

**SCHEDULE OF POWERS – PUBLIC RELATIONS**

Item No.	Particulars of Items	Ref. to Rules/ Authority	Powers delegated to Officers in Construction Organization					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1.	<b>PURCHASE OF</b>							
1.1	Petty items of photographic goods (other than equipment, developing, printing or enlarging photos) & purchase of photographs.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- in each case.	-	Sr. PRO/Con upto Rs 3000/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs. 1,000/- in each case.
1.2	Purchase of films in different format (e.g. VHS, Beta etc.) Photo films, blank Video & Audio Cassettes, CDs, DVDs, floppy etc. for publicity related purposes.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-	Sr. PRO/Con upto Rs 2,500/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs. 1,000/- in each case.
1.3	Photographic equipment goods in emergencies.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-	Sr. PRO/Con upto Rs 2,500/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs. 1,000/- in each case.
1.4	Purchase of blank invitation cards, covers, folders for emergent use.	Para 1001 F1	Full powers.	CE/Con (In charge of PR) upto Rs 3,000/- in each case.	-	Sr. PRO/Con upto Rs1,000/- in each case.	-	Finance concurrence is required if cost exceeds Rs.1000/- in each case.
1.5	Purchase/making of different types of display boards/ flexes/blowups for pasting/ hanging/ painting/ illuminating etc.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 3,000/- in each case.	-	Sr.PRO/Con up to Rs.1,000/-	-	Finance concurrence is required if cost exceeds Rs.1,000/- in each case.

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1.6	Purchase of petty and publicity materials/ items (other than photography items).	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-	Sr.PRO/Con upto Rs.2,000/- in each case.	-	Finance concurrence is required if cost exceeds Rs.1000/- in each case.
2.	<b><u>PUBLICITY AND ADVERTISEMENT</u></b>							
2.1	Preparation & Printing of brochures, pamphlets, handouts, posters and other publicity literatures and any other type of publicity.		Full powers.	CE/Con (In charge of PR) upto Rs 15,000/- in each case.	-	Sr.PRO/Con upto Rs.5,000/- on each occasion.	-	Finance concurrence is required for above Rs.5,000/- in each case.
2.2	Advertising in news papers, periodicals etc. relating to tenders, notices to public etc.	31-Z/93(G) Pt.XIII (loose) dt. 23.10.02.	Full powers.	CE(Con)/CSTE(C on)/COS(Con) upto Rs 50,000/- for each insertion.	-	Sr. PRO/Con upto Rs. 10,000/- for each insertion.	-	Finance concurrence is not necessary.
2.3	Making of blocks, preparation of layouts/ designs/ art work etc.	-	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-	Sr.PRO/Con Rs.2,000/- in each case.	-	Finance concurrence is necessary for more than Rs 5,000/- in each case.
2.4	Preparation of Cinema slides/dubbing and transferring from one Video cassette/CD/ DVD to another Tape Cassette/CD/DVD etc including TV spots.		Full powers upto Rs 10,000/- in each case.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-	Sr.PRO /Con upto Rs.3,000/- in each case.	-	

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2.5	Exhibition of public awareness slides/clips/messages in Cinema houses, local cable/TV networks or through any other audio-visual media.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- in each case.	-	-	-	Finance concurrence is required if cost exceeds Rs. 5,000/- in each case.
2.6	Participation in exhibition organized by Central/State Govt. and other public bodies.	Bd's L/No.90/PR/9/P olicy dated 29.11.90 & No. 2003/PR/9/11/1 7 dated 21.11.03	Full powers upto Rs. 1.0 lakh per exhibition.	CE/Con (In charge of PR) upto Rs 1.0 lakh per exhibition.	-	-	-	1. Finance Concurrence is required before incurring expenditure in each case. 2. Subject to an annual ceiling limit of Rs 5.0 lakhs.
2.7	Contracts with Freelance Journalists/Advertising media (e.g. News papers, periodicals etc.) other publicity campaigns.		Full powers.	CE/Con (In charge of PR) upto Rs 3,000/- in each case.	-	-	-	Finance concurrence is necessary in each case.
2.8	Developing/ printing of colored photos.		Full powers.	CE/Con (In charge of PR) upto Rs 2,500/- in each case.	-	Sr.PRO/Con upto Rs.1,000/- in each case.	-	
2.9	Production of films/Video by Railways including documentary and quickies for publicity purpose.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- in each case.	-	-	-	Finance concurrence is necessary if cost exceeds Rs. 5,000/-.

