ED and GM are both present, the powers of sanctioning will be exercised by the concerned ED. The powers of tenders, contracts and its management will be exercised by the concerned GM. The contract issues though will be routed through concerned ED by the concerned GM to the concerned Director for seeking approval, as the case may be.
9. For execution of works under the project the packages requires approval of MD which excludes land acquisition, R&R, Utility relocation works.
10. Any item not covered in this SOP will require approval of MD.
11. Clarifications with regards to the interpretation of the items detailed herein should be referred to the General Manager(Contracts).
12. Powers of the Managing Director are placed at Annexure "A".
13. Guidelines for Exercise of the Powers are placed at Annexure "B"

New Delhi
SOP Version: 1.0
Date of Issue- July 2018

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GM/Contracts

For Managing Director
National High Speed Rail Corporation Ltd.



POWERS OF THE MANAGING DIRECTOR

Managing Director is authorised to exercise in full all or any of the powers vested in the Board of Directors of the Company (as incorporated in the Articles of Association (AoA) in terms of Article 148 of the AoA of the Company and delegated to MD at its Board Meeting, subject to provisions of Article 145, Article 146 and Article 149 of the AoA and the extant provisions of the Companies Act, 2013.

The relevant Article 145, Article 146 and Article 149 of the AoA are reproduced below: -

Article 145	Consent of Company necessary for exercise of certain powers	The Board of Directors of a Company shall exercise the following powers only with the consent of the Company by a special resolution, namely: — (a) to sell, lease or otherwise dispose of the whole or substantially the whole of the undertaking of the Company or where the Company owns more than one undertaking, of the whole or substantially the whole of any of such undertakings. (b) to invest otherwise in trust securities the amount of compensation received by it as a result of any merger or amalgamation. (c) to borrow money, where the money to be borrowed, together with the money already borrowed by the Company will exceed aggregate of its paid-up share capital and free reserves, apart from temporary loans obtained from the Company's bankers in the ordinary course of business. (d) to remit or give time for the repayment of, any debt due from a Director.
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Article 146	Certain powers to be exercised by Board in the Board Meeting only	The Board of Directors of a Company shall exercise the following powers on behalf of the Company by means of resolutions passed at meetings of the Board, namely: — (a) to make calls on shareholders in respect of money unpaid on their shares; (b) to authorize buy-back of securities under Section 68; (c) to issue securities, including debentures, whether in or outside India; (d) to borrow monies; (e) to invest the funds of the Company; (f) to grant loans or give guarantee or provide security in respect of loans; (g) to approve financial statement and the Board's report; (h) to diversify the business of the Company; (i) to approve amalgamation, merger or reconstruction; (j) to take over a Company or acquire a controlling or substantial stake in another Company; any other matter which may be prescribed under the applicable provisions of the Act and Rules made there under. Provided that the Board may, by a resolution passed at a meeting, delegate to any committee of Directors, the managing Director, the manager or any other principal Officer of the Company or in the case of a branch office of the Company, the principal Officer of the branch office, the powers specified in clauses (d) to (f) on such conditions as it may specify.
Article 149	Prior approval of President to be obtained in respect of	Notwithstanding any of the provisions contained in the other Articles, prior approval of the President shall be obtained in respect of: - i. Winding up of the Company. ii. Sale, lease or disposal of any property having an original book value of ₹100 crores and above. iii. The formation of a subsidiary Company.

The Managing Director is authorized to sub-delegate his powers to any officer or employee of the Company. Any such sub-delegation will be reported to the board at its next meeting for information.



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GUIDELINES FOR EXERCISE OF POWERS

1. These guidelines will be read in line with the general guidelines mentioned in the preamble of the SOP.
2. Where financial limit has been prescribed, this shall mean upto and including that amount per case within the prescribed annual ceiling, if any.
3. The provision regarding exercise of powers of Directors should be exercised by full time Directors.
4. The powers of Directors would be exercised by concerned functional Director.
5. Dy. HoD working as Project Head notified by MD as independent in charge of project(s) shall exercise the powers of HoD in field. HoD (Corporate Office): - Will be defined as such person designated to be in charge of such Department in Corporate office, which may be ED or GM or AGM as the case may be. HOD (Field) be the concerned CPM of the Field. Dy HOD will mean the next person reporting to the HoD for the relevant Department in Corporate office or Field as the case may be, but not below the designation of DGM.
6. Re-employed officers shall exercise these powers subject to the specific approval of Managing Director.
7. Minimum Level of Associate Finance Officer for Finance concurrence/vetting shall be as under

Sanctioning Authority	Associate Finance Officer
MD	DF
Director	ED/GM
HoD (Corporate office)	AGM/JGM/DGM
CPM (HoD in field)	JGM/DGM/Sr Manager/Manager
Dy. HoD	Manager

8. In the absence of Director/Finance, for a period of more than five working days, his powers of financial concurrence shall be exercised by nominated HoD Finance by MD.
9. Relaxation as and when required in the level of Finance Officer both in corporate office as well as in Field shall require approval of Director (Finance)/MD.
10. Where annual ceiling has been laid down, the sanctioning authority shall maintain a record of expenditure so as to ensure check on annual ceiling and same shall be monitored by Contract cell
11. The Committee of Directors will consist of Functional Directors & Director (Finance). In case, any Director is not available for a period of more than five working days, available ED/GM will associate as the member in place of Director with approval of MD.
12. Any subsequent amendments to this Schedule of Powers (SOP) will be issued in form of correction slips by GM/Contracts, which will be numbered serially, schedule wise. The number, date and other particulars of each correction slip as it is received, should be entered up in the ‘Register of Corrections Slips’ at the end of this booklet and either the minor corrections referred to therein should be carried out immediately or the correction slip pasted at the appropriate place.



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Schedule I

Works and Materials for Project and others



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SCHEDULE OF POWERS IN RESPECT OF WORK MATTERS

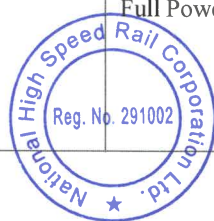
S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
P1(a)	Powers to invite/accept tender for approved project packages as per the approved mode of tendering							
(i)	Open Tenders	Upto ₹10,000 Crores	Up to ₹7,500 crores	Upto ₹2,500 Crores	Upto ₹500 Crores	Upto ₹25 Crores	NIL	1. Tenders will be invited only for approved project packages with finance concurrence. 2. In all projects the Packages will require approval of MD. 3. In case the acceptance of tender is within the competence of Committee of Directors, the calling of tender shall be with the approval of Director. 4. The powers of CPM/GM, AGM/JGM/DGM and Managers are to be exercised for single package only. 5. In case of multiple contracts packaging, the level of acceptance of tender will be decided as per the highest cost of individual packages. 6. Prior approval of Director will be required for shortlisting of agencies for special limited and single tender. 7. In case the work to be tendered for is part of an existing contract, the scope of work of the contract shall be suitably amended after following the due procedure as per conditions of that contract, prior to inviting fresh tender. 8. In case where financial value of the L1 offer is beyond the powers of acceptance (as per SOP) which has accepted evaluation of the technical bids, the higher level accepting authority shall consider the tender. 9. In the event of reduction of contract price due to any reason, there will be no further change in the level of accepting authority. 10. Contract Management shall be governed by the accepted contract price as per SOP. 11. The committee of Directors will consist of two/ three Functional Directors, as the case may be. Director (Finance) is mandatory in the committee. (Refer Note 8 & 11 of Annexure B).
(ii)	Limited Tenders	Upto ₹7,500 Crores	Upto ₹5,000 crores	Upto ₹1,000 Crores	Upto ₹200 Crore	Upto ₹10 crores	NIL	
(iii)	Single Tenders	Upto ₹500 Crores	Upto ₹250 crores	Upto ₹50 Crores	Upto ₹1 crores	NIL	NIL	
P1(b)	Powers to invite/Accept tender for Consultancy Works							
	Open Tenders	Upto ₹ 1,000 Crores	Upto ₹ 500Crores	Upto ₹100 Crores	Upto ₹20 Crores	Upto ₹1 crore	NIL	
(ii)	Limited Tender	Up to ₹100	Up to Rs.75 crores	Up to Rs.25 crore	Up to ₹5 crores	Up to ₹50 lakhs	NIL	



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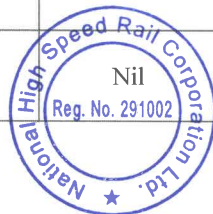
S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
(iii)	Single Tender	Up to ₹75 crores	Up to ₹50 crores	Up to ₹5 crores	Up to ₹50 lakhs	NIL	NIL	12. In case there is difference of opinion amongst the Committee of Directors while accepting the tender, the acceptance of the tender shall be done at MD level. An appraisal report will be put up to MD by nominated EDs/GMs committee in such cases of disagreement on tenders through the Committee of Directors. 13. Tender Committee Composition for Project Packages: A. for Tender upto ₹500 crs. - 3 member Committee of AGM/JGM level Tender Committee and acceptance by GM level. B. For Tender above ₹500 Crores and upto ₹5000, a 3 member tender committee GM level with acceptance of Director. C. For all tender above ₹5000 crore, 3 member ED Level Committee, to be accepted by A committee of two/three Directors as the case may be. D. Finance member can be one level below the committee or as nominated by MD or DF. 14. For tenders to be accepted by MD, TC of ED/GMs committee to be put up through review committee of 2 Directors, i.e., one functional Director and Director Finance.
P2	Powers to sanction estimate and invite/accept tender for works in connection with Land Acquisition, Resettlement & Rehabilitation and Shifting/Creation of Utilities							
a	Government Utility			Full Powers	Upto ₹50 Crores in Each Case	Upto ₹10 Crores in Each Case	Nil	1. Contract Division to maintain records of expenditure vis-a-vis budget for land and utilities. 2. If the case is beyond the powers of CPM, then CPM will route the case(s) to the concerned Director through HoD in the Corporate Office. 3. Finance vetting is required.
b	Private Utility			Full Powers	ED level: Upto ₹5 Crores in Each Case GM Level: Upto ₹2 Crores in Each Case	Upto ₹1 Crores in Each Case	Nil	



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
P3	Powers of acceptance of offer for engaging Government companies/Agencies on nomination basis for work							1. Prior Administrative Approval of MD is required with finance concurrence. 2. The powers should be used with requisite justification.
i	Works	Upto ₹1000 crores	Upto ₹500 Crores	Upto ₹100 Crores	Upto ₹10 Crores	Nil	Nil	
ii	Consultancy Works	Upto ₹100 Crores	Upto ₹50 Crores	Upto ₹5 Crores	Upto ₹50 Lakhs	Nil	Nil	
P4	Powers to invite/accept Tender for items covered Under Schedule II (Miscellaneous Items - M2: Hiring)							1. These power will be exercised after obtaining sanction under Schedule II-Miscellaneous Matter 1: Purchases (M1 - Para 1.4 & 1.5) 2. Approval for calling of Single Tender will be obtained from one level above by the authority accepting single tender. 3. Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM 4. The prior sanction to incur expenditure for items under item P7 will be obtained from concerned Director after finance vetting. The sanction limit will be ₹75 crores beyond which the sanction shall lie with MD. 5. These powers will be exercised by Nominated HoD.
i	Open tenders	NA	NA	Full Power	Upto ₹5 Crores	Upto ₹2Crores	Nil	
ii	Limited tenders	NA	NA	Full Power	Upto ₹2Crores	Upto ₹50 lakh	Nil	
iii	Single tender	NA	Full Powers	Upto ₹1 Crores	Upto ₹50 lakhs	Upto ₹10 lakhs	Nil	
P5	Purchase of Plant and Machinery, Survey Instruments, Lab Equipments and Spares							
i	Open tenders	Nil	Nil	Full Powers	Upto ₹5 Crores	Upto ₹1 Crores	Nil	
ii	Limited tenders	Nil	Nil	Full Powers	Upto ₹2 Crores	Upto ₹25 lakhs	Nil	
iii	Single tender	Nil	Full Power	Up to ₹1 Crores	Upto ₹50 lakhs	NIL	Nil	
P6	Powers to invite Tender/ Acceptance for items Covered Under Schedule II (Miscellaneous Items - M3 - Hiring/ Leasing & M4 - Repairs & Maintenance)							
(i)	Open tenders	Nil	Nil	Full Powers	Upto ₹1 Crores	Upto ₹50 lakhs	Nil	
(ii)	Limited tenders	Nil	Nil	Full Powers	Upto ₹50 lakhs	Upto ₹20 lakhs	Nil	
(iii)	Single tender	Nil	Full Power	Upto ₹50 Lakhs	Upto ₹10 lakhs	Upto ₹5 lakhs	Nil	
P7	Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I							
i	Open tenders	Nil	Nil	Full Power	Upto ₹50 crores	Upto ₹25 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹20 crore	Upto ₹5 Crores	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹1Crores	Upto ₹10 lakhs	Nil	



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
Note (i)	Tender Committee Composition for all tenders except those in Project Packages (P1, P2 & P3)							Remarks
	Particulars	Tender Committee consisting of						
i	For tender upto ₹10 lakhs	Direct acceptance by the concerned Dy. HoD of Corporate/Field Office						
ii	For tender between ₹ 10 Lakhs to 50 Lakhs	Direct acceptance by the concerned HoD of Corporate/Field Office						
iii	For tenders above Rs. 50 Lakhs and upto Rs. 50 Crores	Three members Committee, one member from the concerned department (Dy. HoD) and one member from associate finance (Manager/Sr.Manager) and third member as nominated.						
iv	For tenders above ₹50 crores	Three Member Committee, one member from the concerned department (ED/GM) and one member from associate finance (GM) and the third member as nominated.						
P8	Approval of Bid Documents other than project Packages							
	As per power of invitation/acceptance of tenders but not higher than Director.							
P9	Powers to dispense with calling of tenders							
i.	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹ 2 Lakhs in each Case with Annual Ceiling of ₹20 Lakhs	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence.
ii.	Hiring of vehicle for NHRCL officers on regular basis.	NA	NA	Upto Rs. 10 lakhs in each case with annual ceiling of Rs. 1 Crores	Upto ₹ 5 lakhs in each case with ceiling limit of ₹50 lakhs	Upto ₹ 2 lakhs in each case with annual ceiling of ₹25 lakhs	Nil	This will require finance concurrence.



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
iii.	Any other item sanctioned under Schedule II - Miscellaneous Items, pertaining to purchase of various items/hiring of services.	NA	NA	Upto Rs. 25 lakhs in each case with annual ceiling of Rs. 10 Crores	By nominated HoD- uptoRs.2.5 Lakhs in each case, with an Annual Ceiling of ₹5 crores lakhs	Upto Rs.5 Lakhs in each case with an Annual Ceiling of ₹50 lakhs	Nil	This will require finance concurrence.
P10	Issue of acceptance Letter for Tender duly accepted by Competent Authority							
i.	Issue of Letter of acceptance	NA	NA	Full Powers	1. When accepting authority is MD/ Committee of Directors, OSD will be issuing authority of acceptance letter. 2. When accepting authority is Director, GM/Contract will be issuing authority of acceptance letter. 3. For all others, the issuing authority will be one level below the accepting authority.			All acceptance letters above ₹10 lakhs to be vetted by Finance.
P11	Signing of Contract Agreement							
i.	Signing of Agreement for Awarded tender	NA	NA	Full Powers	1. When accepting authority is MD/ Committee of Directors/MD, OSD will be signing authority agreement for awarded tender . 2. When accepting authority is Director, GM/Contract will be signing authority agreement for awarded tender . 3. For all others, the signing authority will be one level below the acceptance powers of tenders.			All agreement for works above ₹10 lakhs to be vetted by Finance.
P12	Matters concerning Contract Agreement							
i.	Extension of time for completion	NA	NA	Full Powers	Full Powers upto Acceptance of Tenders			1. In case MD/Committee of Directors has accepted the tender, the powers will be exercised by the Concerned Director. 2. In cases, where the tender has been accepted on time preference basis, the extension of time will be with finance concurrence. 3. The authority giving extension of time may determine liquidated damages, if any.
ii	Termination of the contract	NA	NA	Full Powers	Full Powers upto Acceptance of Tenders			With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract.



