

South East Central Railway
Office of the General Manager
Correction Slip No.32 to MODEL SOP – 2018 for SECR

Subj: New Item no.41 (A)(vi) A in MSOP - 2018 Part - C on Reimbursement of Software Subscription Expenses.

Approval of the General Manager is hereby communicated for the addition of a new Item No. 41(A)(vi)(A) in Part-C (Miscellaneous Matters) of MSOP-2018.

New item as item no. 41(A)(vi) A:

#	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
41	IT Related				
	(A) Procurement of PC based systems chargeable to revenue.				
	(vi) (A) Provision/ Re-imbursement of expenditure related to software subscription utilized for official purpose for individual or office-team	(i) Up to ₹1500/month or ₹18,000/year for one subscription service/software. (ii) Up to ₹2000/month or ₹24,000/year for multiple subscription	(i) Up to ₹1500/month or ₹18,000/year for one subscription service/software. (ii) Up to ₹2000/month or ₹24,000/year for multiple subscription service/software	(i) Up to ₹1500/month or ₹18,000/year for one subscription service/software. (ii) Up to ₹2000/month or ₹24,000/year for multiple subscription service/software	1. Finance concurrence is mandatory. 2. Technical Clearance of Dy.GM(IT) is mandatory for all cases. 3. Subscription-related expenditure incurred by officials shall be met through cash imprest up to the prescribed monetary limit for an individual bill.

		service/software			Expenditure exceeding the said monetary limit shall be paid through reimbursement.
	Note: i. The officials may certify that the proposed subscription software tools are used for Official purposes only. ii. The re-imburement may be done on submission of valid proof and official use certification by the Competent Authority. iii. Procurement of Software tools may be from authorized/Genuine agencies/genuine websites. iv. Annual Ceiling limit may be maintained by the office of each sanctioning authority. v. Railway Board letter No.2016/F(X)II/10/27 dated 13.03.2018 and further amendments to it may be followed for ascertaining the prescribed monetary limits of individual bills for cash imprest.				

No. DGM(G)/SECR/MSOP-2018/e-file 183517

Bilaspur, dated: 30.01.2026

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.

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(समीर कांत माथुर)
उप महाप्रबंधक (सा.)