

South East Central Railway

Office of the General Manager

Correction Slip No. 27 to MODEL SOP – 2018 for SECR

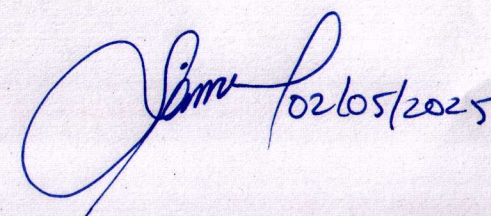
Subject: Amendment of item no.4 of MSOP – 2018 (Part –C), Misc Matters.

Approval of the General Manager is hereby communicated for amendment of item no. no.4 of MSOP – 2018 (Part –C), Misc Matters.

Modifications are marked in **RED**.

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
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.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/-		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.

 02/05/2025

Revised:

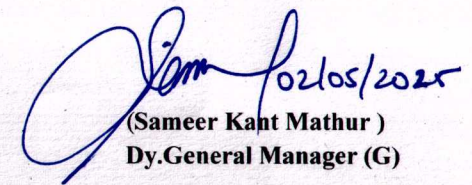
S. No.	Nature of Powers	PHOD/ HOD	DRM/ ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
4.	Supply of brief cases/laptop Bag/Sling Bag/Office Bag/Ladies Handbag/Ladies Purse.		Briefcases may be procured by the officials (Officers/Sr Supervisor; Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill. Financial limits for Gazetted Officers: (i) GM/AGM/PHOD (NFHAG/HAG) (Level 15 to 16)- ₹10,000/- (ii) HOD/SAG (Level - 14) - ₹8,125/- (iii) SG/JAG (Level 12- 13)- ₹6,250/- (iv) Sr. Scale or equivalent (Level 11) - ₹5,000/- (v) Jr. Scale or equivalent (Level 8 to 10) - ₹5,000/- Financial limits for Non- Gazetted Staff: (vi)*Sr. Supervisors, Inspectors/Chief OS (Level-7 & above) - 4,375/- (vii) TTE/TC (in Level-6) and above - Rs. 3500/- Note: - 1.*Srl. No. 6: Controlling Officer must certify that the staff claiming for reimbursement is a Senior Supervisor or Inspector or Chief Office Superintendent before processing their claims. 2. All the Supervisors which are holding posts in Level-7 and above (Grade Pay ₹4600 and above) and functioning as in-charges of their respective offices may be considered as Sr. Supervisor for the purpose of settling reimbursement claims for briefcase/lady bags. This must be certified by their Controlling officers.		Authority: Office Order No. 39 of 2024 / Ministry of Rly's file no.2024/Stny./30/3/Briefcase(Policy File) Date: 10.07.2024 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 financial limits given. 5. Reimbursement shall be limited to the mentioned ceiling subject to submission of proper invoice/bills with GST number, Book No and Invoice No of the trader. 6. The bill should clearly mention the name of the article and name of the officials/officers purchasing the article. 7. The briefcase/office bag/ ladies bag/purse shall be provided to the official on joining or on completion of three years from the date of issue of earlier one.

No. DGM(G)/SECR/MSOP-2018/15/e-file 5508

Bilaspur, dated: 02.05.2025

Copy to

- Secretary to GM, for kind information of General Manager.
- AGM for kind information please.
- All PHODs/CHODs for kind information please.
- All DRMs for kind information please.
- CWM/WRS/R and CWM/MIB for kind information please.
- Pr. DA for kind information please.


(Sameer Kant Mathur)
Dy.General Manager (G)