

South East Central Railway

Office of the General Manager

Correction Slip No. 31 to MODEL SOP – 2018 for SECR

Subject: Amendment of item no.47 (H) of MSOP – 2018 (Part –C), Misc Matters.

Approval of the General Manager is hereby communicated for amendment of item no. 47(H) of MSOP – 2018 (Part –C), Misc Matters.

Modifications are marked in **RED**.

Existing:

#	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
47	(H) Air travel on duty.	GMs- Subject to note (i) and (iv) and (v) below: i) Full powers without Finance concurrence for officers in regular SAG and above. ii) Full powers for officers in	CAO/C. DRM for Gati Shakti Works- Officers and senior supervisors (Finance concurrence not mandatory) subject to note below.		1. These are discretionary powers to be exercised with personal approval of competent authority. Authority: 1. RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 2. F(E)I/2017/AL-28/41 dt.24.04.2018 & 08.05.2018. 3) Board's letter No.2022/F{X}II/PW /1 Dated 26/04/2023

		NFSAG/SG and below upto Senior Supervisor level with finance concurrence.		
	Note: i.Conditions being fulfilled as prescribed in letter No F (E) I/2021/AL-28/47 dated 13.08.2021. ii.The request for air travel is to be processed in E-office only. iii.The air travel of CAO/C and DRM/Gati Shakti office will be post audited by associated Finance and reported through MCDO to HQ and Board as the case may be. iv.The approving authority needs to make sure that the flight with lowest air fare is taken. v.Suitable check list duly filled in at the time of approval is necessary.			

Revised:

#	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
47	(H) Air travel on duty.	PHOD/CHOD CAO/Con & CAO/Con/RSP - Full Powers for officers under their control as mentioned below: (i) Without Finance concurrence for officers in Pay Matrix Level-14 & above. (ii) With Finance concurrence for officers in Pay Matrix Level-13 & below.	DRM- Full Powers for officers under their control as mentioned below: (i) Without Finance concurrence for officers in Pay Matrix Level-14 & above. (ii) With Finance concurrence for officers in Pay Matrix Level-13 & below		1. These are discretionary powers to be exercised with personal approval of competent authority. Authority: 1. RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 2. F(E)I/2017/AL-28/41 dt.24.04.2018 & 08.05.2018. 3) Board's letter No.2022/F{X}II/PW /1 Dated 26/04/2023. 4) Rly Board's letter No.2021/W-I/Genl./Gati Shakti (E-3378115) Dtd 29/11/2024. 5)Rly Board's letter No.2022/F(X)II/PW/1 Dated 14/08/2025. 6) Board's letter No. F(E)I/2025/AL-28/4 Dated : 29.04.2025

Note:

- i. Air travel entitlement for officers of Level-13 and below would be in Economy Class and for officers in Level-14 and above would be as per MoF/DoE's instructions issued vide O.M. No. 19030/1/2017/-E.IV, dated 13.07.2017, i.e., in Business / Club Class.
- ii. The officer will have to submit a self-certification in his/her Tour Programme and also with TADA claim that no Group C staff is being booked/has travelled on duty with the officer.
- iii. If the reimbursement is being claimed, the same would be limited to actual air fare or three times of train fare of entitled class, whichever is lower.
- iv. No extra Budgetary allotment would be provided.
- v. Sr DFMs shall report the 'air-travel expenditure' to HQ through monthly MCDO.

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

Bilaspur, dated: 12.11.2025

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

Digitally signed by
SAMEER KANT MATHUR
Date: 2025.11.12
17:08:39 +05'30'

(समीर कांत माथुर)
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