

by SECOPDS dt 06/01/2018

South East Central Railway

Office of the
General Manager

Correction Slip no. 9 to MODEL SOP -2018

Sub: Revision in items no. 15(A), 20 (C) (i), 41(A) and 97(E) (ii) of MSOP on Misc. Matters.

Approval of General Manager is hereby communicated to revision in item no. 15(A), 20 (C) (i), 41(A) and 97(E) (ii) of MSOP on Misc. Matters.

Para 15 (A) of Model SOP on Miscellaneous matters (page C-13)

Existing:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
15	Condemnation and disposal of A) Petty articles, T&P, Instruments etc. other than office equipment	Full Powers	Full Powers	Full powers JAG - up to Rs. 10,000/- per item Scrap value SS up to Rs. 5000/- per item Scrap value JS/Asst. Officers up to Rs.2500/- per item Scrap value Sr. Supervisor (IC) Rs.2500/- per lot	1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. 4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018 Authority: 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018 Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.


06/01/2018

Revised:					REMARKS
S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CW M/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	
15	Condemnation and disposal of A) Petty articles, T&P, Instruments etc. other than office equipment	Full Powers	Full Powers CWM/JAG-Full powers	JAG - up to Rs. 25,000/- per item Scrap value SS - up to Rs. 10000/- per item Scrap value JS/Asst. Officers up to Rs.5000/- per item Scrap value Sr. Supervisor (IC) Rs.2500/-per lot	1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. 4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018 Authority: 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018 Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.

Para 20 (C) (i) of Model SOP on Miscellaneous matters (page C-19)

Existing:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CW M/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc.	Up to Rs.5 Lakhs per occasion	Up to Rs. 2,00,000/- per occasion.	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.

Pay
06/01/2022

Revised:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/ CWM/ SAG Officers in Field Units	Divisional Officers, Extra Officers & Officers in Headquarters	REMARKS
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)	Up to Rs.5 Laks per occasion	Up to Rs. 5,00,000/- per occasion.	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc.		(subject to availability of fund)		

Ray
06/01/2020

Para 41 (A) - (i) of Model SOP on Miscellaneous matters (page C-32)

Existing:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
-------	------------------	----------	--	---	---------

41.	IT Related (A) Procurement of PC based systems chargeable to revenue	IT Related (i) Procurement of PCs on additional account.	PHODs/ CHODs 10 Nos. Per financial year Other SAG Officers 05 Nos. per financial year	DRM 10 Nos. Per financial year ADRM 05 Nos. per financial year SAG Officers handling independent establishments 10 nos. per financial year Other SAG Officers 05 Nos. per financial year	JAG Officers independent charge 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-1 No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). Authority: 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/TTrans/01/Policy dtd. 18/10/2017
-----	--	--	--	---	--	--

Para 41 (A) - (i) of Model SOP on Miscellaneous matters (page C-32)

Revised:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM / SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
41.	IT Related (A) Procurement of PC based systems chargeable to revenue				

Ray
10/06/2020

(i) Procurement of PCs on additional account.	As per actual requirement subject to availability of fund.	As per actual requirement subject to availability of fund.	JAG Officers independent charge 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their total life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-1 No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers).
---	--	--	--	--

Para 97 (E)- (ii) of Model SOP on Miscellaneous matters (page C-72)

Existing:					REMARKS
S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/ CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	
97.	Disaster Management (E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	PCM/CMPE Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	Sr DME/ In charge of ARTs Up to Rs. 20,000/- per break down without finance concurrence	

[Signature]
06/01/2020

Revised:					REMARKS
S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/ CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	
97.	Disaster Management (E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	PCM/E/ CMPE/ Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	Sr DME/ In charge of ARTs Up to Rs. 50,000/- per break down without finance concurrence	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum

This has concurrence of PFA/SECR.

Bilaspur, dtd. 06.01.2020

No. DGM/G/SECR/MSOP-2018/015/ **9669**

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


(Saket Ranjan)
Dy. General Manager (G)