

South East Central Railway

Office of the General Manager

Correction Slip No. 28 to MODEL SOP – 2018 for SECR

Subject: Amendment of item no.41(x) of MSOP – 2018 (Part –C), Misc Matters.

Approval of the General Manager is hereby communicated for amendment of item no. no. 41(x) of MSOP – 2018 (Part –C), Misc Matters.

Modifications are marked in **RED**.

Existing:

S.No.	Nature of Powers	PHOD/ HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
41	(x) Procurement/ Repair and maintenance of Laptops to Officers in-lieu of Desktops or for	Full Powers in respect of eligible Officers.	Full Powers in respect of eligible Officers.	Full Powers in respect of eligible Officers.	1. Finance concurrence is not required 2. Laptop, Notebook, Tablet and Notebook Computers are referred as Laptop. 3. Codal life of Laptop will be considered as 4 years from the receipt of material & taken into account. 4. Officers in confirmed JA Grade (including ad-hoc

	official use by the officer.				JAG) and above are eligible for a laptop with cost ceiling of Rs.55,000/- inclusive of all accessories. The officers below JA Grade and the Probationary Officers of Group A Railway Service are eligible for a laptop costing ≤Rs 25,000/- inclusive of all accessories. These accessories can be purchased along with the laptop or any time during the codal life of the laptop. 5. Eligible Officers can procure laptops either directly from market or through Store Department (PCMM for Zonal Headquarters, Dy.CMM/Sr.DMM/DMM for Divisions/Workshops) by placing indent. When the officer procures laptop directly by paying himself / herself, he/she shall claim for reimbursement. 6. Officer can procure the Laptop costing any amount, which may be more or less than the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to cost of purchase or corresponding prescribed ceiling amount whichever is lower. 7. The Ceiling amount towards repairs and maintenance shall be Rs. 30,000/- for the laptops procured with ceiling limit of Rs. 55,000/ Rs. 20,000/- for the Laptops procured
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					with the ceiling limit of Rs. 25,000/- regardless of the actual cost Laptop and accessories. AMC for 1/2/3 years may be purchased with the laptop and reimbursement claimed. 8. The concerned Department shall maintain the necessary records and ensure entry of details in the Service Record and LPC of the Officer provided with Laptop. 9. General Managers & equivalents/DGs/Heads of CTIs may procure laptops on additional/replacement account as per Rly Bd's L/No.2006/C&IOS/OTH/Delegation of Powers/36-Pt dt.11.09.2012. Authority: 1. Railway Board's letter No.2011/C&IS/Committee/ Laptops/Pt. II dated 23.01.2012. All other instructions contained in Railway Board's letter to be followed.
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Updated:

S.No.	Nature of Powers	PHOD/ HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
41	(x) Procurement/ Repair and maintenance of Laptops to Officers in-lieu of Desktops or for official use by the officer.	Full Powers in respect of eligible Officers.	Full Powers in respect of eligible Officers.	Full Powers in respect of eligible Officers.	1. Finance concurrence is not required 2. Laptop, Notebook, Tablet, Netbook Computer, Notepad, Ultra note book, are considered in the same class. They are referred to as ‘Laptop’ in this policy. 3. Codal life of Laptop will be considered as 4 years from the receipt of material & taken into account. 4. Eligible officer who procures Laptop himself/herself may club the cost of Laptop, accessories, Standard software, AMC contract/extended warranty etc over the specified life of the Laptop and the total amount may be claimed through single invoice including details of amount for the accessories and maintenance (should be mentioned separately) subject to the terms and conditions as well as monetary limit laid down in this policy.

					5. The office providing the Laptop shall ensure entry of the details in the Service Record & LPC of the officer provided with the Laptop. In addition, the office shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/posting to another office/ retirement etc. 6. The eligibility and the total cost ceiling for purchase and maintenance of Laptop (including the equipment bare cost, warranty/extended warranty, accessories, Standard software, AMC contract cost, repair & maintenance etc during its codal life) exclusive of applicable taxes shall be as indicated in the table below: 7. General Managers & equivalents/DGs/Heads of CTIs may procure laptops on additional/replacement account as per Rly Bd's L/No.2006/C&IOS/OTH/Delegation of Powers/36-Pt dt.11.09.2012. Authority: 1. No. 2011/C&IS/Committee/ Laptops/Pt. II Dated: 09.05.2025 All other instructions contained in Railway Board's letter to be followed.
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Eligibility for Gazetted Officer	Cost ceiling amount for official Laptop (exclusive of applicable taxes)		Proviso
Officer in Confirmed JA Grade and above.	Without Make in India	Rs. 1,00,000/- (One Lakh)	Officer in 'Confirmed JA Grade' shall not include officers holding adhoc or temporary capacity in JA Grade or looking after the current duties of JA Grade without being confirmed in JA Grade
	**With Make-In India (MII) component of more than 40%	Rs.1,30,000/- (One Lakh Thirty Thousand)	
Gazetted officer below Confirmed JA Grade	Without Make in India	Rs.50,000/- (Fifty Thousand)	
	**With Make-In India (MII) component of more than 40%	Rs.65,000/- (Sixty Five Thousand)	
Probationary Officer of Group 'A' Railway Services under training.	Without Make in India	Rs.50,000/- (Fifty Thousand)	The Laptop provided to the Probationary Officer shall continue to be in his/her possession during the training period. It shall be carried by the Probationer upon completion of training to his/ her working post.
	**With Make-In India (MII) component of more than 40%	Rs.65,000/- (Sixty Five Thousand)	

**Make in India (MII) component percentage should be mentioned in the invoice.

Note: Proposed changes are shown in red.

No. DGM (G)/SECR/MSOP-2018/15/e-file 129365

Bilaspur, dated: 14.07.2025

SAMEER KANT MATHUR Digitally signed by
SAMEER KANT MATHUR
Date: 2025.07.14
19:04:18 +05'30'

(Sameer Kant Mathur)

Dy.General Manager (G)

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.