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3.	<b><u>ENTERTAINMENT OF PRESSMEN :</u></b>							
3.1	Hospitality & Entertainment of pressmen.	RB's letter No. 2003/PR/4/11 Dt. 18.8.03 & Rly.Bd's L/No. 89/PR/4/9 dt. 24/4/1989 & 2007/PR/4/5 dt 13.7.07	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each occasion @ Rs 250/- per meal per head or @ Rs 500/- per head per day.	-	Sr.PRO/Con upto Rs.2,500/- in each occasion @ Rs 250/- per meal per head or @ Rs 500/- per head per day.	-	i) No finance concurrence necessary for expenditure within ceiling limit laid down by Rly Bd. ii) Instruction given in Rly.Bd's L/No. 89/PR/4/9 dt. 24/4/1989 would apply. iii) Expenditure should be strictly for the purpose of education and creation of awareness amongst opinion makers within the media.
3.2	Conducted Press Tours/ Press Conference and reception of Pressmen including transportation/ accommodation etc.	RB's letter No. 2003/PR/4/11 Dt. 18.8.03 & Rly.Bd's L/No. 89/PR/4/9 dt. 24/4/1989 & 2007/PR/4/5 dt 13.7.07	Full powers.	CE/Con (In charge of PR) upto Rs 25,000/- per occasion (i) @ Rs. 500/- per head per day with the approval of GM/CAO (Con) (ii) @ Rs. 750/- per head per day with prior Finance concurrence in exceptional circumstance.	-	Sr.PRO/Con (i) @ Rs. 500/- per head per day with the approval of GM/CAO(Con) (ii) @ Rs. 750/- per head per day with prior Finance concurrence in exceptional circumstance subject to expenditure of Rs.5,000/- per occasion.	-	i) Expenditure not exceeding Rs. 25,000/- per occasion can be incurred with approval of GM/CAO (Con) without finance concurrence. ii) Instruction given in Rly Bd's L/No. 89/PR/4/9 dt. 24.04.1989 would apply. iii) Expenditure should be strictly for the purpose of education and creation of awareness amongst opinion makers within the media.

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4	<b>REPAIR TO PROJECTORS &amp; PHOTOGRAPHIC EQUIPMENTS, i.e CAMERA etc.</b>		Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- per item per occasion.	-	Sr.PRO/Con upto Rs.1,000/- per item per occasion.		Subject to calling quotation from minimum three Reputed firms for cost over Rs.500/- & with finance concurrence.
5	Hiring of multimedia materials like Video/ Still/ Beta cam/ Digital camera/Overhead Projector with crew during special occasion.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- per day per occasion.	-	Sr.PRO/Con upto Rs.2,500/- per day per occasion.	-	i) Rate reasonableness to be certified personally by the hiring authority. ii) Finance concurrence is not necessary.
6	Purchase of books of reference and subscription of news paper, magazine, periodical etc. for public relation department.	. Para 1001 F-1 & 1036 to 1038 F I	Full powers for subscription of Newspapers, Magazines, periodicals etc & upto Rs 15,000/- in each case for Books of reference subject to ceiling of Rs 50,000/- per annum .	CE/Con (In charge of PR) upto Rs 15,000/- in each case for Books of reference subject to ceiling of Rs 50,000/- per annum.	-	-	-	i) Record of books purchased must be maintained in the library. ii) Finance concurrence is not necessary.
7	PRINTING WORKS BY OUT SIDE PRESSES FOR PUBLIC RELATION DEPARTMENT.		Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- per case.	-	Sr.PRO/Con upto Rs.2,000/- per case.		No finance concurrence is necessary upto Rs 2,000/- in each case.