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
iii	Forfeiture of the Earnest Money/ Security Deposit on account of the failure of the contractor in respect of the conditions of contract.	NA	NA	Full Powers	Full Powers upto Acceptance of Tenders			Where MD/Committee of Directors has accepted the tender, the powers will be exercised by the concerned Director.
iv	Refund of EMD/ Security deposit / Performance Guarantee /Retention money as per Conditions of Contract	Nil	Nil	Full upto powers of Acceptance of Tenders				Where MD or Committee of Directors has accepted the tender, the powers will be exercised by the concerned Director in consultation with finance.
v	Sanction of Variation in the original contract value							
a	i. On account of variation in quantities in item rate BoQ based of the contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s)not covered in the contract, and /or ; ii. Variation under Lump Sum (Design & Build) schedule of the contract	NA	Upto 25% of the contract value (in case of item rate BoQ Contract and 10% in case of Lumpsum (Design & Build) contracts	Upto ₹ 500 crores Or Upto 10% of the contract vale which ever is lower.	Upto ₹ 100 crores Or Upto 10% of the contract vale which ever is lower.	Upto ₹ 50 crores Or Upto 10% of the contract vale which ever is lower.	Nil	1. Total Variation in the contract shall be be considered while giving approval by the Competent Authority. 2. All variations in lump sum contract would be examined by a committee of the level same as original tender committee. 3. All variation beyond the indicated limits will be processed through concerned Director and Director Finance for sanction by MD. 4. Prior administrative approval for variation may be obtained from Competent Authority.



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
b	Authority to Sanction variations for Contracts other than for Project Packages (P1, P2 & P3).	NA	NA	Upto Rs. 100 crores or 25% of the contract value which ever is less	Upto ₹10 crores or 15% of the contract value which ever is less	Upto ₹ 2 crores or 10% of the contract value which ever is less	Nil	1. Variations will be with Finance Concurrence. The power to sanction total variations are for per contract. If the total variations exceed ₹ 100 crores or 25% in a contract, which ever is less, the excess/reduced values would be dealt as per single tender powers defined under item No. P5, P6, P7 or P8, as the case may be. 2. Powers to sanction overall variation delegated are inclusive of variations already sanctioned by lower level officials. 3. Vitiating will be considered when vitiating is resulting from the variation upto 10% of the original Contract Value for Contract of ₹50 lakhs or less. For Contract value more than ₹50 Lakhs, vitiating will be considered when vitiating is resulting from the variation upto 5% of the original Contract Value. 4. In case vitiating is noticed, an effort must be made to examine if it is practicable to bring in a new agency to carry out the extra quantities of work keeping in view the progress of work. If, that is not found feasible, rates must be negotiated with the existing contractor for arriving at the reasonable rates for additional quantity of work. The case shall be decided by the tender accepting authority. 5. For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item for Calling of Tenders. 6. Variation statement will be vetted by finance before processing for sanctions.
c	Variation in value of Contracts for Consultancy and Services on account of increase/decrease in scope of consultancy	NA	Full powers	Increase up to 25% of contract value. Full powers for decrease in scope.	Increase up to 10% of contract value. Full powers for decrease in scope.	Nil	Nil	i. Concurrence by associate finance shall be required for increase beyond 10% of contract value; and; ii. Director's approval will be required in case of vitiating.
vi	Sanction of advance to the contractor							
i.	When provided in the Contract Agreement	NA		Full powers	Full powers	Nil	Nil	



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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
ii.	When not provided in the Contract Agreement	NA	Full Power	Upto ₹10 crores	Upto ₹1 crores	Nil	Nil	When advances are not provided in the contract agreement and an advance is made out, it will require prior finance concurrence. The interest rate chargeable will be SBI PLR plus 2%. The advance will not be more than 5% of the contract value and will be given against a BG. Advance may given more than once if the previous advance given is fully recovered and settled.
vii	Powers to make Provisional Payments							
i.	During Extension of Contract Period (Contract period over, extension processed but extension process not completed)	NA	NA	Upto 5% of the contract value or ₹100 Crores, which ever is less.	Upto 5% of the contract value or ₹25 Crores, which ever is less.	Nil	Nil	Payment in respect of items (schedule/nom-schedule) for which rate is not yet decided will be on a provisional rate subject to upwards and downwards revision when the rate is finalized. The provisional payment will be made with prior concurrence of finance. Such provisional Payment shall be monitored separately.
viii	Waiving of Penalties on Contractors							
i.	When provided in the Contract Agreement			Full Power				Waiver of penalties will require prior finance concurrence and approval of one level higher than the authority which has imposed it.
ii.	When not provided in the Contract Agreement			Upto ₹ 25 Crores	Upto ₹5 Crores	Upto ₹ 1 Crores		
ix	Recoveries of damages caused to NHRCL	Nil	Nil	Full Powers upto powers of signing of the Contract Agreement	Full Powers upto powers of signing of the Contract Agreement	Full Powers upto powers of signing of the Contract Agreement	Nil	
x	Waiver of damages caused to NHRCL	Nil	Nil	Full power	Upto Rs. 10 lakhs.	Nil	Nil	Waiver of damages will require prior finance concurrence.
xi	Settlement of Claims and disputes							
i.	Settlement of Claims before claims become dispute (under Dispute Adjudication Board)	Upto powers of acceptance of tenders.						The claims will be settled after obtaining opinion of NHRCL appointed dispute adjudicator. This shall require finance concurrence.
ii.	Awards due to Dispute Adjudication Board (DAB) Awards.	Acceptance or otherwise of DAB awards will be one level above accepting authority of the respective tender of work.						This shall require finance concurrence.
iii.	Acceptance of Awards passed as per court judgements.	NA	NA Reg. No. 291002	Full power	Full Powers upto acceptance of contracts at their level.			



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Schedule II

Miscellaneous Matters

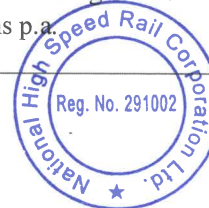


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Schedule of Powers in respect of Miscellaneous Matters

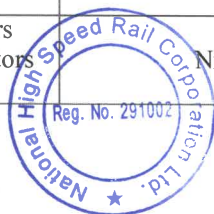
S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M1	Miscellaneous 1: Sanction for purchase of:					
1.1	Computers & peripherals including networking equipment and consumables including spares, upgrades, storage and accessories.	Full Powers	Nominated HoD for IT- ₹5 lakhs in each case with a ceiling of ₹50 lakhs p.a.	₹2 lakhs in each case with a ceiling of ₹10 lakhs p.a.	Nil	1.The expenditure will be within the provisions available. 2.No finance concurrence is required for items upto ₹10,000. 3.For all items above ₹10,000 Finance Concurrence is required.
1.2	Stationery & Other office stores	Full Powers	By nominated HoD- Rs.5 lakhs in each case with a ceiling of ₹50 lakhs p.a.	₹1 lakh in each case with a ceiling of ₹10 lakhs p.a.	Nil	
1.3	Equipments, furniture, Air Conditioner, Water Cooler, Inverter etc.	Full Powers	By nominated HoD- ₹5 lakhs for each item with a ceiling of ₹50 lakhs p.a.	₹1 lakh for each item with a ceiling of ₹10 lakhs p.a.	Nil	
1.4	Plant and Machinery, Lab equipments survey instruments (other than those covered under Schedule I - P1, P2 & P3)	Full Powers	By nominated HoD- ₹5 lakhs for each item with a ceiling of ₹50 lakhs p.a.	₹5 Lakhs in each case with a ceiling of ₹20 lakhs p.a.	Nil	These powers will be exercised with Finance Concurrence.
1.5	Spares for plant and machinery	Full Powers	Nominated HoD-Full Powers	₹5 Lakhs in each case with a ceiling of ₹20 lakhs p.a.	Nil	
1.6	Provision of LPG/PNG/Electric connection/Water connection and other misc. services in office canteen/rest house etc.	Full Powers	Nominated HoD- ₹5 lakhs in each case with a ceiling of ₹50 lakhs p.a.	₹1,00,000/- in each case with a ceiling of ₹10 lakhs p.a.	Nil	
1.7	Sanction to purchase software, applications and/or Annual Technical support/Annual Maintenance charges for such software including procurement of Digital Signature, Encryption and Security Certificates.	Full Powers	By nominated HoD for IT-₹5 lakhs in each case with a ceiling of ₹50lakhs p.a.	₹2 lakhs in each case with a ceiling of ₹10 lakhs p.a.	Nil	
1.8	Sanction to develop Software including development, management and maintenance of internet/ intranet websites and web/ mobile applications including expenditure on auditing, security etc.	Full Powers	By nominated HoD for IT: ₹5 lakhs per case with a ceiling of ₹25 lakhs p.a.	Nil	Nil	



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S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
1.9	Books, Periodicals, Journals etc.					
a	Standards/Specifications/ codes/manuals	FullPowers	By nominated HoD: ₹10 Lakh p.a.	₹1 Lakh p.a.	Nil	
b	Technical Books/periodicals/Newsletters for office including subscription to online journals and publications	Full Powers	₹25 lakh per annum for periodicals and newspapers. For HoD (in charge of Library)- ₹5 lakhs p.a including general books for library.	₹25,000 p.a.	Nil	
c	Misc. printing of Souvenirs, publications, Calendars, invitation cards, brochures etc.	Full	By nominated HoD. Up to ₹5 lakhs in each case with a ceiling of Rs. 50 lakhs p.a.	₹ 10,000 in each case with annual ceiling of ₹2 lakh.	Nil	
M2	Sanction for Hiring of Services relating to (Other than those covered under Item P1, P2 & P3)					
2.1	Vehicles	Full Powers	By nominated HoD. for Corporate office: Up to ₹2 Crores Per annum	Full Powers as per Corporate Policy for officials posted under them.	Nil	1. These powers are to be exercised with finance concurrence. 2. Vehicles for occasional requirement may be hired by CPMs & by nominated officers in Corporate Office without finance concurrence.
2.2	Office/storage space/Guest House/Rest House/Auditorium/Conference hall/meeting hall etc.	Full Powers	By nominated HoD. Up to ₹25 lakhs per month with annual ceiling limit of ₹ 2.5 crores	₹10 lakhs per month with annual ceiling of ₹ 1 crores.	Nil	1. Approval of MD shall be taken for opening of New Office. 2. Prior finance concurrence shall be taken in all cases and annual rental value for the first year to be considered for purposes of sanction. 3. The level of sanction for proposals for additional space in an existing office/ storage space shall be determined after including the rental value of the existing space. These powers are to be exercised with Finance Concurrence.
2.3	Security, Housekeeping, Canteen etc.	Full Powers	By nominated HoD: Full Powers	Full Powers	Nil	1. The powers of will be exercised with Finance Concurrence. 2. Powers may be further delegated with the approval of MD.
2.4	Hiring of manpower through outsourcing agencies and hiring of Translator.	Full Powers for translators only.	Nil	Nil	Nil	Prior approval of MD is required.



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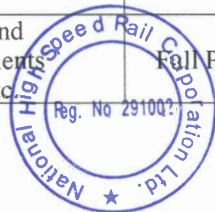
S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
2.5	Videography /photography/ documentary / creation of still graphics, video spots/films and Radio spots/Jingles, setting up of exhibition stalls etc.	Full Powers	By nominated HoD. Upto to ₹25 lakhs per case, with an annual ceiling of ₹ 2 crores	Upto ₹20,000/- in each case with annual ceiling of ₹10 Lakhs	Nil	1. Mode of selection of agency/mode of procurement for items of this schedule should be decided considering item P5 of Schedule - I Works. Matters. 2. Sanction of advance payment for hiring of services, if any, should be by the Sanctioning/Accepting Authority. 3. Powers may be further delegated with the approval of MD.
M3	Sanction for Hiring/Leasing relating to (Except those under Item P1, P2 & P3)					
3.1	Photocopy, Courier Services	Full Powers	Nominated HoD. Full Powers	Full Powers	Nil	
3.2	Office/guest house equipments	Full Powers	₹20 Lakhs p.a. (for nominated HoD)	₹10 lakhs p.a.	₹5 lakhs p.a.	These powers are to be exercises with Finance Concurrence.
3.3	Servers, computers, printers, scanners, anti-virus and networking equipment, /Software as Infrastructure /Platform / Service, Hosting services, Domain Names, E-mail Services etc.	Full Powers	Nominated HoD: ₹20 lakhs p.a.	₹10 lakhs p.a.	Nil	
3.4	Office Plant & Machinery	Full Powers	Nominated HoD: Full Powers	₹10 lakhs p.a.	Nil	
3.5	Hiring of Plant and Machinery to Contractors as provided in the contract.	Full Powers	Nil	Upto ₹5 lakhs per occasion with annual ceiling of ₹50 lakhs	Nil	Fixation of hiring charges to be fixed by Corporate office or as per contract, in consultation with finance.
3.6	Internet Bandwidth / Leased Lines/VPN	Full Powers	Nominated HoD for IT – ₹ 50 lakhs per annum.	₹5 lakhs per annum.	Nil	These powers will be exercises as per approved corporate policy.
3.7	Auditorium, Conference Hall, Meeting Hall etc. for temporary requirement	₹5 lakh per occasion	₹ 50,000/- per occasion	₹ 50,000/- per occasion for maximum of 10 occasions per annum	Nil	Prior finance concurrence shall be taken in all cases and value per occasion to be considered for the sanction.



