

South East Central Railway

**Office of the
General Manager**

Correction Slip no.1 to MSOP-2018

Approval of General Manager is hereby communicated to the following amendment in item no. 4,6,48 (a) & (b) and inclusion of new item, as item no. 30 (b) in Part 'C' of (Miscellaneous Matters).

S. 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
Existing:					
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.3 years, 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). Zonal Railways to follow the limits as given in this letter.
Revised :					
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			Authority: Ministry of Statistics & Programme Implementation Government of India's letter no. F-23016/2/2012.Genl dtd. 25.04.2013 and R B's office order no.23 of 2013. 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. Purchase of above articles should be regulated with the following financial limits: A.HAG-up to Rs.8000/- B. SAG- Upto Rs. 6500/- C.SG/JAG-up to Rs.5000/- D.Sr. Scale & Jr. Scale – Upto Rs 4000/- E. Grade Pay 4800/- & 5400/- (pay level 8 & 9)– Upto Rs 3500/- F. Grade Pay 4600/- & above – Upto Rs 3000/- G.TTE/TC with GP 4200/- and above upto Rs. 3000/-
Existing:					
6	Sanction of expenditure on				
	(A) Ceremonial occasions	CAO/C Up to Rs.1,00,000 /- per occasion. PCSC Up to Rs 25,000/- per occasion.	DRM/CWM Up to Rs.50,000/- per occasion. Annual ceiling limit Rs. 2,00,000/- Chairman/RRB Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 1,00,000/-	Extra Divisional Officers Up to Rs. 20,000/- per occasion. Annual ceiling limit Rs. 50,000/- Officer in charge of Training Institutions Up to Rs. 10,000/-per occasion. Annual ceiling limit Rs. 30000/-	1. Finance concurrence is necessary. 2. Stipulation of annual ceiling for various units/offices shall be done by DGM/G of the Zonal Railways as prescribed by Board from time to time Authority: 1. Para-775 of Financial Code Vol. I. 2. Item No.29(a) of GM's delegation. 3. Powers of General Managers stands revised as under: Each ceremonial function – up to Rs 5 lakh MR/MOSR functions – up to Rs 15 lakh in each case PM/President functions – up to Rs 20 lakh in each case 4. Rly Board No.2017/Trans/01/Policy, New Delhi dated 18-10-2017 5. Rly Bd. No. F(X)-II/2015/PW/7/Pt.2 Dt. 29.12.2017

S. 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
	(B)Other important functions which are attended by President/Prime Minister/Ministers of Railways.	CAO/C Up to Rs.1.5 lakhs per occasion.	Nil	Nil	1. Where the requirement exceeds Rs.1.50 lakhs per occasion the proposal for entire amount should be processed for GM's sanction Authority: 1. Item No. 29(b) of GM's delegation.
Revised :					
6	(a) Ceremonial occasions	<u>CAO/CON</u> Up to Rs.1,00,000/- per occasion. Annual ceiling limit Rs. 3,00,000/- <u>PCSC</u> Up to Rs 25,000/- per occasion. Annual ceiling limit Rs. 75,000/-	<u>DRM</u> Up to Rs. 1, 00,000/- per occasion. Annual ceiling limit Rs. 3,00,000/- <u>CWM</u> <u>Chairman/RRB</u> Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 1,00,000/-	<u>Extra Divisional Officers</u> Up to Rs. 20,000/- per occasion. Annual ceiling limit Rs. 50,000/- <u>Officer in charge of Training Institutions</u> Up to Rs. 10,000/-per occasion. Annual ceiling limit Rs. 30000/- <u>DGM(G)</u> Up to Rs 5,00,000/- per occasion.	1. Finance concurrence is necessary. 2.Stipulation of annual ceiling for various units/offices shall be done by DGM/G of the Zonal Railways Authority: 1. Para-775 of Financial Code Vol. I. 2. Item No.29 (a) of GM's delegation. 3. Powers of General Managers stand revised as under: Each ceremonial function – Up to Rs. 5 lakh, MR/MOSR functions – UptoRs. 15 lakhs in each case. PM/Presidential functions – UptoRs. 20 lakh in each case. Authority: Rly. Board No. 2017/Trans/01/Policy, New Delhi dated 18.10.2017 and F(X)-II/2015/PW/7/Pt.2 dt 29.12.2017
	(b) Other important functions which are attended by President/Prime Minister/Ministers of Railways	<u>CAO/CON</u> Upto Rs. 15, 00,000 in a year for Construction Organisation as a whole.	Nil	<u>DGM (G)</u> Upto Rs. 20, 00, 000/- in each occasion.	Authority: Item No. 29(b) of GM's delegation of RB Ir.no. F(X)-II/2015/PW/7/Pt.2 dt 29.12.2017
Existing:					
30	B) Nil	Nil	Nil	Nil	
Revised :					
30	B. Payment towards Preparation & Filling (Manual/E-filing) of returns for Statutory Taxes (Income Tax, Service Tax, , other legal obligations etc) ,	PHOD/CHOD Full Powers.	DRM/ADRM/CWM – Full Powers.	NIL	Authority: item no. 20.3 Misc Matters of USOP/SECR

