

by SECORPS dt 03/11/19

South East Central Railway

Office of the
General Manager

Correction Slip no. 8 to MODEL SOP -2018 for SECR

Sub: Revision in Model SOP-2018 Part – ‘ F ’ Establishment Matters.

Approval of General Manager is hereby communicated to following revisions/amendments as Annexure-“A” & “B” in Model SOP – 2018, part- ‘F’ Establishment Matters.

ANNEXURE-4

List of items which were part of MSOP of SECR-2017, included in Model SOP-2018:-

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
Existing : Nil					
Revised: Item included in Model SOP-2018 as per earlier SECR Item G-2(D)					
Additional MSOP Item G-2 (C)	Pinpointing of Gazetted posts.	PHOD/CHOD - FP upto Sr. Scale	Nil	Nil	Finance Concurrence not required. Note: - This item is included as per Item No. G-2 (D) of CS No.-1 to MSOP-17.
Existing : Nil					
Revised: Item included in Model SOP-2018, as per earlier SECR Item G-2(E)					
Additional MSOP 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 Auth.: Para 207 of IREC-1, E/R 155/14 Note:-This is included as per Item No. G-2 (E) of CS No.-1 to MSOP-2017.

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
Existing -Nil					
Revised : Item included in Model SOP-2018, as per earlier SECR SOP Item G-30					
Additional MSOP 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	Auth.: Rule 4, 5, 6, 8, 10, 12, 13, 14, 15, 18, 19 of RS (Conduct) Rules, 1966. E/R-206/80 Note:-This item is included as per Item No. G-30 of CS No.- 1 to MSOP-2017.
Existing: Nil					
Revised: Included in Model SOP-2018, as per earlier SECR SOP Item G-31					
Additional MSOP Item G-30	Issue of Service Certificate/Employment Certificate.	FP to PHOD/ CHOD of Bill Drawing office upto SAG.	Nil	Nil	Note:-This item is included as per Item No. G-31 of CS No.- 1 to MSOP-2017.
Existing: Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item G-32					
Additional MSOP Item G-31	Acceptance of adoption deed	PHOD/CHOD - FP	Nil	Nil	After following legal requirements and duly vetted by Law officer. Note:-This item is included as per Item No. G-32 of CS No.- 1 to MSOP-2017.
Existing : Nil					
Revised: Included in Model SOP-2018, as per earlier SECR Item G-33					
Additional MSOP Item G-32	Counting of past service restricted to Pension, Leave, Pass & NPS Rules	FP to PHOD/ CHOD of Bill Drawing office	Nil	Nil	Auth.: Finance concurrence required. Chapter-III of RSPR-93 * Para 1405 of IREM-I Note:-This item is included as per Item No. G-33 of CS No.- 1 to MSOP-2017.
Existing : Nil					
Revised: Included in Model SOP-2018, as per earlier SECR Item G-35					
Additional MSOP Item G-33	Payment of any arrears of salary related items.	FP-PHOD/ CHOD/HOD of Bill Drawing office For claims upto three years; Claims over three years:upto ₹ 10,000/-	FP For claims upto three years; Claims over three years :upto ₹ 10,000/-	Nil	Finance concurrence required. Auth.: Paras 1001 to 1006 of IREM-I & 1021 of I R Admn. & Finance 1991. E/R-15/2010, 120/2010, 88/2016, 185/2018 Note:-This item is included as per Item No. G-35 of CS No.- 1 to MSOP-2017.