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S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M4	Sanction for Repairs and Maintenance (Except those covered under Item P1, P2 & P3)					
4.1	Plant and machinery, Office equipment, Furniture, Electrical appliances, Computers and related assets and repairs etc.					
a	Items not covered by AMC	Full Powers	Nominated officer: ₹50,000/- per case with Annual Ceiling of ₹10 lakhs p.a.	₹20,000/- per case with a ceiling of ₹5 lakhs p.a.	₹10,000 per case with a ceiling of ₹2 lakhs p.a.	The powers will be exercised with Finance Concurrence.
b	AMC with OEM	Full Powers	Full Powers	Upto ₹20,000/- per case with annual ceiling of ₹10 Lakhs p.a.	Nil	
c	AMC other than OEM	Full Powers	Upto ₹50,000/- per case with annual ceiling of ₹25 Lakhs			
4.2	Office/storage space/Guest House/Rest House etc.	Full Powers	Nominated HoD. Up to Rs.5 lakhs p.a.	Up to ₹5 Lakhs p.a.	Nil	
M5	Sanction for Other Miscellaneous Items (Other than those sanction covered under Item P1, P2 & P3)					
5.1	Provision of Telephone connection at Projects/Corporate Office and Residence	Full Powers	Full Powers	Full Powers	Nil	1. Powers to be executed by Project Head only. In Corporate office, full powers shall be exercised by the nominated Officer. 2. These poses may further be delegated with the approval of MD. 3. The powers will be exercised with Finance Concurrence.
5.2	Sanction of imprest	Full Powers	Nil	Nil		
5.3	Releasing of Advance Rent/Security deposit for Hired/Leased Accommodation	Full Powers	Full Powers	Nil	Nil	
5.4	Payment of electricity, water, Telephone & other charges of recurring nature including reimbursement of office Telephone bills	Full Powers	Full Powers	Full Powers	Nil	
5.5	Payment of Municipal Rates, Taxes and deposits with utilities like electricity/ Telephone Co.,	Full Powers	Full Powers	Full Powers	Nil	
5.6	Execution of agreement for supply of electricity	Full Powers	Full Powers	Full Powers	Nil	
5.7	i. Expenditure on business development/ publicity / meetings / inspections / workshops / Hospitality etc.	Full Powers	Upto ₹20,000/- per occasion, subject to ceiling of ₹2 lakh p.a.	Upto ₹10,000/- per occasion, subject to ceiling of ₹1 lakh p.a.	Nil	
	ii. Expenditure on food, tentage and lighting etc. during multi departments working, exhibitions, functions etc.	Full Powers	By Nominated HoD: ₹25 lakh per occasion.	₹1 Lakh per occasion.	Nil	



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S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
5.8	Sanction for Gifts/Mementos	Full Powers	Nominated Officer: Upto ₹5000 in each case subject to ₹50,000/- p.a.	Up to ₹1,000 in each case subject to ₹25,000/- p.a.	Nil	1. Powers to be executed by Project Head only. In Corporate office, full powers shall be exercised by the nominated Officer. 2. These poses may further be delegated with the approval of MD. 3. The powers will be exercised with Finance Concurrence.
5.9	To sanction expenditure related to participating in exhibitions, conferences, seminars and preparation of publicity materials for business development	Full Powers	Nominated Officer: Full Power	Nil	Nil	Participating in exhibitions, seminars, conferences etc. will require administrative approval of MD.
5.10	Petty expenses of miscellaneous nature	Full Powers	₹40,000/- per occasion with annual ceiling of ₹20 lakhs	₹20,000/- per occasion with annual ceiling of ₹2 lakhs	Nil	The powers in Corporate Office may be further delegated with the approval of MD.
5.11	i. Insurance (Other than those in P1,P2 & P3)	Full Powers	Nominated Officer: Full Power		Nil	These powers will be exercised in consultation with finance. The powers under 5.11(ii) will require sanction of MD.
	ii. Insurance related to Project Packages	Nil	Nil	Nil	Nil	
5.12	a. Acceptance of estimates of Govt./Civic bodies/PSUs and statutory bodies for shifting power lines, telephone lines etc	Full Powers	Nominated Officer: Full Power	Up to ₹1 Crore	Nil	The powers will be exercised with Finance Concurrence.
	b. Payments to Govt./Civic bodies/PSUs and statutory bodies for shifting power lines, telephone lines etc.	Full Powers	Full Powers	Nil	Nil	
5.13	Hiring out of NHSRCL machinery, tools, plants and other items of stores to Project execution Contractors.	Full Powers	Nil	Full Powers if provided in Contract	Nil	Rates to be fixed in consultation with finance.
5.14	Auction of trees, building, Structures etc.	Full Powers	Full	Full	Nil	Reserve price to be fixed up in consultation with finance.



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S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
5.15	Cash Awards for NHSRCL, Govt./PSU/ Railway / Central / State personnel for outstanding performance.	Individual award: ₹1 Lakh. Group award ₹ 5 lakh/- with an Annual Ceiling of Rs. 20 lakhs	Nil	Nil	Nil	
5.16	राजभाषा सप्ताह आयोजन, पुरस्कार आदि से संबंधित खर्च	Full Powers	₹10,000 per occasion by designated Rajbhasha Incharge.	₹10,000 per occasion by designated Rajbhasha Incharge.	Nil	In case, expenditure is more than ₹50,000, finance concurrence is required.
M6	Sanction for Write Offs and Disposal					
6.1	Write off of obsolete items of Stores/ Furniture	Full Powers	Full Powers	For items costing up to ₹20,000/- Upto Book value of the item.	Nil	Nominated HoD for Administration Shall exercise full powers in Corporate office with Finance Concurrence only. Survey Committee of two officials (one from Finance) will be constituted to appraise the write-off proposal.
6.2	Loss of Store, T&P etc. (non-cash)	Up to ₹10 lakhs in each case	Up to ₹1 lakh in each case	Up to ₹10,000/- in each case	Nil	These powers will be exercised in consultation with finance. In case of Loss of Cash, the write off requires approval of MD with finance concurrence.
6.3	Disposal of Computers, furniture, Lab equipment, other office equipment & survey instruments	Full Powers	Full Powers	For item costing upto ₹20,000/- book value	Nil	Nominated officers in Corporate Office shall exercise full powers in respect of items concerning them in Corporate office with Finance Concurrence Only.
6.4	Disposal of Misc. Waste material	Full Powers	Full Powers	Full Powers	Nil	Committee of two officials (one from Finance) will be constituted.
M7	Sanction for Advertisement and Publicity (Sanction for Advertisement):					
7.1	Tender and Recruitment Notices	Full Powers	By the Concerned HoDs – ₹ 50 lakhs per annum	₹10 Lakhs p.a.	Nil	At Corporate Office, powers shall be exercised by nominated officer. Recruitment notices will be exercised by Corporate office only.
7.2	Statutory Requirement	Full Powers	By the Concerned HoDs – ₹ 50 lakhs per annum	₹10 Lakhs p.a.	Nil	These powers will be exercised in consultation with finance.

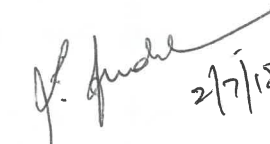


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S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
7.3	Company Publicity through Print, Electronic, Digital Media etc.	₹1 crore per case	By the Concened HoD: ₹50 lakh per case	Nil	Nil	At corporate office, powers shall be exercised by nominated HoD/in-charge/ Company Secretary only as nominated by MD. Concurrence of Finance is required for amount exceeding ₹1 lakh.
M8	Miscellaneous 8: Sanction for Legal matters					
8.1	Legal/Statutory professional services such as Taxes / Labour/ Insurance etc.	Full Powers	₹1 lakh. Per case	₹1 lakh per case	Nil	In case CPM is of AGM/JGM level, the power will be ₹50,000 per case with Finance Concurrence
8.2	Consultancy for contract matters (for arbitration cases etc.)	Full Powers	₹10 lakhs per case	Nil	Nil	These powers will be exercised in consultation with finance.
8.3	Approval to contest / file suit and to verify/ sign affidavits on service and other matters.	Full Powers	Nominated HoD: Full Powers	Full	Nil	Full powers to CPM for approving, contesting/filing suit by Standing Counsel of NHSRCL only. Any filing of suit shall in consultation with the concerned Director.
8.4	Permission to file suits in courts against outsiders.	Full Powers	Nil	Nil	Nil	These power will be exercised with administrative approval of MD.
8.5	Engaging of Advocates	Full Powers	Concerned HOD: Full Powers from Approved Panel	Concerned HOD: Full Powers from Approved Panel	Nil	
8.6	Appointment/ Determination of fees of Arbitrators/ Conciliators/ Dispute Adjudication Board (DAB) Members	Full Powers	Nil	Nil	Nil	
8.7	Miscellaneous expenditure in connection with court cases	Full Powers	₹5 lakh in each case	₹1 lakh in each case	Nil	In consultation with finance for expenditure exceeding ₹25,000/-.




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Schedule III

Human Resources and Establishment Matters



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SCHEDULE OF POWER IN RESPECT OF ESTABLISHMENT MATTERS (Corporate Office)

S.No.	Description	Director	HoD	Dy. HoD	Remarks
E1	Recruitment and Appointments				
(a)	Open market recruitment and Permanent Absorption	Nil	Nil	Nil	With the approval of MD.
(b)	Nomination of Selection Committee	Nominated Director for posts upto the level below E6.	No powers	No powers	
(c)	Approval, operation, cancellation, extension of panel	Nominated Director for posts upto the level below E6.	No powers	No powers	MD's approval is required for posts of E6 and above. Selection Committee will recommend the Panel. File to be processed through Head of HR.
(d)	Approval of names for deputation from Govt./Public sector and quasi-Govt. bodies against vacant sanctioned posts.	Nil	Nil	Nil	This shall require approval of MD.
(e)	Repatriation to parent department/ Cadre before expiry of period of deputation.	Nominated Director for Non-Executives	Nil	Nil	MD's approval is required in case of Executives.
(f)	Confirmation in regular grade after completion of period of probation.	Nominated Director for Non-Executives	Nil	Nil	MD's approval in case of Executives, as per the Recommendation of the screening Committee
(g)	Nomination of Committee for confirmation in regular grade after completion of Period of Probation.	Director Nominated to look after HR for Non- Executives	Nil	Nil	Non-executives: Committee of 3 executives of the level of E4 or above Executives: Committee of 3 officers of the level of E8 or above. Constitution of committee: one member each from concerned department, HR and any other department. Convener: Officer from the HR Department.
E2	Appointment of retired persons on re-employment/ Consultant/ Advisors	Nil	Nil	Nil	This requires approval of MD.



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S.No.	Description	Director	HoD	Dy. HoD	Remarks
E3	Transfers				
(a)	Non-Executives (under this administrative Control)	Full powers	Nil	Nil	This will require approval of MD.
(b)	Executives	Nil	Nil	Nil	
E4	Promotion against regular posts	Within Non-Executive cadre	Nil	Nil	MD's approval in case of promotion in Executive Cadre. HR department will process the cases in accordance with approved promotion policy.
E6	Acceptance of Bond				Head of HR will sign on behalf of NHSRCL. The bond details shall be recommended by the Departmental head. The bond amount and format shall be as per Policy of NHSRCL.
E7	Acceptance of Resignation and Waiver of Surety Bond				
(a)	Acceptance of resignation	Full Power for non-Executives	Nil	Nil	The resignation be processed by HR department and will require approval of MD for Executives.
(b)	Waiver of surety bond	Nil	Nil	Nil	Approval of MD with finance Concurrence
E8	Training/Nominations for training				
(a)	Seminars / conferences/ workshops / Training within India	Upto 2 weeks upto E7 level	Non-executive	NIL	MD's approval for E8 level and above. HR Department will be coordinating.
(b)	Foreign	Nil	Nil	Nil	MD's approval is required. HR Department will coordinate.
(C)	Power to organise in-house training	Full Powers	₹5 Lakhs per Programme subject to maximum ₹ 1Crore p.a.	Nil	All proposals for obtaining approval will be processed by HR Department.
E9	Technical visit, Inspection, Meetings etc.				
(a)	Tours Within India	Full Powers	Full power to Incharges Controlling officers		
(b)	Tours Abroad	Nil	Nil	Nil	This will require approval of MD.



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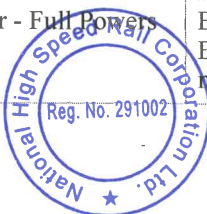
S.No.	Description	Director	HoD	Dy. HoD	Remarks
E10	Reimbursement of Conveyance charges	These powers shall be exercised for officer/staff under them.			
E11	Permitting air travel to non-entitled categories	Full Powers	Nil	Nil	Justification/circumstances to be clearly recorded in each case by the controlling officer seeking approval.
E12	Sanction of Leave and permission to Leave HQ				As per leave Policy
(a)	Permission to Leave HQ within India	Employees within their control			
(b)	Permission to Leave HQ for visit to Foreign countries	Nil	Nil	Nil	This will require MD's approval
(c)	Casual Leave				Full powers to Controlling officer
(d)	LAP/ Leave on Half Pay/ Commuted Leave				
	(i) Less than ten days	Full power to Controlling officers for officers under their control.			
	(ii) More than ten days	Upto E7 level Executive/ non-executives under them	Upto E6 level Executive/ non-executives under them	Non-executives	MD's approval for E8 and above level Executives. Processing deptt.- HR
(e)	Maternity or paternity leave	Full powers in respect of Executive/ non- executives under them	Non-Executives	Nil	MD's approval in case of Directors. Processing deptt.- HR
(f)	Special Leave/Leave not due/Extra ordinary Leave/Child Care Leave	Upto E3 level Executive/ non-executives under them	Non-Executives	Nil	MD's approval for E4 and above level Executives. Processing deptt.- HR
(g)	Special Disability Leave	Upto E3 level executives/non-executives underthem	Head of HR for Non- Executives	Nil	MD's approval for E4 and above level Executives. Processing deptt.- HR
(h)	Study Leave	Nil	Nil	Nil	MD's approval is required in consultation with the concerned Department. HR department to process
(i)	Recall from Leave	Full powers in respect of employees under them			



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S.No.	Description	Director	HoD	Dy. HoD	Remarks
(j)	Conversion of Leave into Earned leave/ Extraordinary leave/leave no due	Upto E7 level Executive/ non-executives	Non-Executive	Nil	For E8/E9 and above with the approval of MD. Processing deptt.- HR
E13	Sanction of Advances and Recovery				
(a)	Permissible personal advances	Upto E9	Upto E3	Upto Non-Executives	To be processed by HR department.
(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	Full powers in respect of executives under their control	Head of HR Department - - For Non-executives	Nil	To be processed by HR dept. with Finance concurrence.
E14	Compensation to employees governed by workmen's compensation Act in all cases of personal injury sustained in an accident arising out of and in the course of official duties.	Full powers to Director looking after HR matters for Non-Executives	Nil	Nil	In consultation with Finance Department.
E15	Transactions of Moveable/Immoveable Property				
(a)	Moveable Property	For E8 & E9 level executives	Head of HR for Below E8 level Executives and Non Executives	Nil	MD's approval for Directors. HR department to process
(b)	Immoveable Property	Full powers to Director looking after HR matters	Nil	Nil	MD's approval for Directors and all Executives.HR department to process
E16	Sanction of Leased Accommodation	Nominated Director - Full Powers	Nominated Officer- Full Power	Full Powers- for Non- Executives	To be sanctioned as per approved Policy
E17	LTC	Nominated Director - Full Powers for E8 & E9 Executives.	Head of HR upto E7 level executives & non-executives	Nil	To be sanctioned as per approved Policy
E18	Issue of experience certificate	Nominated Director - Full Powers for E7 and above.	Head of HR upto E6 level Executives and non-executives	Nil	To be processed by HR department. No Executive will sign his/her own experience certificate.



