



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004  
HEAD QUARTER PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/जनरल/12/6728

दिनांक:-16.12.2019

प्रति,

सर्व संबंधित

स्थापना नियम सं.-340/2019

**विषय:-MSOP-2018 (Part-F) on Establishment Matter-Inclusion of Additional Items on SECR.**

**Ref:-Correction Slip No. 8 to Model SOP-2018 for SECR, issued vide DGM (G)/BSP's letter No. DGM/G/SECR/MSOP-2018/015/9481 dated 03.12.2019.**

Railway Board had issued new Model SOP-2018. The same has been reviewed pertaining to Establishment Matters (Part-F). Some of the items which were part of MSOP of SECR but have not been included in MSOP-2018 are being included as additional items to MSOP-2018 for SECR.

These have already been notified with the approval of General Manager/SECR, as Correction Slip No. 8 to Model SOP-2018 for SECR, issued vide DGM (G)/BSP's letter No. DGM/G/SECR/MSOP-2018/015/9481 dated 03.12.2019.

The above are additional items to MSOP-2018. Other items of MSOP-2018 issued by Railway Board will remain in force.

The additional items to MSOP-2018 for SECR on Estt. Matters (Part-F) are enclosed herewith for your information, guidance and necessary action.

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

**Web-site-**

Home page—About us—Department—Personnel—Estt. Rules.

**Share Folder-**

Home page—html—Estt. Rules

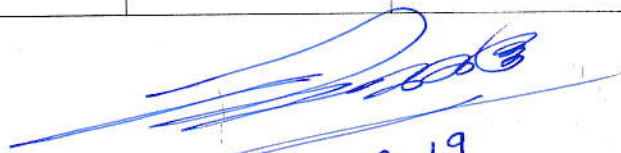
संलग्न:- यथोक्त. (4 पृष्ठ)

16-12-19  
(इफिज मोहम्मद)  
उप मुख्य कार्मिक अधिकारी (एच.क्यू.)  
कृते प्रधान मुख्य कार्मिक अधिकारी

**Additional Items to MSOP-2018 Part-F (Estt. Matters) on SECR**

**GAZETTED**

S. No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Additional Model SOP Item G-2 (C)	<b>Pinpointing of Gazetted posts</b>	PHOD/ CHOD-FP upto Sr. Scale	Nil	Nil	Fin. Concurrence not required
Additional Model SOP Item G-2 (D)	Issuing Promotion order and 1st posting order of Gr.-B officers after being empanelled for promotion from Gr.-C to Gr.-B posts.	Nil	Nil	Nil	This will require prior approval of GM  Para 207 of IREC-1, E/R 155/14
Additional Model SOP Item G-29	Grant of permission/ Noting to Group A & B officers for transactions in respect of acquisition or disposal of any immovable and/or movable property & other RSCR provisions	FP to SDGM only (upto SG)	Nil	Nil	Rule 4, 5, 6, 8, 10, 12, 13, 14, 15, 18, 19 of RS (Conduct) Rules, 1966. E/R-206/80
Additional Model SOP Item G-30	<b>Issue of Service Certificate/ Employment Certificate.</b>	FP-PHOD/ CHOD of Bill Drawing office upto SAG.	Nil	Nil	--
Additional Model SOP Item G-31	<b>Acceptance of adoption deed</b>	PHOD/ CHOD-FP	Nil	Nil	After following legal requirements and duly vetted by Law officer
Additional Model SOP Item G-32	<b>Counting of past service restricted to Pension, Leave, Pass &amp; NPS Rules</b>	FP-PHOD/ CHOD of Bill Drawing office	Nil	Nil	Finance concurrence required Chapter-III of RSPR-93 Para 1405 of IREM-I
Additional Model SOP Item G-33	<b>Payment of any arrears of salary related items.</b>	FP-PHOD/ CHOD/ HOD of Bill Drawing office for claims upto three years; Claims over three years :upto Rs. 10,000/-	FP For claims upto three years; Claims over three years :upto Rs. 10,000/-	Nil	Finance concurrence required  Paras 1001 to 1006 of IREM-I & 1021 of IR Admn. & Finance 1991 E/R-15/2010, 120/2010, 88/2016, 185/2018