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
Existing : Nil					
Revised : Included in Model SOP as per earlier SECR Item NG-8 (A)					
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
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-19 (G)					
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 Note:-This item is included as per Item No. NG-19 (G) of CS No.-1 to MSOP-2017.
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-28 (B) (iii)					
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	Auth.: E/R- 164/99, 67/90, 2/80, 153/17 Note:-This item is included as per Item No. NG-28 (B) (iii) of CS No.-1 to MSOP-2017

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
Existing : Nil					
Revised: Included in Model SOP-2018 as per earlier SECR Item NG-33					
Additional MSOP 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: Estt. Rule No. 27/2017, Chapter-XI, IREM-I</i> Note:- This was part of MSOP-2017 (Item No. NG-33) but left out in MSOP-18.
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-40 (A)					
Additional MSOP 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-II Note:- This item is included as per Item No. NG-40 (A) of CS No.-1 to MSOP-2017.
Existing : Nil					
Revised : Included in Model SOP as per earlier SECR Item NG-43 (B)					
Additional MSOP 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 Note:- This item is included as per Item No. NG-43 (B) of CS No.-1 to MSOP-2017
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-77					
Additional MSOP Item NG-74	Pinpointing of posts at the time of restructuring	FP	FP (CC)	JAG/Ind. SS-FP (CC)	(i) Associate Finance Concurrence is required. (ii) In divisions, final approval of DRM will be required Note:- This item is included as per Item No. NG-77 of CS No.-1 to MSOP-2017

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
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-84					
Additional MSOP Item NG-75	Acceptance of adoption deed	FP	FP	Nil	Hindu Adoption Act After following legal requirements and duly vetted by Law Officer Note:-This item is included as per Item No. NG-84 of CS No.-1 to MSOP-17.
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-85					
Additional MSOP Item NG-76	Counting of past service restricted to Pension, Leave, Pass & NPS Rules	FP to PHOD/CHOD (Bill Drawing Officer)	FP-Divisional/ Workshop controlled posts)	Nil	Chapter III of RSPR-93 & Rule 1405 of IREM-I Note:-This item is included as per Item No. NG-85 of CS No.-1 to MSOP-2017.
Existing : Nil					
Revised : Included in Model SOP-2018 as per earlier SECR Item NG-87					
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. [As per Item No. NG-87 of CS No.-1 to MSOP-2017



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
Existing : Nil					
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-89					
Additional MSOP 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	Finance Concurrence not required. Note:-This item is included as per Item No. NG-89 of CS No.-1 to MSOP-2017.



List of items which were part of MSOP of SECR-2017, included in Model SOP-2018 with some amendment:-

NON-GAZETTED

S. No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAC Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Existing : Nil (in MSOP-2018)					
Item in Model SOP-2017 as per SECR Item NG-10 (E)					
NG. 10 (E)	Change of category	FP-PHOD/ CHOD	DRM/CWM-FP-for posts in Level-1 (GP-1800)	Nil	E/R-137/97, 193/2007, 196/07
Revised : Included in Model SOP-2018, as per earlier SECR Item NG-10 (E) with amendment as per Bd's guidelines					
Additional MSOP Item NG-10 (E)	Change of category	FP-PHOD/ CHOD	DRM/CWM - FP for posts in respect of divisional/WorkShop 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.
					Note:- This item is included as per Item No. NG-10 (E) of CS No.-I to MSOP-2017 & Railway Board's guidelines vide E/R No. 08/2019.

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
Existing : Nil (in MSOP-2018)					
Item in Model SOP-2017 as per earlier SECR Item NG-43 (A)					
43-A.	Noting of intimation of employment of near relatives in private undertakings enjoying Govt patronage under Rly	FP	FP	Nil	Rule 4 of Rly. Services (Conduct) Rules, 1966
Revised: Item included in Model SOP-2018, as per earlier SECR Item NG-43 (A) with amendment					
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 Note:- These items are included as per Item No. NG-43 (A) of CS No.-1 to MSOP-17, with addition to other RSCR provisions, as powers are also required to be delegated for other provisions of RSCR, 1966.

This has concurrence of PFA/SECR.

No. DGM/G/SECR/MSOP-2018/015/ **9481**

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, dt.d. 03.12.2019

Dy. General Manager (G)

(Saket Ranjan)
03/12/19