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S.No.	Description	Director	HoD	Dy. HoD	Remarks
E19	Termination/ Discharge from service when DA rules are not involved.	Nil	Nil	Nil	MD's approval. Coordinating Deptt- HR
E20	Approval for pursuing higher studies	Executives of the level of E4 to E7	Head of HR for Executives of the level of E3 and below and non-executives.	Nil	MD's approval for Executives of above E7 level. Coordinating department HR to process in consultation with concerned department.
E21	No objection certificate for passports	Full powers to Director looking after HR matters from E8 and above	Head of HR below E8 level.	Nil	Vigilance and D&AR clearance would be required.
E22	Allotment of quarters (as and when applicable)				Out of Turn allotment can be done by MD.
E23	Penalties and punishments				As per D&AR rules of NHSRCL
E24	Annual Performance Appraisal reports (APAR)				As per Guidelines of the NHSRCL
E25	Training of Apprentices	Full powers to Director looking after HR matters.	Full powers to HoD	Nil	The coordinating department will be HR.
E26	Fee & Honrarium				
a	To sanction honorarium to guest Speaker	Full Powers	₹. 25,000 per case.	Nil	
b	To sanction reimbursement of actual fee for a professional course done by the employee	Full: Annual limit of ₹ 5 lakhs with Annual Ceiling Limit of ₹ 5 Lakh.			The coordinating department will be HR. The courses have to be beneficial to the organisation. The fee receipt(s) have to be submitted. Finance concurrence is required.
E27	Write off				
(a)	To write off the recovery of amount over drawn by NHSRCL official or otherwise due from them if the erroneous payment or the amount due is discovered later on.	Full Power for Executives	Nominated Head of HR: Full Power- Head of HR for non-Executives	Nil	The powers will be exercised with finance concurrence
(b)	Waival of cost of training.	Full Power for Executives	Full- Head of HR for non-Executives	Nil	With finance concurrence



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P. Ghosh 27/7/12

S.No.	Description	Director	HoD	Dy. HoD	Remarks
(ii)	Waival of recovery of balance of outstanding irrecoverable personal advances.	Full Power for Executives	Full- Head of HR for non- Executives	Nil	With finance concurrence
E28	Grant of conveyance allowance to blind and orthopedically handicapped NHRCL officials subject to Corporate Policy.	Full Powers	Full- Head of HR	Nil	
E29	Expenses related to recruitment like medical examination, reimbursement of expenses for attending interview	Full Powers	Full Power to Head of HR.	Nil	
E30	Sanction of Medical Reimbursement	Upto ₹ 5 lakhs	Head of HR - Upto ₹ 2 lakhs	Upto ₹20,000	Medical Reimbursement above ₹ 5 Lakh will require sanction of MD.



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Correction Slips

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P. J. 277/18

NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

NEW DELHI

OFFICE ORDER NO. 09/2018

Dated: - 31.08.2018

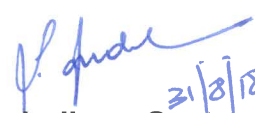
Subject: Amendment to Schedule of Power (SOP)- Amendment 1.

Amendment to following below clauses of SOP is to be incorporated to original SOP as per Annexure A enclosed.

1. SOP Clause no. P9 - (i)
2. SOP Clause no. M1 - 1.1
3. SOP Clause no. M2 - 2.2
4. SOP Clause no. P2 - a&b
5. SOP Clause no. E8 - (c)
6. SOP Clause no. E15 - (b)
7. SOP Clause no. E27 - (a)

This issues with the approval of competent authority




Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure A Amendment No. 1 (7 pages)

File No. NHSRCL/MA/MM02/SOP/69.1

Dated: 31.08.2018

Copy to:

- i. JGM/CC for kind information to MD/NHSRCL.
- ii. DP, DF
- iii. All HOD & Dy. HOD
- iv. All CPMs
- v. Finance Dept.
- vi. Notice Board for kind information to all NHSRCL officials.
- vii. Office Order File.

Amendments to SOP

Annexure A (1/7)

SCHEDULE OF POWERS IN RESPECT OF WORK MATTERS

S.No.		Description	Committee of three Directors	Committee of two Directors	Director	HoD & GM's		Dy. HOD	Remarks
						Corporate Office	Field Office		
P9		Powers to dispense with calling of tenders							
Original	i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹ 2 Lakhs in each Case with Annual Ceiling of ₹20 Lakhs	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence
Amended	i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹ 10 Lakhs in each Case with Annual Ceiling of ₹1 Crore	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence

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Amendments to SOP

Annexure A (2/7)

Schedule of Powers in respect of Miscellaneous Matters

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M1	Miscellaneous 1: Sanction for purchase of:					
Original	Computers & peripherals including networking equipment and consumables including spares, upgrades, storage and accessories.	Full Powers	Nominated HoD for IT- ₹5 lakhs in each case with a ceiling of ₹50 lakhs p.a.	₹2 lakhs in each case with a ceiling of ₹10 lakhs p.a.	Nil	1. The expenditure will be within the provisions available. 2.No finance concurrence is required for items up to ₹10,000. 3.For all items above ₹10,000 Finance Concurrence is required.
1.1						
Amended	Computers & peripherals including networking equipment and consumables including spares, upgrades, storage and accessories, related to IT	Full Powers	Nominated HoD for IT- ₹3 lakhs in each item with a ceiling of ₹1 Crore p.a.	₹2 lakhs in each item with a ceiling of ₹20 lakhs p.a.	Nil	1.The expenditure will be within the provisions available. 2.No finance concurrence is required for items up to ₹10,000. 3.For all items above ₹10,000 Finance Concurrence is required.
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Amendments to SOP

Annexure A (3/7)

Schedule of Powers in respect of Miscellaneous Matters

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M2	Sanction for Hiring of Services relating to (Other than those covered under Item P1, P2 & P3)					
Original	Office/storage space/Guest House/Rest House/Auditorium /Conference hall/meeting hall etc.	Full Powers	By nominated HoD. Up to ₹25 lakhs per month with annual ceiling limit of ₹ 2.5 crores	₹10 lakhs per month with annual ceiling of ₹ 1 crores.	Nil	1.Approval of MD shall be taken for opening of New Office. 2.Prior finance concurrence shall be taken in all cases and annual rental value for the first year to be considered for purposes of sanction. 3.The level of sanction for proposals for additional space in an existing office/storage space shall be determined after including the rental value of the existing space. These powers are to be exercised with Finance Concurrence.
2.2						
M2	Sanction for Hiring/Leasing of Services relating to (Other than those covered under Item P1, P2 & P3)					
Amended	Office/storage space/Guest House/Rest House/Auditorium /Conference hall/meeting hall etc.	Full Powers	By nominated HoD. Up to ₹25 lakhs per month per case with annual ceiling limit of 2.5 crores.	₹10 lakhs per month per case with annual ceiling of 1 crore.	Nil	1.Approval of MD shall be taken for opening of New Office. 2.Prior finance concurrence shall be taken in all cases and annual rental value for the first year to be considered for purposes of sanction. 3.The level of sanction for proposals for additional space in an existing office/storage space shall be determined after including the rental value of the existing space. These powers are to be exercised with Finance Concurrence.
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Amendments to SOP

Annexure A (4/7)

SCHEDULE OF POWERS IN RESPECT OF WORK MATTERS

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD & GM's		Dy. HOD	Remarks	
					Corporate Office	Field Office			
P2	Powers to sanction estimate and invite/accept tender for works in connection with Land Acquisition, Resettlement & Rehabilitation and Shifting/Creation of Utilities								
Original	a	Government Utility			Full Powers	Up to ₹50 Crores in Each Case	Up to ₹10 Crores in Each Case	Nil	1.Contract Division to maintain records of expenditure vis-a-vis budget for land and utilities. 2.If the case is beyond the powers of CPM, then CPM will route the case(s) to the concerned Director through HoD in the Corporate Office. 3.Finance vetting is required.
	b	Private Utility			Full Powers	ED level: Up to ₹5 Crores in Each Case GM Level: Upto ₹2 Crores in Each Case	Up to ₹1 Crores in Each Case	Nil	
Amended	a	Government Utility			Full Powers	ED level: Up to ₹50 Crores in Each Case GM level: Up to 25 Crores in Each Case.	Up to ₹10 Crores in Each Case	Nil	1.Contract Division to maintain records of expenditure vis-a-vis budget for land and utilities. 2.Finance vetting is required.
	b	Private Utility			Full Powers	ED level: Up to ₹5 Crores in Each Case. GM level: Up to 2.5 Crores in Each Case.	Up to ₹1 Crores in Each Case	Nil	

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Amendments to SOP

Annexure A (5/7)

SCHEDULE OF POWER IN RESPECT OF ESTABLISHMENT MATTERS (Corporate Office)

S. No.	Description	Director	HOD	Dy. HOD	Remarks
Original E8	Training/Nominations for training				
(C)	Power to organise in-house training	Full Powers	₹5 Lakhs per Programme subject to maximum ₹ 1Crore p.a.	Nil	All proposals for obtaining approval will be processed by HR Department.
Amended E8	Training/Nominations for training				
(C)	Power to organise in-house training	Full Powers	₹5 Lakhs per Programme subject to cumulative maximum ₹ 1Crore p.a. for all departments.	Nil	All proposals for obtaining approval will be processed by HR Department.

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Amendments to SOP

Annexure A (6/7)

SCHEDULE OF POWER IN RESPECT OF ESTABLISHMENT MATTERS (Corporate Office)

S.No.	Description	Director	HOD	Dy. HOD	Remarks
Original	Transactions of Moveable/Immoveable Property				
E15					
(b)	Immoveable Property	Full powers to Director looking after HR matters	Nil	Nil	MD's approval for Directors and all Executives.HR department to process
Amended	Transactions of Moveable/Immoveable Property				
E15					
(b)	Immoveable Property	Full powers to Director looking after HR matters	Nil	Nil	MD's approval for Directors. Processing department-HR

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Amendments to SOP

Annexure A (7/7)

SCHEDULE OF POWER IN RESPECT OF ESTABLISHMENT MATTERS (Corporate Office)

S.No.	Description	Director	HOD	Dy. HOD	Remarks
Original	Write off				
E27					
(a)	To write off the recovery of amount over drawn by NHSRCL official or otherwise due from them if the erroneous payment or the amount due is discovered later on.	Full Power for Executives	Nominated Head of HR: Full Power- Head of HR for non- Executives	Nil	The powers will be exercised with finance concurrence.
Amended	Write off				
E27					
(a)	To write off the recovery of amount over drawn by NHSRCL official or otherwise due from them if the erroneous payment or the amount due is discovered later on.	Full Power for Executives	Head of HR. Full Power for non- Executives	Nil	The powers will be exercised with finance concurrence.

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NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

NEW DELHI

OFFICE ORDER NO. 16/2018

Dated: - 24.12.2018

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No. 2.

Amendment to following below clauses of SOP is to be incorporated to original SOP as per Annexure A,B,C,D & E enclosed.

- | | | |
|---------------------------------|---|------------------------------|
| 1. SOP Clause no. P1- (a) & (b) | - | Annexure-A - Amendment No. 1 |
| 2. SOP Clause no. P2 | - | Annexure-B - Amendment No. 2 |
| 3. SOP Clause no. P4 | - | Annexure-C - Amendment No. 1 |
| 4. SOP Clause no. P5 | - | Annexure-C - Amendment No. 1 |
| 5. SOP Clause no. P6 | - | Annexure-C - Amendment No. 1 |
| 6. SOP Clause no. P7 & Note (i) | - | Annexure-C - Amendment No. 1 |
| 7. SOP Clause no. P9 | - | Annexure-D - Amendment No. 2 |
| 8. SOP Clause no. M8 | - | Annexure-E - Amendment No. 1 |

This issues with the approval of competent authority



[Signature]
Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure A,BC,D & E of Correction Slip No. 2 (12 pages)

File No. NHSRCL/MA/MM02/SOP/69.1

Dated: 24.12.2018

Copy to:

- i. JGM/CC for kind information to MD/NHSRCL.
- ii. DP, DF,D(RS), D(E&S)
- iii. All HOD & Dy. HOD
- iv. All CPMs
- v. Finance Dept.
- vi. Notice Board for kind information to all NHSRCL officials.
- vii. Office Order File.

Annexure A

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD & GM's		Dy. HOD	Remarks	
					Corporate Office	Field Office			
P1(a)	Powers to invite/accept tender for approved project packages as per the approved mode of tendering							1. Tenders will be invited only for approved project packages with finance concurrence. 2. In all projects the Packages will require approval of MD. 3. In case the acceptance of tender is within the competence of Committee of Directors, the calling of tender shall be with the approval of Director. 4. The powers of CPM/GM, AGM/JGM/DGM and Managers are to be exercised for single package only.	
Original	(i)	Open Tenders	Upto ₹10,000 Crores	Up to ₹7,500 crores	Upto ₹2,500 Crores	Upto ₹500 Crores	Upto ₹25 Crores	NIL	5. In case of multiple contracts packaging, the level of acceptance of tender will be decided as per the highest cost of individual packages. 6. Prior approval of Director will be required for shortlisting of agencies for special limited and single tender. 7. In case the work to be tendered for is part of an existing contract, the scope of work of the contract shall be suitably amended after following the due procedure as per conditions of that contract, prior to inviting fresh tender.
	(ii)	Limited Tenders	Upto ₹7,500 Crores	Upto ₹5,000 crores	Upto ₹1,000 Crores	Upto ₹200 Crore	Upto ₹10 crores	NIL	8. In case where financial value of the L1 offer is beyond the powers of acceptance (as per SOP) which has accepted evaluation of the technical bids, the higher level

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	(iii)	Single Tenders	Upto ₹500 Crores	Upto ₹250 crores	Upto ₹50 Crores	Upto ₹1 crores	NIL	NIL	accepting authority shall consider the tender. 9. In the event of reduction of contract price due to any reason, there will be no further change in the level of accepting authority. 10. Contract Management shall be governed by the accepted contract price as per SOP. 11. The committee of Directors will consist of two/three Functional Directors, as the case may be. Director (Finance) is mandatory in the committee. (Refer Note 8 & 11 of Annexure B). 12. In case there is difference of opinion amongst the Committee of Directors while accepting the tender, the acceptance of the tender shall be done at MD level. An appraisal report will be put up to MD by nominated EDs/GMs committee in such cases of disagreement on tenders through the Committee of Directors. 13. Tender Committee Composition for Project Packages: A. for Tender upto ₹500 crs. - 3 member Committee of AGM/JGM level Tender Committee and acceptance by GM level. B. For Tender above ₹500 Crores and upto ₹5000, a 3 member tender committee GM level with acceptance of Director.
P1(b)	Powers to invite/Accept tender for Consultancy Works								
Original	(i)	Open Tenders	Upto ₹ 1,000 Crores	Upto ₹ 500Crores	Upto ₹100 Crores	Upto ₹20 Crores	Upto ₹1 crore	NIL	
	(ii)	Limited Tenders	Up to ₹ 100 crores	Up to ₹ 75 crores	Up to ₹ 25 crore	Up to ₹ 5 crores	Up to ₹50 lakhs	NIL	