S. 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
	as applicable , payment towards consultant for GST through CA etc.				
Existing:					
48	Incurrence of expenditure				
	(A) On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences.	PHOD/CHOD Rs 20,000/- per year @ Rs 30 per head HOD Rs 18,000/- per year @ Rs 30/- per head	DRM/ADRM/CWM /MDs of Central Hospitals & other SAG officers in field unit Rs 20000/- per year @ Rs 30 per head.	JAG Rs 7500/- per year @Rs 30/- per head.	1. Finance concurrence is not necessary up to the stipulated rate. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings and participants should also be kept to the barest minimum. 3. Zonal Railways to evolve method of distribution and accountal 4. Overall annual ceiling limit shall be Rs.35 Lakh for ZR and Rs.7 Lakh for PU. Limits for individual Departments/ Divisions in ZR/PUs may be fixed by GM. 5. After distribution, the balance amounts out of the total ceilings of Rs. 35 lakhs for the Zonal Railways & Rs 7 lakh for Pus, will be under the control of AGM 6. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. 7. Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with prior financial concurrence Authority: 1. Para 1005 of Financial Code Vol I 2. Bd's letter No. F(X)II-95/Exp/1 dt.14.09.98 3. Bd's letter No. F(X) II-2003/PW/1 dt.12.06.03 4. Bd's letter No. F(X)II-2004/EXP/4 dated 14.05.04, 04.06.07, 13.09.12, 22.06.2016
	B) Working Lunch	@ Rs 175/- per head per meeting	@ Rs 175/- per head per meeting		
	(C) Hospitality Fund (For entertaining prospective cliants for sales promotion and commercial publicity/ Public Relations)	CPRO (from hospitality fund) As given in Para 61 of this SOP PCCM Up to Rs. 50,000/- per annum.	DRM Up to Rs. 50,000/- per annum. CWM up to Rs 25,000/- per annum	Sr.DCM Up to Rs. 2,500/- per annum Sr. DOM Up to Rs. 2,500/- per annum	1. Finance concurrence is necessary if expenditure exceeds Rs. 5,000/-. Authority: 1. Board's letters No.89/PR/4/9 dt.24.4.89; No. F(X)II- 95/Exp/1dt. 12.6.1996 and F(X)II-2000/PW/2 dt. 27-06- 2000.
	(D) Expenditure on safety seminars, safety camps, safety audits, safety workshops, safety meetings, Nukkad- Natak, safety related bulk sms, safety trainings etc.	PCSO Full Powers	Full Powers	Dy CSO, Sr DSO, DSO(IC) Rs 10,000/- on each occasion subject to an annual ceiling of Rs 50,000/-	1. Finance Concurrence necessary above Rs 15,000/- Authority 1. Rly. Bd. Letter no. 98/Safety-1/27/1, dt. 20.10.2004