  
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**NON-GAZETTED**

S. No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Additional Model SOP Item NG-8 (A)	Acceptance of Technical Resignation of non-gazetted Railway servants	FP	FP- For divisional/ WS controlled posts	Nil	1. To be dealt through Personnel Branch officers on Personnel Br. files. 2. Vigilance, SPE & DAR clearance will be required.  Authority: Ch.-14, IREM-I, ER-46/2017
Additional Model SOP Item NG-10 (E)	Change of category	FP-PHOD/ CHOD	DRM/CWM -FP for posts in respect of divisional/ WS controlled posts.	Nil	Requests should not be entertained for change of category to Commercial and other non-technical popular categories like Clerk, Accounts Clerk, Ticket Collector, Commercial Clerk, Senior Clerk, Junior Accounts Assistant, Commercial Apprentice, Traffic Apprentice, ECRC etc."  E/R-137/97, 193/2007, 196/07, 243/2018, 08/2019 & Para 231 of IREC-I.
Additional Model SOP Item NG-18 (H)	To permit to continue the occupation of railway quarter in case of temporary transfer	FP	DRM/CWM -FP  ADRM-FP upto 4 months	JAG/Ind. SS- FP upto 4 months	E/R-10/2008
Additional Model SOP Item NG-27 (C)	To sanction Composite transfer grant for belated claims- For serving employees beyond 6 months.	FP (Bill Drawing officer)	FP	Nil	E/R- 164/99, 67/90, 2/80, 153/17

  
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S. No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Additional Model SOP Item NG-30 (A)	To sanction advance for the purchase of Personal Computer	Full Powers	Full Powers	JAG/Sr. Scale Full Powers	1. Subject to following extant guidelines/ instructions /eligibility. 2. Ensuring specific funds allotment by CPO and availability during the current financial year. <i>Authority:</i> Estt. Rule No. 27/2017, Chapter-XI. IREM-I
Additional Model SOP Item NG-38 (A)	To authorize a Railway servant to proceed on duty within the Zonal Railway	FP	FP	FP for staff under their control	Para 1622 of IREC-11
Additional Model SOP Item NG-41 (A)	Acceptance of gift, value of which exceeds the prescribed limits under Rly. Services (Conduct) Rules	FP	FP	JAG/Ind. SS-FP	Rule 13 of Rly. Services (Conduct) Rules. 1966
Additional Model SOP Item NG-41 (B)	Noting of intimation of employment of near relatives in private undertakings enjoying Govt patronage under Rly.  & other provisions of RSCR, 1966	FP	FP	Nil	Rules 4, 5, 6, 8, 10, 12, 14, 15, 18, 19 & other Rules of Rly. Services (Conduct) Rules. 1966
Additional Model SOP Item NG-74	Pinpointing of posts at the time of restructuring	FP	FP (CC)	JAG/Ind. SS-FP (CC)	(i) Associate Fin. Con. required. (ii) In divisions, final approval of DRM will be required
Additional Model SOP Item NG-75	Acceptance of adoption deed	FP	FP	Nil	Hindu Adoption Act. After following legal requirements and duly vetted by Law Officer.

  
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S. No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Additional Model SOP Item NG-76	Counting of past service restricted to Pension, Leave, Pass & NPS Rules	FP-PHOD/ CHOD (Bill Drawing Officer)	FP- Divisional/ Workshop controlled posts	Nil	Chapter III of RSPR-93 & Rule 1405 of IREM-I
Additional Model SOP Item NG-77	Employment Assistance on Compassionate Grounds	For HQ- FP to PCPO only.	FP to DRM/CWM at Divisional/ Workshop level	Nil	1. Cases specifically requiring GM's approval, as per Board's instructions issued from time to time, will be sent for GM's approval. 2. RBE No. 03/2009 [Estt Rule No. 15/2009], E/R No. 114/14, E/R No. 51/18, 281/18, 330/18, 340/18 & other instructions issued from time to time.
Additional Model SOP Item NG-78	Fees for verification of educational certificates to outside institutions / University / recognized Educational Board etc for new appointments or other reasons	PCPO-FP	DRM/ CWM-FP	JAG/Ind. SS-FP	FC not required

(Authority:- Correction Slip No. 8 to Model SOP-2018 for SECR, issued vide DGM (G)/BSP's letter No. DGM/G/SECR/MSOP-2018/015/9481 dated 03.12.2019.

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