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	(iii)	Single Tenders	Up to ₹75 crores	Up to ₹50 crores	Up to ₹5 crores	Up to ₹50 lakhs	NIL	NIL	C. For all tender above ₹5000 crore, 3 member ED Level Committee, to be accepted by A committee of two/three Directors as the case may be. D. Finance member can be one level below the committee or as nominated by MD or DF. 14. For tenders to be accepted by MD, TC of ED/GMs committee to be put up through review committee of 2 Directors, i.e., one functional Director and Director Finance.
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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P1(a)	Powers to sanction/invite/accept tender for approved project packages as per the approved mode of tendering							1. Tenders will be invited only for approved project packages with finance concurrence. 2. In all projects the Packages will require approval of MD. 3. In case the acceptance of tender is within the competence of Committee of Directors, the sanction/calling of tender shall be with the approval of Director. 4. The powers of CPM/GM, AGM/JGM/DGM and Managers are to be exercised for single package only. 5. In case of multiple contracts packaging, the level of acceptance of tender will be decided as per the highest cost of individual packages. 6. Prior approval of Director will be required for shortlisting of agencies for special limited and single tender. 7. In case the work to be tendered for is part of an existing contract, the scope of work of the contract shall be suitably amended after following the due procedure as per conditions of that contract, prior to inviting fresh tender. 8. In case where financial value of the L1 offer is beyond the powers of acceptance (as per SOP) which has accepted evaluation of the technical bids, the higher level accepting authority shall consider the tender. 9. In the event of reduction of contract price due to any reason, there will be no further change in the level of accepting authority.
Amended								
	(i) Open Tenders	Upto ₹10,000 Crores	Up to ₹7,500 crores	Upto ₹2,500 Crores	Upto ₹500 Crores	Upto ₹25 Crores	NIL	
	(ii) Limited Tenders	Upto ₹7,500 Crores	Upto ₹5,000 crores	Upto ₹1,000 Crores	Upto ₹200 Crore	Upto ₹10 crores	NIL	
	(iii) Single Tenders	Upto ₹500 Crores	Upto ₹250 crores	Upto ₹50 Crores	Upto ₹1 crores	NIL	NIL	

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P1(b)	Powers to sanction/invite/Accept tender for Consultancy Works								10. Contract Management shall be governed by the accepted contract price as per SOP. 11. The committee of Directors will consist of two/three Functional Directors, as the case may be. Director (Finance) is mandatory in the committee. (Refer Note 8 & 11 of Annexure B). 12. In case there is difference of opinion amongst the Committee of Directors while accepting the tender, the acceptance of the tender shall be done at MD level. An appraisal report will be put up to MD by nominated EDs/GMs committee in such cases of disagreement on tenders through the Committee of Directors. 13. Tender Committee Composition works under items P1 (a) and P1(b): A. Acceptance by Director/ committee of two/three Directors – 3 member Tender Committee of GM level B. Acceptance by HoD Corporate Office - 3 member Tender Committee of AGM/JGM/DGM level C. Acceptance by HOD Site Office - 3 member committee of JGM/DGM/Sr. Mgr D. Finance member can be one level below the committee or as nominated by MD/DF/Director. 14. For tenders to be accepted by MD, TC of ED/GMs committee to be put up through review committee of 2 Directors, i.e., one functional Director and Director Finance.
Amended	(i)	Open Tenders	Upto ₹ 1,000 Crores	Upto ₹ 500 Crores	Upto ₹ 100 Crores	Upto ₹ 20 Crores	Upto ₹ 1 crore	NIL	
	(ii)	Limited Tenders	Up to ₹ 100 crores	Up to ₹ 75 crores	Up to ₹ 25 crore	Up to ₹ 5 crores	Up to ₹ 50 lakhs	NIL	
	(iii)	Single Tenders	Up to ₹ 75 crores	Up to ₹ 50 crores	Up to ₹ 5 crores	Up to ₹ 50 lakhs	NIL	NIL	

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Annexure B

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks	
					Corporate Office	Field Office			
P2 Powers to sanction estimate and invite/accept tender for works in connection with Land Acquisition, Resettlement & Rehabilitation and Shifting/Creation of Utilities									
Original	a	Government Utility			Full Powers	ED level: Up to ₹50 Crores in Each Case GM level: Up to 25 Crores in Each Case.	Up to ₹10 Crores in Each Case	Nil	1.Contract Division to maintain records of expenditure vis-a-vis budget for land and utilities. 2.Finance vetting is required.
	b	Private Utility			Full Powers	ED level: Up to ₹5 Crores in Each Case. GM level: Up to 2.5 Crores in Each Case.	Up to ₹1 Crores in Each Case	Nil	
P2 Powers to sanction estimate and invite/accept tender for works in connection with Shifting/Creation of Utilities									
Amended	a	Government Utility			Full Powers	ED level: Up to ₹50 Crores in Each Case GM level: Up to 25 Crores in Each Case.	Up to ₹10 Crores in Each Case	Nil	1.Contract Division to maintain records of expenditure vis-a-vis budget for land and utilities. 2.Finance vetting is required.
	b	Private Utility			Full Powers	ED level: Up to ₹5 Crores in Each Case. GM level: Up to 2.5 Crores in Each Case.	Up to ₹1 Crores in Each Case	Nil	

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Annexure C

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD & GM's		Dy. HOD	Remarks
					Corporate Office	Field Office		
P4	Powers to invite/accept Tender for items covered Under Schedule II (Miscellaneous Items - M2: Hiring)							1. These power will be exercised after obtaining sanction under Schedule II- Miscellaneous Matter 1: Purchases (M1 - Para 1.4 &1.5) 2. Approval for calling of Single Tender will be obtained from one level above by the authority accepting single tender. 3. Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM 4. The prior sanction to incur expenditure for items under item P7 will be obtained from concerned Director after finance vetting. The sanction limit will be ₹75 crores beyond which the sanction shall lie with MD. 5. These powers will be exercised by Nominated HoD.
i	Open tenders	NA	NA	Full Power	Upto ₹5 Crores	Upto ₹2Crores	Nil	
ii	Limited tenders	NA	NA	Full Power	Upto ₹2Crores	Upto ₹50 lakh	Nil	
iii	Single tender	NA	Full Powers	Upto ₹1 Crores	Upto ₹50 lakhs	Upto ₹10 lakhs	Nil	
P5	Purchase of Plant and Machinery, Survey Instruments, Lab Equipments and Spares							
i	Open tenders	Nil	Nil	Full Powers	Upto ₹5 Crores	Upto ₹1 Crores	Nil	
ii	Limited tenders	Nil	Nil	Full Powers	Upto ₹2 Crores	Upto ₹25 lakhs	Nil	
iii	Single tender	Nil	Full Power	Up to ₹1 Crores	Upto ₹50 lakhs	NIL	Nil	
P6	Powers to invite Tender/ Acceptance for items Covered Under Schedule II (Miscellaneous Items - M3 - Hiring/Leasing & M4 - Repairs & Maintenance)							
(i)	Open tenders	Nil	Nil	Full Powers	Upto ₹1 Crores	Upto ₹50 lakhs	Nil	
(ii)	Limited tenders	Nil	Nil	Full Powers	Upto ₹50 lakhs	Upto ₹20 lakhs	Nil	
(iii)	Single tender	Nil	Full Power	Upto ₹50 Lakhs	Upto ₹10 lakhs	Upto ₹5 lakhs	Nil	
P7	Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I							
i	Open tenders	Nil	Nil	Full Power	Upto ₹50 crores	Upto ₹25 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹20 crore	Upto ₹5 Crores	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹1Crores	Upto ₹10 lakhs	Nil	

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Note (i)	Tender Committee Composition for all tenders except those in Project Packages (P1, P2 & P3)		Remarks
	Particulars	Tender Committee consisting of	In case there is difference of opinion amongst the members of tender committee, the case will be put up one level above tender accepting authority along with recommendation of original accepting authority.
i	For tender upto ₹10 lakhs	Direct acceptance by the concerned Dy. HoD of Corporate/Field Office	
ii	For tender between ₹ 10 Lakhs to 50 Lakhs	Direct acceptance by the concerned HoD of Corporate/Field Office	
iii	For tenders above Rs.50 Lakhs and upto Rs.50 Crores	Three members Committee, one member from the concerned department (Dy. HoD) and one member from associate finance (Manager/Sr.Manager) and third member as nominated.	
iv	For tenders above ₹50 crores	Three Member Committee, one member from the concerned department (ED/GM) and one member from associate finance (GM) and the third member as nominated.	

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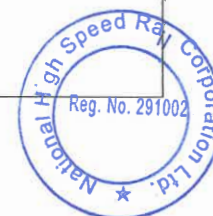


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S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P4	Powers to invite/accept Tender for items covered Under Schedule II (Miscellaneous Items - M2: Hiring)							1. These power will be exercised after obtaining sanction under Schedule II-Miscellaneous Matter 1: Purchases (M1 - Para 1.4 & 1.5) 2. Approval for calling of Single Tender will be obtained from one level above by the authority accepting single tender. 3. Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM 4. The prior sanction to incur expenditure for items under item P7 will be obtained from CPM upto ₹10 lakhs, ED/GM up to ₹25 Crore and concerned Director upto ₹50 Crore after finance vetting. The sanction shall lie with MD beyond ₹50 Crore 5. These powers will be exercised by Nominated HoD.
i	Open tenders	NA	NA	Full Power	Upto ₹5 Crores	Upto ₹2Crores	₹10 lakhs	
ii	Limited tenders	NA	NA	Full Power	Upto ₹2 Crores	Upto ₹50 lakh	Nil	
iii	Single tender	NA	Full Powers	Upto ₹1 Crores	Upto ₹50 lakhs	Upto ₹10 lakhs	Nil	
P5	Purchase of Plant and Machinery, Survey Instruments, Lab Equipments and Spares							
i	Open tenders	Nil	Nil	Full Powers	Upto ₹5 Crores	Upto ₹1 Crores	₹10 lakhs	
ii	Limited tenders	Nil	Nil	Full Powers	Upto ₹2 Crores	Upto ₹25 lakhs	Nil	
iii	Single tender	Nil	Full Power	Up to ₹1 Crores	Upto ₹50 lakhs	NIL	Nil	
P6	Powers to invite Tender/ Acceptance for items Covered Under Schedule II (Miscellaneous Items - M3 - Hiring/Leasing & M4 - Repairs & Maintenance)							
(i)	Open tenders	Nil	Nil	Full Powers	Upto ₹1 Crore	Upto ₹50 lakhs	₹10 lakhs	
(ii)	Limited tenders	Nil	Nil	Full Powers	Upto ₹50 lakhs	Upto ₹20 lakhs	Nil	
(iii)	Single tender	Nil	Full Power	Upto ₹50 Lakhs	Upto ₹10 lakhs	Upto ₹5 lakhs	Nil	
P7 (a)	Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I (Works)							
i	Open tenders	Nil	Nil	Full Power	Upto ₹50 crores	Upto ₹25 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹20 crore	Upto ₹5 Crores	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹1Crore	Upto ₹10 lakhs	Nil	

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P7 (b)		Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I (Consultancy)						
i	Open tenders	Nil	Nil	Full Power	Upto ₹5 crores	Upto ₹2 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹2 crore	Upto ₹50 lakh	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹10 lakh	Upto ₹1 lakh	Nil	
Note (i)		Tender Committee Composition for all tenders except those in Project Packages (P1, P2 & P3)						Remarks
	Acceptance Authority	Tender Committee Composition						1.For tenders to be accepted by MD, TC of ED/GMs committee to be put up through review committee of 2 Directors, i.e., one functional Director and Director Finance. 2.In case there is difference of opinion amongst the members of tender committee, the case will be put up one level above tender accepting authority along with recommendation of original accepting authority.
A	Director/committee of two/three Directors	3 member Tender Committee of GM level						
B	HoD Corporate Office	3 member Tender Committee of AGM/JGM/DGM level						
C	HoD Site Office	3 member committee of JGM/DGM/Sr. Mgr						
D	Dy. HoD	2 member Committee of Mgr/AM						

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Annexure D

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks	
					Corporate Office	Field Office			
P9	Powers to dispense with calling of tenders								
Original	i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹ 10 Lakhs in each Case with Annual Ceiling of ₹1 Crore	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence
P9	Powers to dispense with calling of tenders								
Amended	i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹ 10 Lakhs in each Case with Annual Ceiling of ₹1 Crore	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc or any other work related to project execution. The prior sanction to incur expenditure for items under item P9 will be obtained from CPM upto ₹10 lakhs, ED/GM up to ₹50 lakh and concerned Director upto ₹2 Crore after finance vetting. The sanction shall lie with MD beyond ₹2 Crore These powers will be used in case of urgency, duly recording the reasons and with finance concurrence.

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P. J. J. J.
24/12/18



Annexure E

S.No.	Description	Director	HoD & GM's		Dy. HoD	Remarks
			Corporate Office	Field Office		
M8	Miscellaneous 8: Sanction for Legal matters					
Original	Legal/Statutory professional services such as Taxes / Labour/ Insurance etc.	Full Powers	₹1 lakh. Per case	₹1 lakh per case	Nil	In case CPM is of AGM/JGM level, the power will be ₹50,000 per case with Finance Concurrence
8.1						
8.2	Consultancy for contract matters (for arbitration cases etc.)	Full Powers	₹10 lakhs per case	Nil	Nil	These powers will be exercised in consultation with finance.
8.5	Engaging of Advocates	Full Powers	Concerned HOD: Full Powers from Approved Panel	Concerned HOD: Full Powers from Approved Panel	Nil	
8.6	Appointment/ Determination of fees of Arbitrators/ Conciliators/ Dispute Adjudication Board (DAB) Members	Full Powers	Nil	Nil	Nil	
S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M8	Miscellaneous 8: Sanction for Legal matters					
Amended	Legal/Statutory professional services such as Taxes / Labour/ Insurance etc.	Full Powers	Upto ₹10 lakhs per case	Upto ₹1 lakh per case	Nil	In case CPM is of AGM/JGM level, the power will be ₹50,000 per case with Finance Concurrence.
8.1						
8.2	Consultancy for contract matters (for arbitration cases etc.)	Full Powers	Upto ₹50 lakhs per case	Nil	Nil	These powers will be exercised in consultation with finance.
8.5	Engaging of Advocates	Full Powers	Full Powers	Full Powers	Nil	Full Powers for the cases arising from contracts/tender accepted by them. These powers will be exercised in consultation with finance.
8.6	Appointment/ Determination of fees of Arbitrators/ Conciliators/ Dispute Adjudication Board (DAB) Members	Full Powers	Full Powers	Nil	Nil	Full Powers for the contracts/tender accepted by them. These powers will be exercised in consultation with finance.

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24/12/12



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 03/2019

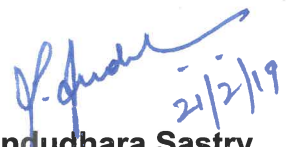
Dated: - 21.02.2019

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.3.

Amendment to following clauses of SOP is to be incorporated to original SOP as per Annexure-A, B, C, D, E, F & G enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P3- (ii)	Annexure-A	Amendment No.1
2	P7- (a)	Annexure-B	Amendment No.3
3	P9- (i) & (ii)	Annexure-C	Amendment No.3
4	P12- v(a), v(b), v(c)	Annexure-D	Amendment No.1
5	M8- 8.1	Annexure-E	Amendment No.3
6	M1- 1.3	Annexure-F	Amendment No.1
7	SN-8 of Preamble to SOP	Annexure-G	Amendment No.1

This issues with the approval of Competent Authority.


Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure- A, B, C, D, E, F & G of Correction Slip No.3 (10 pages)

File No. NHSRCL/MA/MM02/SOP/69.1

Dated:21.02.2019

Copy to: -

- i. JGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Finance Department
- vi. Office Order file.
- vii. Notice Board for information to all NHSRCL officials.

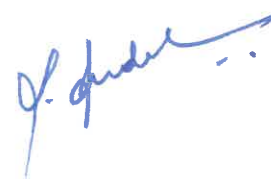


Original**Amendment to SOP****Annexure-A**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P3	Powers of acceptance of offer for engaging Government companies/Agencies on nomination basis for work							
ii	Consultancy Works	Upto ₹100 Crores	Upto ₹50 Crores	Upto ₹5 Crores	Upto ₹50 Lakhs	Nil	Nil	1. Prior Administrative Approval of MD is required with finance concurrence. 2. The powers should be used with requisite justification.

Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P3	Powers of acceptance of offer for engaging Government companies/Agencies on nomination basis for work							
ii	Consultancy Works	Upto ₹100 Crores	Upto ₹50 Crores	Upto ₹5 Crores	Upto ₹1 Crore	Upto ₹1 Crore	Nil	1. Prior Administrative Approval of MD is required with finance concurrence.


Original (As per Amendment No.2)**Amendment to SOP****Annexure – B**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P7 (a)	Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I (Works)							1.These power will be exercised after obtaining sanction under Schedule II-Miscellaneous Matter 1: Purchases (M1 - Para 1.4 &1.5) 2.Approval for calling of Single Tender will be obtained from one level above by the authority accepting single tender. 3.Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM 4.The prior sanction to incur expenditure for items under item P7 will be obtained from CPM upto ₹10 lakhs, ED/GM up to ₹25 Crore and concerned Director upto₹50 Crore after finance vetting. The sanction shall lie with MD beyond ₹50 Crore 5.These powers will be exercised by Nominated HoD.
i	Open tenders	Nil	Nil	Full Power	Upto ₹50 crores	Upto ₹25 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹20 crore	Upto ₹5 Crores	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹1Crore	Upto ₹10 lakhs	Nil	

Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P7 (a)	Powers to invite/accept tenders for items not covered under P1, P2 & P3 of Schedule I (Works)							1. These power will be exercised after obtaining sanction under Schedule II-Miscellaneous Matter 1: Purchases (M1 - Para 1.4 & 1.5) 2. Approval for calling of Single Tender will be obtained from one level above by the authority accepting single tender. 3. Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM 4. The prior sanction to incur expenditure for items under item P7 will be obtained from CPM upto ₹5 crore, ED/GM up to ₹25 Crore and concerned Director upto ₹50 Crore after finance vetting. The sanction shall lie with MD beyond ₹50 Crore 5. These powers will be exercised by Nominated HoD.
i	Open tenders	Nil	Nil	Full Power	Upto ₹50 crores	Upto ₹35 crores	Nil	
ii	Limited tenders	Nil	Nil	Full Power	Upto ₹20 crore	Upto ₹10 Crores	Nil	
iii	Single tender	Nil	Nil	Upto ₹1 Crores	Upto ₹1Crore	Upto ₹10 lakhs	Nil	

V

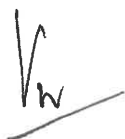
2/10

P. Ghosh



Original (As per Amendment No. 2)**Amendment to SOP****Annexure - C**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P9	Powers to dispense with calling of tenders							
i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹10 Lakhs in each Case with Annual Ceiling of ₹1 Crore	Nil	The works related to project execution include repair/maintenance of Plants & Equipments, land acquisition, utility services (i.e. sanitation, security, office upkeep etc.), Maintenance of office plant and equipments, hiring of office/guest house space, storage, auditorium etc., Survey, Geotechnical Investigation, Inspection & Testing, Architectural/ Structural Design, General and technical Consultancy, hiring of cranes and construction equipments etc. or any other work related to project execution. The prior sanction to incur expenditure for items under item P9 will be obtained from CPM upto ₹10 lakhs, ED/GM upto ₹50 lakhs and concerned director upto ₹2 crore after finance vetting. The sanction shall lie with MD beyond ₹2 crores. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence
ii.	Hiring of vehicle for NHRCL officers on regular basis.	NA	NA	Upto Rs. 10 lakhs in each case with annual ceiling of ₹1 Crore	Upto ₹ 5 lakhs in each case with ceiling limit of ₹50 lakhs	Upto ₹ 2 lakhs in each case with annual ceiling of ₹25 lakhs	Nil	This will require finance concurrence.





Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P9	Powers to dispense with calling of tenders							
i	Directly related to Project Execution	NA	NA	Upto ₹2 Crore in each Case with Annual Ceiling of ₹20 crores	Upto ₹50 lakhs in each Case with Annual Ceiling of ₹10 Crore	Upto ₹25 Lakhs in each Case with Annual Ceiling of ₹2 Crore	Nil	1. Powers to invite/accept Tender for items other than P1, P2 & P3 lies with P4, P5, P6 & P7. However, the Powers to invite / accept Quotations for works directly related to Project execution lies under P9. 2. These powers will be exercised after obtaining sanction under Schedule-I & Schedule II. 3. Procurement for Items under Miscellaneous 1, 2, 3 & 4 (Schedule II) should be preferably made through GeM. 4. These powers will be used in case of urgency, duly recording the reasons and with finance concurrence 5. Each Unit and Sanctioning Authority shall maintain a register for Quotation indicating Name of Work, Cost, Date of Opening, LOA date and Cumulative amount, for adherence to amount ceiling limit for each Authority.
ii.	Hiring of vehicle for NHRCL officers on regular basis.	NA	NA	Upto Rs. 15 lakhs in each case with annual ceiling of ₹1 Crore	Upto ₹ 10 lakhs in each case with ceiling limit of ₹50 lakhs	Upto ₹ 5 lakhs in each case with annual ceiling of ₹25 lakhs	Nil	This will require finance concurrence.

Vh

[Signature]



Original

Amendment to SOP

Annexure – D

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
v	Sanction of Variation in the original contract value							
a	i. On account of variation in quantities in item rate BoQ based of the contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s)not covered in the contract, and /or; ii. Variation under Lump Sum (Design & Build) schedule of the contract	NA	Upto 25% of the contract value (in case of item rate BoQ Contract and 10% in case of Lump sum (Design & Build) contracts	Upto ₹ 500 crores Or Upto 10% of the contract value whichever is lower.	Upto ₹ 100 crores Or Upto 10% of the contract value whichever is lower.	Upto ₹ 50 crores Or Upto 10% of the contract value whichever is lower.	Nil	1. Total Variation in the contract shall be considered while giving approval by the Competent Authority. 2. All variations in lump sum contract would be examined by a committee of the level same as original tender committee. 3. All variation beyond the indicated limits will be processed through concerned Director and Director Finance for sanction by MD. 4. Prior administrative approval for variation may be obtained from Competent Authority.
b	Authority to Sanction variations for Contracts other than for Project Packages (P1, P2 & P3).	NA	NA	Upto Rs. 100 crores or 25% of the contract value whichever is less	Upto ₹10 crores or 15% of the contract value whichever is less	Upto ₹ 2 crores or 10% of the contract value whichever is less	Nil	1. Variations will be with Finance Concurrence. The power to sanction total variations are for per contract. If the total variations exceed ₹100 crores or 25% in a contract, whichever is less, the excess/reduced values would be dealt as per single tender powers defined under item No. P5, P6, P7 or P8, as the case may be. 2. Powers to sanction overall variation delegated are inclusive of variations already sanctioned by lower level officials. 3. Vitiatioin will be considered when vitiatioin is resulting from the variation upto 10% of the original Contract Value for Contract of ₹50 lakhs or less. For Contract value more than ₹50 Lakhs, vitiatioin will be considered when vitiatioin is resulting from the variation upto 5% of the original Contract Value.

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J. Gupte

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Original

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
								4. In case vitiation is noticed, an effort must be made to examine if it is practicable to bring in a new agency to carry out the extra quantities of work keeping in view the progress of work. If, that is not found feasible, rates must be negotiated with the existing contractor for arriving at the reasonable rates for additional quantity of work. The case shall be decided by the tender accepting authority. 5. For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item for Calling of Tenders. 6. Variation statement will be vetted by finance before processing for sanctions.
c	Variation in value of Contracts for Consultancy and Services on account of increase/decrease in scope of consultancy	NA	Full powers	Increase upto 25% of contract value. Full powers for decrease in scope.	Increase upto 10% of contract value. Full powers for decrease in scope.	Nil	Nil	i. Concurrence by associate finance shall be required for increase beyond 10% of contract value; and; ii. Director's approval will be required in case of vitiation.

Vhr

P. Gude



Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							1. Total Variation in the contract shall be considered while giving approval by the Competent Authority. 2. Variation statement will be vetted by Associate Finance before processing for sanctions. The power to sanction total variations are for per contract. 3. All variations in Lump Sum Contract would be examined by a Committee of the level same as that of Original Tender Committee. 4. Any variation beyond the indicated limits will be processed for approval of next Higher Authority. 5. Prior Administrative approval for variation may be obtained from Competent Authority. 6. Powers to sanction overall variation delegated are inclusive of variations already sanctioned by Lower Level officials. 7. Vitiation will be considered when vitiation is resulting from the variation upto 10% of the original Contract Value for Contract of ₹50 lakhs or less. For Contract value more than ₹50 Lakhs, vitiation will be considered when vitiation is resulting from the variation upto 5% of the original Contract Value. 8. In case vitiation is noticed, an effort must be made to examine if it is practicable to bring in a new agency to carry out the extra quantities of work keeping in view the progress of work. If, that is not found feasible, rates must be negotiated with the existing contractor for arriving at the reasonable rates for additional quantity of work. The case shall be decided by the tender accepting authority. 9. Director's approval will be required in case of vitiation. 10. For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item for Calling of Tenders.
v	Sanction of Variation in the original contract value							
a	i. On account of variation in quantities in item rate BoQ based of the contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s)not covered in the contract, and /or ; ii. Variation under Lump Sum (Design & Build) schedule of the contract	NA	Upto 25% of the contract value (in case of item rate BoQ Contract and 50% in case of Lump sum (Design & Build) contracts	Upto ₹ 500 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 100 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 50 crores Or Upto 50% of the contract value whichever is lower.	Nil	
b	Authority to Sanction variations for Contracts other than for Project Packages (P1, P2 & P3).	NA	Full Power	Upto Rs. 100 crores or 50% of the contract value whichever is less	Upto ₹25 crores or 50% of the contract value whichever is less	Upto ₹ 12 crores or 50% of the contract value whichever is less	Nil	
c	Variation in value of Contracts for Consultancy and Services on account of increase/decrease in scope of consultancy	NA	Full powers	Upto Rs.50 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.10 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.5 crores or 50% of the contract value whichever is less. Full powers for decrease in scope.	Nil	

Original (As Per Amendment 2)**Amendment to SOP****Annexure- E**

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M8	Miscellaneous 8: Sanction for Legal matters					
8.1	Legal/Statutory professional services such as Taxes / Labour/ Insurance etc.	Full Powers	₹10 lakhs per case	₹1 lakh per case	Nil	In case CPM is of AGM/JGM level, the power will be ₹50,000 per case with Finance Concurrence

Amended

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M8	Miscellaneous 8: Sanction for Legal matters					
8.1	Legal / Companies Act related matters / Corporate Compliances / Statutory professional services such as Taxes / Labour/ Insurance etc.	Full Powers	₹10 lakhs per case	₹1 lakh per case	Nil	In case CPM is of AGM/JGM level, the power will be ₹50,000 per case with Finance Concurrence



Original**Amendment to SOP****Annexure- F**

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M1	Miscellaneous 1: Sanction for purchase of:					
1.3	Equipments, furniture, Air Conditioner, Water Cooler, Inverter etc.	Full Powers	By nominated HoD- ₹5 lakhs for each item with a ceiling of ₹50 lakhs p.a.	₹1 lakh for each item with a ceiling of ₹10 lakhs p.a.	Nil	1. The expenditure will be within the provisions available. 2.No finance concurrence is required for items upto ₹10,000. 3.For all items above ₹10,000 Finance Concurrence is required.

Amended

S.No.	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M1	Miscellaneous 1: Sanction for purchase of:					
1.3	Equipments, furniture, Air Conditioner, Water Cooler, Inverter etc.	Full Powers	By nominated HoD- ₹5 lakhs for each item with a ceiling of ₹5 crores p.a.	₹1 lakh for each item with a ceiling of ₹25 lakhs p.a.	Nil	1. The expenditure will be within the provisions available. 2.No finance concurrence is required for items upto ₹10,000. 3.For all items above ₹10,000 Finance Concurrence is required.

Vh

P. Ghosh



Original

Amendment to SOP

Annexure- G

PREAMBLE

8. In cases where ED and GM are both present, the powers of sanctioning will be exercised by the concerned ED. The powers of tenders, contracts and its management will be exercised by the concerned GM. The contract issues though will be routed through concerned ED by the concerned GM to the concerned Director for seeking approval, as the case may be.

Amended

PREAMBLE

6. In cases where ED and GM are both present, the powers of sanctioning of ED will be of Corporate Office and Powers of GM shall be same as those of HoD in Field Office. The powers of tenders, contracts and its management will be exercised by the concerned GM. The contract issues though will be routed through concerned ED by the concerned GM to the concerned Director for seeking approval, as the case may be.

Vh

P. Ghosh



**NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI**

OFFICE ORDER No. 06/2019

Dated 29.10.2019

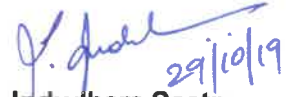
Subject : Clarification towards financial limits mentioned in the SOP of NHSRCL

**Ref : (i) Office Order No.07/2018 dated 02.07.2018
(ii) Office Order No.09/2018 dated 31.08.2018 (Amendment No.1)
(iii) Office Order No.16/2018 dated 24.12.2018 (Correction Slip No.2)
(iv) Office Order No.03/2019 dated 21.02.2019 (Correction Slip No.3)**

Vide above references, SOP of NHSRCL was circulated along with correction slips till date.

It is hereby clarified that all financial limits mentioned in the SOP are excluding taxes.

This issues with the approval of Competent Authority.


Indudhara Sastry
(General Manager/Contract)

File No. NHRCL/MA/MM02/SOP/69.1

Dated 29.10.2019



Copy to:

- i. JGM/CC for kind information to Managing Director/ NHRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Office Order file.
- vi. Notice Board for information to all NHRCL officials.

NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 08/2019

Dated: -03.12.2019

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.4.

Amendment to following clauses of SOP is to be incorporated to original SOP as per Annexure-A enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P9- (iii)	Annexure-A	Amendment No.1

This issues with the approval of Competent Authority.



P. Sastry
3/12/19
Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure- A of Correction Slip No.4 (2 pages) along with Register of Correction Slips (3 pages)

File No. NHSRCL/MA/MM02/SOP/69.1

Dated:03.12.2019

Copy to: -

- i. JGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Finance Department
- vi. Office Order file.
- vii. Notice Board for information to all NHSRCL officials.

Original**Amendment to SOP****Annexure – A**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P9	Powers to dispense with calling of tenders							
iii.	Any other item sanctioned under Schedule II -Miscellaneous Items, pertaining to purchase of various items/hiring of services.	NA	NA	Upto Rs. 25 lakhs in each case with annual ceiling of Rs. 10 Crores	By nominated HoD- upto Rs.2.5 Lakhs in each case, with an Annual Ceiling of ₹5 crores lakhs	Upto Rs.5 Lakhs in each case with an Annual Ceiling of ₹50 lakhs	Nil	This will require finance concurrence.

Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P9	Powers to dispense with calling of tenders							
iii.	Any other item sanctioned under Schedule II -Miscellaneous Items, pertaining to purchase of various items/hiring of services.	NA	NA	Upto Rs. 25 lakhs in each case with annual ceiling of Rs. 10 Crores	By nominated HoD- upto Rs.15 Lakhs in each case, with an Annual Ceiling of ₹5 crores	Upto Rs.5 Lakhs in each case with an Annual Ceiling of ₹50 lakhs	Nil	This will require finance concurrence.

