



**पूर्व तट रेलवे/East Coast Railway**

**महाप्रबंधक का कार्यालय/General Manager's Office**

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

**Memorandum**

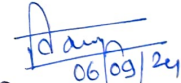
**Subject:** Model SOP – 2018, Part – C: Modification of Sl. No. 4 to SOP on Misc. Matters.

**Reference:** Railway Board's Office Order No. 39 of 2024 circulated through file No. 2024/Stny./30/3/Briefcase (Policy file) dated 10.07.2024.

<<O>>

Approval of General Manager is hereby communicated to the Modification of Sl. No. 4 to SOP on Misc. Matters i.e. Part 'C' of Model SOP – 2018 of East Coast Railway which was modified vide Correction Slip No. 9 of MSOP – 2018. Accordingly, the said SOP may be read as enclosed herewith.

This issues with the concurrence of FA&CAO (F&B) /ECOR/BBS.

  
06/09/24

( विकास कुमार )

उप सचिव (ज. शि.) / Dy. Secretary (P.G)  
कृते महाप्रबन्धक / For General Manager

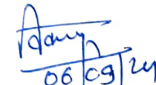
**No.ECoR/GA/MSOP-2018/Misc./385**

**Date 06.09.2024**

Copy to Secretary to GM for kind information of the General Manager. Copy to Secretary 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, DGM(G)/ECoR, FA&CAO(Con), FA&CAO(F&B), FA&CAO(T), FA&CAO(G)/ECoR/BBS, All DRMs, ADRMs, Sr. DFMs of East Coast Railway, CWM, Sr. AFA/CRW/MCS, Pr. Director of Audits/ECoR/BBS, Dy. CVO(E), CPRO, DGM(Law), RBA/ECoR/BBS.

  
06/09/24

( विकास कुमार )

उप सचिव (ज. शि.) / Dy. Secretary (P.G)  
कृते महाप्रबन्धक / For General Manager

पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Misc./385 dated 06.09.2024

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 case/Office bag/Ladies handbag/ Ladies Purse.	Briefcases may be procured by the officials (Officers/NG officials in level 7 and above 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. 39 of 2024 (File No 2024/Stny./30/3/Brief Case (Policy File) dt. 10.07.2024). East Coast Railway to follow the limits as given below																					
<b>Note:</b> 1. The following categories of Officers/NG Staff will be eligible for provision if Briefcase/ Office bag/Ladies handbag/ Ladies Purse. a) All Group 'A' & Group 'B' Gazetted Officers. b) Non Gazetted officials in level 7 and above of all departments. 2. The revised limits for purchase of briefcase/Office bag/Ladies handbag/Ladies Purse for Officers/NG Staff of various categories are as under: <table><tr><th>Sr. No.</th><th>Level of Officials</th><th>Limit (in Rs.)</th></tr><tr><td>1</td><td>HA Grade (Level – 15 &amp; 16)</td><td>10,000/-</td></tr><tr><td>2</td><td>SAG (Level – 14)</td><td>8,125/-</td></tr><tr><td>3</td><td>SG/JAG (Level – 12 &amp; 13)</td><td>6,250/-</td></tr><tr><td>4</td><td>Sr. Scale (Level – 11)</td><td>5,000/-</td></tr><tr><td>5</td><td>Jr. Scale (Level 8-10) including Non-Gaz. Officials in Level 8 and above</td><td>5,000/-</td></tr><tr><td>6</td><td>Non-Gaz. Officials in Level 7</td><td>4,375/-</td></tr></table> 3. The Briefcase/ Office bag/Ladies handbag/ Ladies Purse can be procured by the officers/ Non Gazetted officials in level 7 and above on first time as per entitlement or thereafter on completion of 3 years from the date of purchase of earlier one. 4. The entitled officer / NG Gazetted officials in level 7 and above shall purchase briefcase/ Office bag/Ladies handbag/ Ladies Purse 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.						Sr. No.	Level of Officials	Limit (in Rs.)	1	HA Grade (Level – 15 & 16)	10,000/-	2	SAG (Level – 14)	8,125/-	3	SG/JAG (Level – 12 & 13)	6,250/-	4	Sr. Scale (Level – 11)	5,000/-	5	Jr. Scale (Level 8-10) including Non-Gaz. Officials in Level 8 and above	5,000/-	6	Non-Gaz. Officials in Level 7	4,375/-
Sr. No.	Level of Officials	Limit (in Rs.)																								
1	HA Grade (Level – 15 & 16)	10,000/-																								
2	SAG (Level – 14)	8,125/-																								
3	SG/JAG (Level – 12 & 13)	6,250/-																								
4	Sr. Scale (Level – 11)	5,000/-																								
5	Jr. Scale (Level 8-10) including Non-Gaz. Officials in Level 8 and above	5,000/-																								
6	Non-Gaz. Officials in Level 7	4,375/-																								

*Amey*  
6/9/24

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/ Office bag/Ladies handbag/ Ladies Purse.
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/ Office bag/Ladies handbag/ Ladies Purse 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 <sup>th</sup> 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 Office bag/Ladies handbag/ Ladies Purse can be retained.

  
26/09/24

( विकास कुमार )

उप सचिव (ज. शि.) / Dy. Secretary (P.G)  
कृते महाप्रबन्धक / For General Manager