

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2014/LML-I/24/3

New Delhi, dated 07.07.2014

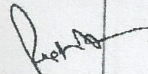
The General Manager,
All Indian Railways & Production Units.

Sub: Weekly position of pending way leave cases.

During the meeting on 27.06.2014, Zonal Railways have been asked to send the weekly position of way leave cases. It is desired that the weekly position as on every Monday may be furnished in the following format:

Pendency	Total Cases pending as on last Monday		Proposals cleared during the week	Balance as on _____	
	On Railway Account	On Party Account		On Railway Account	On Party Account
Less than 3 months old					
3 to 6 months old					
6 to 12 months old					
1 to 2 years old					
More than 2 years old					
Total					

*CGE
may kindly take n.a.
ml
8/7/14*


(Ramesh Kumar)
Director/Land & Amenities
Railway Board

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

NO.2014/LML-I/24/3

New Delhi, dated 07.07.2014.

General Manager,
All Indian Railways.

Sub:- Expeditious finalization of way leave cases.

CRB had made a presentation on Indian Railways to Hon'ble Prime Minister on 21.06.2014. During the presentation Hon'ble Prime Minister had pointed out that there are abnormal delays in granting permissions for crossing railway track by the Railway Administration and desired that these cases should be finalized expeditiously.

2. In this regard a meeting of CGEs and CBEs of all the Railways was also called in Railway Board on 27.6.2014 wherein it was impressed upon by Board (CRB & ME) that due importance should be given to above cases and they should be finalized expeditiously in a time bound manner. Board (CRB & ME) also directed that all the pending cases of crossings should be cleared within one month according priority to the cases relating to public utilities i.e, water/sewer pipeline etc.

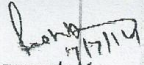
3. A check list for processing the way leave proposal has been proposed with a view to expedite processing and eliminate avoidable back reference by various functionaries involved in the processing. This checklist should be available at the top on correspondence side and should be progressively filled up a case is processed to next stage. Similarly a model time schedule for processing these cases has also been drawn.

4. Both the check list and model time schedule have been discussed during the CGE's meeting on 27.06.2014 and modified wherever required as per suggestions made during the meeting. The checklist and model time schedule as finalized during the meeting are enclosed as Annexure-I and Annexure-II respectively.

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5. All concerned may please be directed for adoption of check list and observance of model time schedule so as to finalise these cases expeditiously. DRMs may also be suitably advised to monitor the status of pending requests for permission for track crossings on a nominated day every week.

DA- Two as above.


(Ramesh Kumar)
Director/Land & Amenities
Railway Board.

Annexure - I

Check-list for the Way Leave Proposal:

- | | | |
|-----|---|---|
| 1. | Whether letter of party requesting for way leave permission giving details of proposed crossing available in file | Yes/ No |
| 1.1 | Serial number at which letter of party requesting for Way Leave Facility is available | SN- |
| 2. | Details of proposed crossing | |
| 2.1 | Location: (i) Block Section
(ii) Kilometre | |
| 2.2 | Type (pipe etc.) of crossing and size | |
| 2.3 | Length of crossing | |
| 2.4 | Purpose of crossing | |
| 2.5 | Whether underground/ overhead/ surface | |
| 2.6 | Crossing required by | Individual, Govt. deptt./
PSU/ Local body/
Private organization |
| 2.7 | Particulars of party (name , address,etc) requesting for crossing | |
| 3. | Whether site verification done and proposed crossing found feasible | Yes/No |
| 3.1 | If yes, Serial number at which feasibility report is available | SN- |
| 4 | Abstract cost estimate prepared | Rs |
| 5 | Party advised for deposition of 2% plan and estimate preparation charges | Yes/No |
| 6. | Whether party has deposited 2% of abstract cost for preparation of detailed plan and estimate | Yes/No |
| 7. | Whether way leave charges are on lump sum basis or based on Percentage of market value | - lump sum basis/ based on |

		percentage of market value.
7.1	If based on percentage of market value then whether latest land rate have been obtained	Yes/No
7.2	Serial number at which latest land rate are available	SN-
8.	Detailed plan prepared by division is available at	SN-
9.	Detailed estimate prepared by division is available at	SN-
10.	Detailed estimate vetted by Finance	Yes/No
11.	Approval of competent authority taken for Way Leave facility	Yes/No
12.	As per detailed estimate vetted by Finance, amount to be deposited by party	Rs.
13.	Party advised for depositing the amount	SN-
14.	Details of amount deposited by party	
14.1	Total amount deposited	Rs.
14.2	Instrument through which amount was deposited	
14.3	Date when amount was deposited	
15.	Date of execution of agreement	
16.	Date of issuing permission for crossing	
17.	Whether details of case entered in the register of Way leave cases maintained in Division	- Yes/ No

Note: Checklist should be signed by Sectional DEN/Sr. DEN also before putting up the case to DRM for approval or sending to headquarters whenever required.

Annexure-II

TIME SCHEDULE FOR CROSSING PERMISSION

1.	Receipt of request from party containing location and rough details of proposed crossing	D
2.	Joint site verification	D + 7
3.	Preparation of abstract estimate	D + 12
4.	Advice to party for depositing 2% cost of abstract estimate towards preparation of detailed plan and estimate (Party to be advised to submit the charges within 7 days)	D + 13
5.	Receipt of plan and estimate charges from party	D1 (~ D + 23)*
6.	Preparation of detailed plan by Executive Department (including signature on plan by ADEN & party)	D1 + 7 (~ D + 30)
7.	Approval of plan by all concerned in Division	D1 + 14 (~ D + 37)
8.	Preparation of detailed estimate	D1 + 19 (~ D + 42)
9.	Vetting of estimate by Finance department	D1 + 26 (~ D + 49)
10.	Approval of way leave facility	D1 + 29 (~ D + 52)
11.	Advice to party for depositing requisite charges (party to be advised to submit the charges within 7 days)	D1 + 30 (~ D + 53)
12.	Receipt of charges from party in reference to item No.11	D2 (~ D + 63)*
13.	Execution of agreement and granting permission for crossing	D2 + 5 (~ D + 68)

Note: *3 days for intimation to reach the party.

I . The above time schedule is for the cases where plan is to be approved at divisional level and permission for track crossing can be granted by DRM.

. Additional 7 days may be taken where land rates are required to be obtained from revenue department.

. DRM should monitor status of pending requests for permission for track crossings on a nominated day every week.

. Execution of work in some cases may require speed restriction/traffic block which may be ensured by DRM.

II . Some cases may be required to be sent to headquarters such as :-

i) Where length of way leave facility within railway land is more than 100 metres.

ii) When estimated cost of work in railway land exceeds the power of division for approval/permission of deposit work.

iii) Plans which require approval of headquarters.

. Additional 10 days may be taken where only approval of plan is required at headquarters level. Where approval of GM is also required, additional 20 days (including 10 days for approval of plan) may be taken.