P. S. D. S.
2/12/19

V. N.
03/12/2019



Note (i)	Quotation Committee Composition for all items under P-9(i) to (iii)		Remarks
	Acceptance Authority	Quotation Committee Composition	1. For quotations to be accepted by Director, TC of AGM / JGM / DGM level committee to be put up through review committee of 2 GMs, i.e., one functional GM and GM/Strategic Finance. 2. In case there is difference of opinion amongst the members of quotation committee, the case will be put up one level above tender accepting authority along with recommendation of original accepting authority.
A	Director	2-member Committee of AGM / JGM / DGM level	
B	HoD Corporate Office	2-member Committee of DGM / Sr.Mgr / Mgr level	
C	HoD Field Office	2-member Committee of DGM / Sr.Mgr / Mgr level	

Vh
8/12/19

P. Ghosh
2/12/19



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 01/2020

Dated:- 02.01.2020

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.5.

Amendment to following clauses of SOP is to be incorporated to original SOP as per Annexure-A enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P-12 (v) (d)	Annexure-A	New Clause

This issues with the approval of Competent Authority.



[Signature]
21/1/20

Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure- A of Correction Slip No.5 (1 page) along with Register of Correction Slips (5 pages)

File No. NHSRCL/MA/MM02/SOP/69.1

Dated: 02.01.2020

Copy to: -

- i. JGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Finance Department
- vi. Office Order file.
- vii. Notice Board for information to all NHSRCL officials.

Amendment to SOPAnnexure – AAddendum (New)

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
v	Sanction of Variation in the original contract value							
d	Decrease in quantities specified in the contracts	NA	Full powers in respect of contracts accepted by them.					1. <u>For Decrease in quantities specified in the contracts, following may be adopted: -</u> i. The accepting authority can decrease the items without Finance Concurrence. ii. It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage (Not applicable in case of closure of contract without any liability on either side). iii. It should be ensured that due to decreased quantities, vitiation should not occur. In case of vitiation in a tender, sanction of competent Authority as per single tender shall be obtained, or the rates are lowered to avoid vitiation.

V. K. Sharma
27/10/2020

P. K. Sharma



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI
OFFICE ORDER (PROCEDURAL) NO. 08/2020

Dated: - 25.08.2020

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.6.

Amendment to following clauses of SOP is to be incorporated to original SOP as per Annexure-1 enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P10	Annexure-1	Amendment No.1
2	P11		

This issues with the approval of Competent Authority.


Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure-1 of Correction Slip No.6 (2 pages)

File No. NHRCL-CO/MA/CA/01/SOP/20/.1

Dated: 25.08.2020

Copy to: -

- i. JGM/CC for kind information to Managing Director/ NHRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock),
Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Finance Department
- vi. Office Order file.
- vii. Notice Board for information to all NHRCL officials.



Amendment to SOP**Original**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
P10	Issue of acceptance Letter for Tender duly accepted by Competent Authority							
i	Issue of Letter of acceptance	NA	NA	Full powers	1) When accepting authority is MD/ Committee of Directors, OSD will be issuing authority of acceptance letter. 2) When accepting authority is Director, GM/Contract will be issuing authority of acceptance letter. 3) For all others, the issuing authority will be one level below the accepting authority.		All acceptance letters above ₹ 10 lakhs to be vetted by Finance.	
P11	Signing of Contract Agreement							
i	Signing of Agreement for Awarded tender	NA	NA	Full powers	1) When accepting authority is MD/ Committee of Directors/MD, OSD will be signing authority agreement for awarded tender . 2) When accepting authority is Director, GM/Contract will be signing authority agreement for awarded tender 3) For all others, the signing authority will be one level below the acceptance powers of tenders.		All agreement for works above ₹ 10 lakhs to be vetted by Finance.	



Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HoD	Remarks
					Corporate Office	Field Office		
P10								
Issue of acceptance Letter for Tender duly accepted by Competent Authority								
i	Issue of Letter of acceptance	NA	NA	Full powers	1) When accepting authority is MD/ Committee of Directors, OSD / ED level of respective dept / Field Office HOD will be issuing authority of acceptance letter. 2) When accepting authority is Director, GM(Contract) / Concerned Dept. HOD / Field Office HOD will be issuing authority of acceptance letter. 3) For all others, the issuing authority will be one level below the accepting authority of Concerned Dept. / Field Office Unit .		All acceptance letters above ₹ 10 lakhs to be vetted by Finance.	
P11								
Signing of Contract Agreement								
i	Signing of Agreement for Awarded tender	NA	NA	Full powers	1) When accepting authority is MD/ Committee of Directors/MD, OSD / ED level of respective dept / Field Office HOD will be signing authority agreement for awarded tender . 2) When accepting authority is Director, GM(Contract) / Concerned Dept. HOD / Field Office HOD will be signing authority agreement for awarded tender 3) For all others, the signing authority will be one level below the acceptance powers of tenders of Concerned Dept. / Field Office Unit .		All agreement for works above ₹ 10 lakhs to be vetted by Finance.	

Vw✓

P. Chudhary



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER (PROCEDURAL) NO. 10/2021 (Rev.)

Dated: - 29.12.2021

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.7.

Amendment to following clauses of SOP is to be incorporated to original SOP as per Annexure-1 enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	M5 - 5.17 (New)	Annexure-1	New Clause

This issues with the approval of Competent Authority.


29/12/21
Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure-1 of Correction Slip No.7 (1 page)

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Dated: 29.12.2021

Copy to: -

- i. DGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling - Stock),
Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Finance Department
- vi. Office Order file.
- vii. Notice Board for information to all NHSRCL officials.



Amended (New)

S.No	Description	Director	HoD		Dy. HoD	Remarks
			Corporate Office	Field Office		
M5	Sanction for Other Miscellaneous Items (Other than those sanction covered under Item P1, P2 & P3)					
5.17	For Sanction of Sports Activities					
i.	Hiring of sports venue	Upto ₹ 1 lakh per occasion with annual ceiling of ₹ 5 lakh	Nominated Officer: Upto ₹25,000/- per occasion with annual ceiling of ₹1.5 lakh	Upto ₹ 15,000/- per occasion with annual ceiling of ₹1.5 lakh.	Nil	1. Administrative approval for organizing such functions / activities shall be taken as under: - (i) For Field Office – approving authority is Director (Project). (ii) For Corporate Office – approving authority is Director (Rolling Stock). 2. Nominated Officer in Corporate office is ED/RS. 3. These powers shall be exercised with finance concurrence if the expenditure involved is more than ₹ 25,000/-.
ii.	Purchase of Sports equipment/gear	Upto ₹ 1 lakh per occasion with annual ceiling of ₹ 5 lakh	Nominated Officer: Up to ₹ 15,000/- per occasion with annual ceiling of ₹ 1 lakh	Upto ₹ 10,000/- per occasion with annual ceiling of ₹ 1 lakh	Nil	
iii.	Expenditure pertaining to arrangements for organising sports events including dinner/lunch/refreshments etc.	Upto ₹ 5 lakh per occasion with annual ceiling of ₹25 lakh	Nominated Officer: Up to ₹ 25,000/- per occasion with annual ceiling of ₹ 2.5 lakh	Upto ₹ 25,000/- with annual ceiling of ₹ 2.5 lakh	Nil	
iv.	Miscellaneous pertaining to arrangements for organising sports events	Upto ₹ 1 lakh with annual ceiling of ₹ 5 lakh	Nominated Officer: Up to ₹ 25,000/- per occasion with annual ceiling of ₹ 1.5 lakh	Upto ₹ 15,000/- with annual ceiling of ₹ 1.5 lakh	Nil	

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29/12/21
GNK



**NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI**

OFFICE ORDER (PROCEDURAL) NO. 07/2022

Dated: 18.08.2022

Sub: Amendment to Schedule of Power (SOP) – Correction Slip No.8.

Powers in SOP under Director Project for the following Clauses regarding tender finalization and approval / sanction of estimates are delegated to Mr.Anjum Pervez, Principal Executive Director, Planning and Development.

SN	SOP Clause No.	Description
1.	P1(a)	Powers to sanction/invite/accept tender for approved project packages as per the approved mode of tendering
2.	P1(b)	Powers to sanction/invite/Accept tender for Consultancy Works

The above arrangement is being made applicable till such time the posts of Director Project and Managing Director is held by same official.

This issues with the approval of the Competent Authority.




(Indudhara Sastry)
General Manager/Contract-1

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Copy to:

- i. DGM/CC for kind information to Managing Director/NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock),
Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Office Order file
- vi. Notice Board for information to all NHSRCL officials

NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 08/2022

Dated: - 29.11.2022

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.9.

Amendment to following clause(s) of SOP is to be incorporated to original SOP as per Annexure-A enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P12- v(a)	Annexure-A	New Clause
2	P12- v(b)	Annexure-A	Amendment No.3
3	P12- v(c)	Annexure-A	Amendment No.3
4	P12- v(d)	Annexure-A	Amendment No.3
5	P12- v(e)	Annexure-A	Amendment No.3

This issues with the approval of Competent Authority.


Indudhara Sastry
General Manager(Contract)

Enclosed: Annexure- A of Correction Slip No.9 (4 pages) along with Register of Correction Slips (3 Pages)

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Dated:29.11.2022

Copy to: -

- i. DGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Office Order file
- vi. Notice Board for information to all NHSRCL officials



Original (As per Amendment No.2)

Amendment to SOP

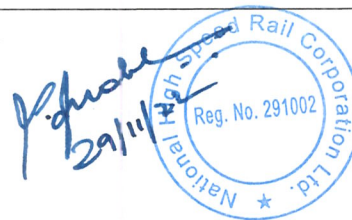
Annexure – A

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							1. Total Variation in the contract shall be considered while giving approval by the Competent Authority. 2. Variation statement will be vetted by Associate Finance before processing for sanctions. The power to sanction total variations are for per contract. 3. All variations in Lump Sum Contract would be examined by a Committee of the level same as that of Original Tender Committee. 4. Any variation beyond the indicated limits will be processed for approval of next Higher Authority. 5. Prior Administrative approval for variation may be obtained from Competent Authority. 6. Powers to sanction overall variation delegated are inclusive of variations already sanctioned by Lower Level officials. 7. Vitiation will be considered when vitiation is resulting from the variation upto 10% of the original Contract Value for Contract of ₹50 lakhs or less. For Contract value more than ₹50 Lakhs, vitiation will be considered when vitiation is resulting from the variation upto 5% of the original Contract Value. 8. In case vitiation is noticed, an effort must be made to examine if it is practicable to bring in a new agency to carry out the extra quantities of work keeping in view the progress of work. If, that is not found feasible, rates must be negotiated with the existing contractor for arriving at the reasonable rates for additional quantity of work. The case shall be decided by the tender accepting authority. 9. Director's approval will be required in case of vitiation. 10. For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item for Calling of Tenders. 11. <u>For Decrease in quantities specified in the contracts, following may be adopted: -</u> i. The accepting authority can decrease the items without Finance Concurrence.
v	Sanction of Variation in the original contract value							
a	i. On account of variation in quantities in item rate BoQ based of the contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s)not covered in the contract, and /or ; ii. Variation under Lump Sum (Design & Build) schedule of the contract	NA	Upto 25% of the contract value (in case of item rate BoQ Contract and 50% in case of Lump sum (Design & Build) contracts	Upto ₹ 500 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 100 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 50 crores Or Upto 50% of the contract value whichever is lower.	Nil	
b	Authority to Sanction variations for Contracts other than for Project Packages (P1, P2 & P3).	NA	Full Power	Upto Rs. 100 crores or 50% of the contract value whichever is less	Upto ₹25 crores or 50% of the contract value whichever is less	Upto ₹ 12 crores or 50% of the contract value whichever is less	Nil	
c	Variation in value of Contracts for Consultancy and Services on account of increase/decrease in scope of consultancy	NA	Full powers	Upto Rs.50 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.10 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.5 crores or 50% of the contract value whichever is less. Full powers for decrease in scope.	Nil	
d	Decrease in quantities specified in the contracts	NA	Full powers in respect of contracts accepted by them.					



S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
								ii. It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage (Not applicable in case of closure of contract without liability on either side). iii. It should be ensured that due to decreased quantities, vitiation should not occur. In case of vitiation in a tender, sanction of competent Authority as per single tender shall be obtained, or the rates are lowered to avoid vitiation.

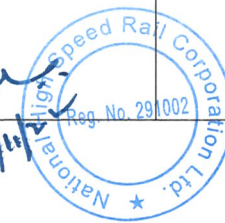
Vh
29/11



Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							1. Powers delegated to sanction variation are inclusive of variation amount already sanctioned by delegations / delegates below. 2. Variation statement will be vetted by Associate Finance before processing for sanctions. The power to sanction total variations are for each contract. 3. All variations in lump sum contract would be examined by a committee of the level same as original tender committee for the other than Project Package (other works). For Project packages, the variations shall be examined by a committee nominated by the sanctioning authority as per Para P12. The committee members shall be one level below the sanctioning authority but not below two level (if one level below is not available). 4. Any variation beyond the indicated limits will be processed for approval of next Higher Authority. 5. Prior Administrative approval for variation (other than Project Packages) may be obtained from the Tender Accepting Authority. 6. For Two Directors Committee, one would be Director (Finance) and the other Director would be concerned Director. In case of Three Directors Committee, the third Director will be nominated by MD. 7. Wherever PMC is in place, all Variations shall be determined and recommended by PMC excluding the Variation to be approved by PMC upto the limits as provided in the Contract Agreement. 8. Vitiations will not be considered when vitiations are resulting from the variation upto 10% of the original Contract Value for Contract of ₹50 lakh or less. For Contract value more than ₹50 Lakh, vitiations will not be considered when vitiations are resulting from the variation upto 5% of the original Contract Value.
v	Sanction of Variation in the original contract value for Project Packages							
a	Administrative approval on variation of quantities	Full Powers	Upto ₹ 10,000 crores Or Upto 25% of the contract value whichever is lower.	Upto ₹ 5,000 crores Or Upto 25% of the contract value whichever is lower.	Upto ₹ 3,000 crores Or Upto 10% of the contract value whichever is lower.	Nil	Nil	
b	i. On account of variation in quantities in item rate BoQ based contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s) not covered in the contract, and /or; ii. Variation under Lump Sum (Design & Build) schedule of the contract of Project Packages	Full Powers	Upto 25% of the contract value or upto ₹ 7,500 crores whichever is lower (in case of item rate BoQ Contract) and / or 50% in case of Lump sum (Design & Build) contracts	Upto ₹5,000 crores Or Upto 25% of the contract value whichever is lower.	Upto ₹3,000 crores Or Upto 15% of the contract value whichever is lower.	Upto ₹100 crores Or Upto 10% of the contract value whichever is lower.	Nil	
c	Sanction of variation in the original contract value for works other than project Packages							
	i. On account of variation in quantities in item rate BoQ based contract, and / or Introduction of new Non-schedule item(s) and scheduled item(s) not covered in the contract, and /or ; ii. Variation under Lump Sum (Design & Build) schedule of the contract	Full Powers	Upto 25% of the contract value or upto ₹2,000 crores whichever is lower (in case of item rate BoQ Contract) and / or 50% in case of Lump sum (Design & Build) contracts	Upto ₹ 500 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 100 crores Or Upto 50% of the contract value whichever is lower.	Upto ₹ 50 crores Or Upto 50% of the contract value whichever is lower.	Nil	

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29/11



S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
d	Variation in value of Contracts for Consultancy and Services on account of increase/decrease in scope of consultancy	Full powers	Full powers	Upto Rs.50 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.10 crores or 50% of the contract value. Full powers for decrease in scope.	Upto Rs.5 crores or 50% of the contract value whichever is less. Full powers for decrease in scope.	Nil	9. In case vitiation is noticed, an effort must be made to examine if it is practicable to bring in a new agency to carry out the extra quantities of work keeping in view the progress of work. If, that is not found feasible, rates must be negotiated with the existing contractor for arriving at the reasonable rates for additional quantity of work. The case shall be decided by the tender accepting authority. 10. Director's approval will be required in case of vitiation. 11. For the exercise of these powers, the power of acceptance shall be considered with respect to the original contract price irrespective of the fact that overall price of contract after variation is within or beyond power of acceptance of the concerned authority in terms of SOP item for Calling of Tenders. 12. For decrease in quantities specified in the contracts, following may be adopted: - i. The accepting authority can decrease the items without Finance Concurrence. ii. It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage (Not applicable in case of closure of contract without liability on either side). iii. It should be ensured that due to decreased quantities, vitiation should not occur. In case of vitiation in a tender, sanction of competent Authority as per single tender shall be obtained, or the rates are lowered to avoid vitiation. 13. All the cases of the variation which are put up to the committee of the Directors, as per relevant provisions of SOP, should be put up through the committee of Concerned GM/ED/PED level and concerned GM/Finance.
e	Decrease in quantities specified in the contracts	NA	Full powers in respect of contracts accepted by them.					