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1	2	3	4	5	6
Revised :					
48	Incurrence of expenditure				
	48.1.1. To serve refreshment during informal meeting.(Amount may be drawn in advance without finance concurrence)	<u>AGM</u> - Upto Rs.6000/- per annum. <u>PHOD/CHOD/CAO/Con</u> -Upto Rs.6000/- per annum.	DRM/ADRM/CWM-Upto Rs.6000/- per annum. SAG - UptoRs. 4000/- per annum.	JAG - Upto Rs.3000/- per annum. Sr. Scale/Jr.Scale - Upto Rs.1000/- per annum.	Authority: Rly. Bd vide letter no.F(X)/II-2004/EXP/4 dtd.04.06.2007 &no.F(X)II-2004/EXP/4 dtd.13.09.12, Rly. Bd's Letter No. F(X) II-2004/Exp/4, dated 22.06.2016. Correction slip no.1 dt.29.06.16 of Misc.SOP Note: Austerity measure should be maintained. The amount should be drawn quarterly basis. Next quarterly amount will only be drawn on certification by the officer that earlier amount drawn is fully exhausted.
	48.1.2 To serve light refreshments during official meeting. (This item restricted to serving refreshments - Upto Rs.30/- per head per meeting)	<u>AGM</u> - UptoRs.15,000/- per occasion, ceiling limit of Rs.50,000/-per annum. <u>PHOD/CHOD/CAO/Con</u> - UptoRs.15,000/- per occasion, ceiling limit of Rs.50,000/-per annum.	DRM - Upto Rs.15,000/- per occasion, ceiling limit Rs.2 lakhs per annum. CWM - UptoRs.15, 000/- per occasion, ceiling limit Rs.50,000/- per annum.	DGM/G - UptoRs.15,000/- per occasion, ceiling limit Rs.2 lakhs per annum	Authority: Rly. Bd's letter no.F(X)/II-2004/EXP/4 dtd.04.06.2007&no.F(X)II-2004/EXP/4 dtd.13.09.12, Rly. Bd's Letter No. F(X)II-2004/Exp/4, dated 22.06.2016.Correction slip no.1 dt.29.06.16 of Misc.SOP(2015),correction slip -1 to MSOP-2017.
	48.1.3 Working lunch during official meeting. (This item is restricted to serving of working lunch uptoRs. 175/-per head per meeting).				
	Note: (A) Finance concurrence is not necessary Upto annual ceiling limit mentioned &Upto the sanctioning power given to AGM/PHOD/CHOD/CAO (Con) /DRM/CWM/DGM (G) for under 48.1.2 & 48.1.3. (B) Beyond the sanctioning power given to AGM/PHOD/CHOD/CAO (Con) /DRM/CWM/DGM (G) and annual ceiling limit mentioned below at (C) would require sanction of DGM/G with Finance concurrence. (C) Ceiling limit for item 48.1.2 & 48.1.3.per annum will be as under: (i) AGM/PHOD/CHOD -Rs.50,000 per annum (ii) DRMs - Rs. 2 lakhs p.a (iii) CWM - Rs.50,000p.a (iv) DGM (G) - Rs. 2 lakhs per annum (D) The expenditure will be recorded. (E) A certificate by the executive will be furnished regarding the total expenditure already incurred under this head during the financial year while forwarding the Case for payment. (F) Austerity measure should be maintained and number of such meetings should also be kept to the barest minimum. (G) The luncheon parties, dinners and receptions on the Railways can be arranged only with the personal sanction of General Manager of Zonal Railway with prior concurrence of associate finance.				

S. 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
	(H) Rly. Bd vide letter no.F(X)II-2004/EXP/4 dt.13.09.12 has delegated power to GM of Rs. 35 lakhs per annum which has been suitably distributed among item no 48.1.1. 48.1.2 & 48.1.3. which should not be exceeded.				
	48.1.4 Hospitality Fund (For entertaining prospective clients for sales promotion and commercial publicity/ Public Relations)	CPRO (from hospitality fund) As given in Para 61 of this SOP PCCM Up to Rs. 50,000/- per annum.	DRM Up to Rs. 50,000/- per annum. CWM up to Rs 25,000/- per annum	Sr.DCM Up to Rs. 2,500/- per annum Sr. DOM Up to Rs. 2,500/- per annum	1. Finance concurrence is necessary if expenditure exceeds Rs. 5,000/-. Authority: 1. Board's letters No.89/PR/4/9 dt.24.4.89; No. F(X)II-95/Exp/1dt. 12.6.1996 and F(X)II-2000/PW/2 dt. 27-06-2000.
	48.1.5 Expenditure on safety seminars, safety camps, safety audits, safety workshops, safety meetings, Nukkad- Natak, safety related bulk sms, safety trainings etc.	PCSO- Full Powers	Full Powers	Dy CSO, Sr DSO, DSO(IC) Rs 10,000/- on each occasion subject to an annual ceiling of Rs 50,000/-	1. Finance Concurrence necessary above Rs 15,000/- Authority 1. Rly. Bd. Letter no. 98/Safety-1/27/1, dt. 20.10.2004

This has concurrence of PFA/SECR.

No.DGM/G/SECR/MSOP-2018/015/01/ 7133

Copy for information and guidelines to:

- Secretary /SECR for kind information of GM.
- AGM/SECR.
- All PHODs/CHODs(including Construction)
- DRMs/BSP, R and NGP.
- CWM/R, CWM/MIB/NGP.
- PDA/SECR/BSP

Bilaspur, dtd. 14.08.2018

(Dr.Prakash Chandra Tripathi)
Dy. General Manager (G)