



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. 48(A)&(B) 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. 48(A)&(B) 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.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager

Dated 09.11.2018

No.ECOR/GA/MSOP-2018/Misc./2076

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.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager

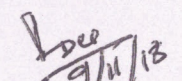


पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Misc./2076 dated 09.11.2018

Sl. No. 48(A)&(B) 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	Divl. Officers, Extra Divl. Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
48.	Incurrence of expenditure				
	(A) On light refreshments and working lunches at formal inter departmental and other meetings and conferences.	Full powers Rs.30/- per head per meeting for light refreshment, working lunch Rs.175/- per head per meeting.	Full powers Rs.30/- per head per meeting for light refreshment, working lunch Rs.175/- per head per meeting.	JAG Rs.30/- per head per meeting for light refreshment subject to an annual ceiling limit of Rs4,500/- <u>Sr.DCM</u> Annual ceiling of Rs.20,000/- for DRUCC/SCC meetings.	1. Finance concurrence is not necessary. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum. 3. a) The ceiling of expenditure for the Offices / Departments viz. PCOM, PCCM, PCME, PCEE, PCMM, PCSTE, PCE, CAO/C, PFA, PCPO– Rs.1,40,000/- per annum. b) For other Departments, viz. PCSC, CSO, SDGM, PCMD is Rs.70,000/- per annum. c) For each Division – Rs.3,00,000/- per annum. d) CWM/CRW/MCS – Rs.70,000/- per annum. 4. The balance amounts out of the total ceilings of Rs. 35 lakh for the Zonal Railway will be under the control of AGM. 5. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. Note: Lunch –on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with prior finance concurrence. Authority: Railway Board's letter No. F(X)II-2004/Exp/4 dated 14.05.04, 04.06.07, 13.09.2012 & 22.06.2016.
	(B) To serve tea, coffee etc. for light refreshment for inter departmental & other meetings/ conferences. (This item is restricted to serve tea, coffee and light refreshment up to limit of Rs.30/- per head per meeting)	<u>AGM</u> Full Powers. <u>PHOD/CHOD</u> Up to Rs.12,000/- p.a. <u>SAG</u> Up to Rs.7,000/- p.a.	<u>DRM/ADRM/CWM</u> Up to Rs.7,000/- p.a.	<u>SG/JAG</u> Up to Rs.4,500/- p.a. <u>Sr.Scale/Jr.Scale</u> Up to Rs.2,500/- p.a.	1. Finance concurrence is not necessary. 2. The amount should be drawn in advance on a quarterly basis. 3. The amount should be drawn through a pay order by each officer. 4. Recoupment should be done for subsequent quarters only after the expenditure of the previous quarter is duly certified by the Officer. 5. In case of transfer of Officers within the Zonal Railway, no surrender of this amount may be necessary. However, in case the Officer is transferred out of the Zonal Railway the proportionate amount should be surrendered before leaving East Coast Railway. 6. Rates will be subject to Board's letter as amended from time to time. 7. The annual ceiling limit of Rs. 35 lakhs shall apply for the combined expenditure of light refreshment and working lunches.


 कृते महाप्रबंधक /For General Manager