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29/11/24



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 01/2023

Dated: - 25.01.2023

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.10.

Amendment to following clause(s) of SOP is to be incorporated to original SOP as under:-

SN	SOP Clause No.	Field Office	
		Original SOP dated 02.07.2018 (Correction Slip No. 9)	Revised SOP (Correction Slip No. 10)
1	P12- v(b)	upto ₹100 crores Or upto 10% of the contract value whichever is lower	upto ₹500 crores Or upto 10% of the contract value whichever is lower

This issues with the approval of Competent Authority.




Indudhara Sastry
General Manager(Contract)

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Dated: 25.01.2023

Copy to: -

- i. DGM/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- iii. All HODs
- iv. All CPMs
- v. Office Order file
- vi. Notice Board for information to all NHSRCL officials

NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

NEW DELHI

OFFICE ORDER NO. 04/2023

Dated: - 20.06.2023

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.11.

Amendment to following clause(s) of SOP is to be incorporated to original SOP as per Annexure-A enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P12- xi i. & P12- xi ii.	Annexure-A	Amendment No.1

This issues with the approval of Competent Authority.



Indudhara Sastry
General Manager(Contract)

Enclosed. Annexure- A of Correction Slip No.11 (1 page)

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Dated:20.06.2023

Copy to: -

- DGM/CC for kind information to Managing Director/ NHSRCL
- Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems)
- All HODs
- All CPMs
- Office Order file
- Notice Board for information to all NHSRCL officials

Original**Amendment to SOP****Annexure – A**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
xi	Settlement of Claims and disputes							
i.	Settlement of Claims before claims become dispute (under Dispute Adjudication Board)	Upto powers of acceptance of tenders					The claims will be settled after obtaining opinion of NHSRCL appointed dispute adjudicator. This shall require finance concurrence.	
ii.	Awards due to Dispute Adjudication Board (DAB)	Acceptance or otherwise of DAB awards will be one level above accepting authority of the respective tender of work.					This shall require finance concurrence.	

Ammended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
xi	Settlement of Claims and disputes							
i.	< Deleted >	< Deleted >					< Deleted >	
ii.	Settlement of Claims against the company and Acceptance of Award of Arbitration / Conciliation / Dispute Adjudication Board / Amicable settlement	Acceptance or otherwise of Settlement and awards will be accepting authority of the respective tender of work.					1. This shall require finance concurrence & legal vetting. 2. For tenders of work of accepting authority is MD, Acceptance or otherwise of Settlement and awards lies with MD with recommendation of Committee of 2 (two) directors.	



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED
NEW DELHI

OFFICE ORDER NO. 14/2025

Dated: - 10.07.2025

Subject: Amendment to Schedule of Power (SOP)- Correction Slip No.12

Amendment to following clause(s) of SOP is to be incorporated to original SOP as per Annexure-A enclosed.

SN	SOP Clause No.	Annexure(s) enclosed	Revision w.r.t. Original SOP dated 02.07.2018
1	P12- xi ii.	Annexure-A	Amendment No.2

This issues with the approval of Competent Authority.


Indudhara Sastry
Executive Director(Contract)

Enclosed: Annexure- A of Correction Slip No.12 (1 page)

File No. NHSRCL-CO/MA/CA/01/SOP/20/.1

Dated:10.07.2025

Copy to: -

- i. Consultant/CC for kind information to Managing Director/ NHSRCL
- ii. Director (Projects), Director (Finance), Director (Rolling Stock), Director (Systems), Director (TSM)
- iii. All HODs
- iv. All CPMs
- v. Office Order file
- vi. Notice Board for information to all NHSRCL officials

Annexure – A**Original (As per Correction Slip No 11)****Amendment to SOP**

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
xi	Settlement of Claims and disputes							
ii.	Settlement of Claims against the company and Acceptance of Award of Arbitration / Conciliation / Dispute Adjudication Board / Amicable settlement	Acceptance or otherwise of Settlement and awards will be accepting authority of the respective tender of work.					1. This shall require finance concurrence & legal vetting. 2. For tenders of work of accepting authority is MD, Acceptance or otherwise of Settlement and awards lies with MD with recommendation of Committee of 2 (two) directors.	

Amended

S.No.	Description	Committee of three Directors	Committee of two Directors	Director	HoD		Dy. HOD	Remarks
					Corporate Office	Field Office		
P12	Matters concerning Contract Agreement							
xi	Settlement of Claims and disputes							
ii.	Settlement of Claims against the company and Acceptance of Award of Arbitration / Conciliation / Dispute Adjudication Board / Amicable settlement	Acceptance or otherwise of Settlement and awards will be accepting authority of the respective tender of work. However, for tenders where accepting authority is Corporate HoD, Acceptance or otherwise of Settlement and award lies with one level higher i.e concern Director.					1. This shall require finance concurrence & legal vetting. 2. For tenders of work of accepting authority is MD, Acceptance or otherwise of Settlement and awards lies with MD with recommendation of Committee of 2 (two) directors.	



P. Jha
10/2/25

Register of Correction Slips to SOP of NHSRCL

S.No.	Schedule	SOP Clause No.	SOP Version 1.0 (issued in July 2018)	Correction Slip no. 1 (issued on 31.08.2018)	Correction Slip no. 2 (issued on 24.12.2018)	Correction Slip no. 3 (issued on 21.02.2019)	Correction Slip no. 4 (issued on 03.12.2019)	Correction Slip no. 5 (issued on 02.01.2020)	Correction Slip no. 6 (issued on 25.08.2020)	Correction Slip no. 7 (issued on 28.12.2021)	Correction Slip no. 8 (issued on 18.08.2022)	Correction Slip no. 9 (issued on 29.11.2022)	Correction Slip no. 10 (issued on 25.01.2023)	Correction Slip no. 11 (issued on 20.06.2023)	Correction Slip no. 12 (issued on 10.07.2025)
1	I	P1- (a) (i)			✓						✓				
2	I	P1- (a) (ii)			✓						✓				
3	I	P1- (a) (iii)			✓						✓				
4	I	P1- (b) (i)			✓						✓				
5	I	P1- (b) (ii)			✓						✓				
6	I	P1- (b) (iii)			✓						✓				
7	I	P2- (a)		✓	✓										
8	I	P2- (b)		✓	✓										
9	I	P3- (i)	✓												
10	I	P3- (ii)				✓									
11	I	P4- (i)			✓										
12	I	P4- (ii)			✓										
13	I	P4- (iii)			✓										
14	I	P5- (i)			✓										
15	I	P5- (ii)			✓										
16	I	P5- (iii)			✓										
17	I	P6- (i)			✓										
18	I	P6- (ii)			✓										
19	I	P6- (iii)			✓										
20	I	P7- (i)		✓	P7- (a)- (i)	✓									
21	I	P7- (ii)		✓	P7- (a)- (ii)	✓									
22	I	P7- (iii)		✓	P7- (a)- (iii)	✓									
23				✓	P7- (b)- (i)										
24				✓	P7- (b)- (ii)										
25				✓	P7- (b)- (iii)										
26	I	P7- Note(i)- (i)			P7- Note(i)- (A)										
27	I	P7- Note(i)- (ii)			P7- Note(i)- (B)										
28	I	P7- Note(i)- (iii)			P7- Note(i)- (C)										
29		P7- Note(i)- (iv)			P7- Note(i)- (D)										
30	I	P8	✓												
31	I	P9- (i)		✓	✓	✓									
32	I	P9- (ii)				✓									
33	I	P9- (iii)	✓												
34							✓	P9 (iii)- Note(i)- (A)							
35							✓	P9 (iii)- Note(i)- (B)							
36							✓	P9 (iii)- Note(i)- (C)							
37	I	P10- (i)	✓						✓						
38	I	P11- (i)	✓						✓						
39	I	P12- (i)	✓												
40	I	P12- (ii)	✓												
41	I	P12- (iii)	✓												
42	I	P12- (iv)	✓												
43	I	P12- (v)- (a)				✓						✓	New Clause		
44	I	P12- (v)- (b)				✓						✓	P12- (v)- (a) changed to P-12 (v) (b)	✓	
45	I	P12- (v)- (c)				✓						✓	P12- (v)- (b) changed to P-12 (v) (c)		
46	I	P12- (v)- (d)						✓	P12- (v)- (d)			✓	P12- (v)- (c) changed to P-12 (v) (d)		
47	I	P12- (v)- (e)										✓	P12- (v)- (d) changed to P-12 (v) (e)		
48	I	P12- (vi)- (i)	✓												
49	I	P12- (vi)- (ii)	✓												
50	I	P12- (vii)- (i)	✓												
51	I	P12- (viii)- (i)	✓												
52	I	P12- (viii)- (ii)	✓												
53	I	P12- (ix)	✓												

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54	I	P12- (x)	✓												
55	I	P12- (xi)- (i)	✓											✓	
56	I	P12- (xi)- (ii)	✓											✓	
57	I	P12- (xi)- (iii)	✓												✓
58	II	M1- 1.1		✓											
59	II	M1- 1.2	✓												
60	II	M1- 1.3				✓									
61	II	M1- 1.4	✓												
62	II	M1- 1.5	✓												
63	II	M1- 1.6	✓												
64	II	M1- 1.7	✓												
65	II	M1- 1.8	✓												
66	II	M1- 1.9- (a)	✓												
67	II	M1- 1.9- (b)	✓												
68	II	M1- 1.9- (c)	✓												
69	II	M2- 2.1	✓												
70	II	M2- 2.2		✓											
71	II	M2- 2.3	✓												
72	II	M2- 2.4	✓												
73	II	M2- 2.5	✓												
74	II	M3- 3.1	✓												
75	II	M3- 3.2	✓												
76	II	M3- 3.3	✓												
77	II	M3- 3.4	✓												
78	II	M3- 3.5	✓												
79	II	M3- 3.6	✓												
80	II	M3- 3.7	✓												
81	II	M4- 4.1- (a)	✓												
82	II	M4- 4.1- (b)	✓												
83	II	M4- 4.1- (c)	✓												
84	II	M5- 5.1	✓												
85	II	M5- 5.2	✓												
86	II	M5- 5.3	✓												
87	II	M5- 5.4	✓												
88	II	M5- 5.5	✓												
89	II	M5- 5.6	✓												
90	II	M5- 5.7	✓												
91	II	M5- 5.8	✓												
92	II	M5- 5.9	✓												
93	II	M5- 5.10	✓												
94	II	M5- 5.11	✓												
95	II	M5- 5.12	✓												
96	II	M5- 5.13	✓												
97	II	M5- 5.14	✓												
98	II	M5- 5.15	✓												
99	II	M5- 5.16	✓												
100	II	M5- 5.17								✓	M5- 5.17				
101	II	M6- 6.1	✓												
102	II	M6- 6.2	✓												
103	II	M6- 6.3	✓												
104	II	M6- 6.4	✓												
105	II	M7- 7.1	✓												
106	II	M7- 7.2	✓												
107	II	M7- 7.3	✓												
108	II	M8- 8.1			✓	✓									
109	II	M8- 8.2			✓										
110	II	M8- 8.3	✓												
111	II	M8- 8.4	✓												

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112	II	M8- 8.5			✓										
113	II	M8- 8.6			✓										
114	II	M8- 8.7	✓												
115	II	E1- (a)	✓												
116	II	E1- (b)	✓												
117	II	E1- (c)	✓												
118	II	E1- (d)	✓												
119	III	E1- (e)	✓												
120	III	E1- (f)	✓												
121	III	E1- (g)	✓												
122	III	E2	✓												
123	III	E3- (a)	✓												
124	III	E3- (b)	✓												
125	III	E4	✓												
126	III	E6	✓												
127	III	E7- (a)	✓												
128	III	E7- (b)	✓												
129	III	E8- (a)	✓												
130	III	E8- (b)	✓												
131	III	E8- (c)		✓											
132	III	E9- (a)	✓												
133	III	E9- (b)	✓												
134	III	E10	✓												
135	III	E11	✓												
136	III	E12- (a)	✓												
137	III	E12- (b)	✓												
138	III	E12- (c)	✓												
139	III	E12- (d)- (i)	✓												
140	III	E12- (d)- (ii)	✓												
141	III	E12- (e)	✓												
142	III	E12- (f)	✓												
143	III	E12- (g)	✓												
144	III	E12- (h)	✓												
145	III	E12- (i)	✓												
146	III	E12- (j)	✓												
147	III	E13- (a)	✓												
148	III	E13- (b)	✓												
149	III	E14	✓												
150	III	E15- (a)	✓												
151	III	E15- (b)		✓											
152	III	E16	✓												
153	III	E17	✓												
154	III	E18	✓												
155	III	E19	✓												
156	III	E20	✓												
157	III	E21	✓												
158	III	E22	✓												
159	III	E23	✓												
160	III	E24	✓												
161	III	E25	✓												
162	III	E26- (a)	✓												
163	III	E26- (b)	✓												
164	III	E27- (a)		✓											
165	III	E27- (b)- (i)	✓												
166	III	E27- (b)- (ii)	✓												
167	III	E28	✓												
168	III	E29	✓												
169	III	E30	✓												

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170	Preamble	SN-1	✓												
171	Preamble	SN-2	✓												
172	Preamble	SN-3	✓												
173	Preamble	SN-4	✓												
174	Preamble	SN-5	✓												
175	Preamble	SN-6	✓												
176	Preamble	SN-7	✓												
177	Preamble	SN-8				✓									
178		Preamble 9													
179		Preamble 10													
180		Preamble 11													
181		Preamble 12													
182		Preamble 13													