



पूर्व तट रेलवे/East Coast Railway

महाप्रबंधक का कार्यालय/General Manager's Office

रेल सदन, चन्द्रशेखरपुर, भुवनेश्वर/Rail Sadan, Chandrasekharpur, Bhubaneswar-751017

Memorandum

Sub: Modification of Sl. No. 4 of SOP on Misc. Matters i.e. Part – C of Model SOP – 2018 of East Coast Railway.

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Approval of General Manager is hereby communicated to the modification of Sl. No. 4 of SOP on Miscellaneous Matters i.e. Part – C of Model SOP – 2018 of East Coast Railway. Accordingly, the said SOP may be read as enclosed herewith.

This issues with the concurrence of PFA/ECOR.

Encl: As above in 1 page.

[Signature]
(ए. के. सिंह देव)

व.स.उ.महाप्रबंधक / Sr.ADGM

कृते महाप्रबंधक / For General Manager

Dated 05.10.2018

No.ECOR/GA/MSOP-2018/Misc./2010

Copy to Secretary to GM for kind information of the General Manager. Copy to PS to AGM for kind information of the Addl. General Manager.

Copy forwarded for kind information, necessary action and guidance to:-

All PHODs/CHODs/ECOR/BBS, Dy.GM/ECOR, FA&CAO(CON)/ECOR/BBS, FA&CAO(F&B), FA&CAO(WST), FA&CAO(G)/ECOR/ BBS, All DRMs, ADRMs, Sr.DFMs of E.Co.Rly., CWM, Sr. AFA/CRW/MCS, Pr. Director of Audits ECoR/BBS, Dy.CVO, CPRO, Dy. Secy(PG), Sr.RBA, Sr.LO/ECOR/BBS.

Copy to Sr. System Manager (IT)/ ECoR/BBS: He is requested to upload the same in the ECoR Website.

[Signature]
(ए. के. सिंह देव)

व.स.उ.महाप्रबंधक / Sr.ADGM

कृते महाप्रबंधक / For General Manager



पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Misc./2010 dated 05.10.2018

Sl. No. 4 of SOP on Miscellaneous Matters, Part-C of Model SOP – 2018 of East Coast Railway.

Sl. No.	Nature of Powers	PHOD/ HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS																								
1	2	3	4	5	6																								
4.	Supply of brief cases/laptop Bag/Sling bag.	Briefcases may be procured by the officials (Officers/Sr Supervisor; Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill			1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking. 3. After expiry of normal life i.e.3years, no money is required to be deposited and the brief case can be retained. 4. Authority: Rly.Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). East Coast Railway to follow the limits as given below																								
Note: 1. The following categories of Officers/Sr. Supervisors/Inspectors/Chief OS will be eligible for provision if Briefcase/Bags. a) All Group 'A' & Group 'B' Gazetted Officers. b) Sr. Supervisors/Inspectors/Chief OS with GP Rs.4600/- and above in PB-2 of all departments. 2. The revised limits for purchase of briefcase/bags for Officers/Supervisors of various categories are as under: <table><tr><th>Sr. No.</th><th>Level of Officer</th><th>Limit (in Rs.)</th></tr><tr><td>1</td><td>HA Grade</td><td>8000/-</td></tr><tr><td>2</td><td>SAG/NF HAG</td><td>6500/-</td></tr><tr><td>3</td><td>SG/NF SAG</td><td>5000/-</td></tr><tr><td>4</td><td>JAG</td><td>4500/-</td></tr><tr><td>5</td><td>Sr. Scale</td><td>4000/-</td></tr><tr><td>6</td><td>Jr. Scale</td><td>3500/-</td></tr><tr><td>7</td><td>Sr. Supervisors/Inspectors/Chief OS with GP Rs. 4600/- & above in PB-2.</td><td>3000/-</td></tr></table> 3. The Briefcase/bags can be procured by the officers/Sr. Supervisors/Inspectors/Chief OS on first time as per entitlement or thereafter on completion of 3 years from the date of purchase of earlier one.						Sr. No.	Level of Officer	Limit (in Rs.)	1	HA Grade	8000/-	2	SAG/NF HAG	6500/-	3	SG/NF SAG	5000/-	4	JAG	4500/-	5	Sr. Scale	4000/-	6	Jr. Scale	3500/-	7	Sr. Supervisors/Inspectors/Chief OS with GP Rs. 4600/- & above in PB-2.	3000/-
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4. The entitled officer / staff shall purchase briefcase/bag of their choice from any private/ public outlet. It may, however be noted that reimbursement shall be limited to the above-mentioned ceiling limits subject to the submission of proper Invoices/Bills with GST number, Book number and Invoice number of the trader. The bill should clearly mention the name of the article and name of the officers/staff purchasing the article.
5. The concerned Department shall maintain the necessary records and ensure entry of details in the Service Record and LPC of the Employee provided with Briefcase/Bag.
6. The recovery of proper amount may be ensured from the officers/staff at the time of retirement or resignation etc. before completion of 3 years of earlier purchase of briefcase/bags/ladies handbags/purses as indicated below:

Sr. No.	Description	Amount to be Deposited
1	Briefcase/bags used for less than one year.	Full cost
2	Briefcase/bags used for more than one year but less than two years.	3/4 th of cost
3	Briefcase/bags used for more than two years but less than three years.	Half of the cost
4	Briefcase/bags used for more than three years.	Nil *

*After expiry of normal life i.e. 3 years, no money is required to be deposited and briefcase/bag can be retained.


(ए.के.सिंह देव)

व. स. उ. महाप्रबंधक /Sr. ADGM
कृते महाप्रबंधक /For General Manager