

South East Central Railway

Office of the
General Manager

Correction Slip no. 14 to MODEL SOP -2018 for SECR

Sub: Amendment in item no. 39 (A) (i), Part-C of MSOP-2018.

Approval of General Manager is hereby communicated to amendment in item no. 39 (A) (i), Part-C of MSOP-2018 (Miscellaneous Matters).

Existing:					
Sr.No.	Nature of Powers	PHOD/ HOD	DRM/ADRM/ CWM/SAG Officers in field units	Divisional Officers/Extra Divisional Officers & Officers in Head quarters	REMARKS
1	2	3	4	5	6
39	Technical Books / Newspapers and Training Centres				
	(A) (i) Purchase of Technical books, technical periodicals, and digitized books.	PHOD/CHOD- Full Powers CPR()- Up to Rs. 10,000/- per annum	DRM/CMS Up to Rs. 50,000/- per annum Up to Rs 1 lakh per annum for SAG in independent charge of Workshops Chairman/RRB Up to Rs 5,000/- per annum	Principals of ZRT/STC/Other Training Schools Up to Rs. 20,000/- per annum for each unit Other Training Centres Officer in charge Up to Rs. 5,000/- per annum. CWMs (JAG) officers in independent charge of Workshops/ Depots/ Sheds) up to Rs 5,000/- per annum for item A (i) & (ii) together	1. PHODs will exercise powers for purchase of Indian and Foreign Standard specification books without finance concurrence For other books, finance concurrence is necessary 2 PHODs/CHODs/DRMs will have full powers for codes & manuals. Finance concurrence shall be required beyond Rs 20,000/- per Annum. 3. Subscription payment can be made in advance up to one year 4 For purchase of books, advance payment can be made subject to submission of vouchers within 15 days from the date of payment. 5 Supply should be arranged through leading/reputed agencies and book sellers. 6 Number of copies should be restricted to the minimum to be decided by the sanctioning authority 7 Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase 8 The procurement of books/ magazines shall be restricted based on Board's order issued from time to time 9 Items which require foreign exchange require personal sanction of GM <i>Authority:</i> 1 Para-1037 and 1038 of Financial Code Vol I 2 Authority: Para-711 and 711(A) of Stores Code Vol I.

27/11/2020

Sr.No.	Nature of Powers	PHOD/ HOD	DRM/ADRM/ CWM/SAG Officers in field units	Divisional Officers/Extra Divisional Officers & Officers in Head quarters	REMARKS
Revised:					
1	2	3	4	5	6
Technical Books / Newspapers and Training Centres					
39	(A) (i) Purchase of Technical / Professional/ Management books & periodicals and digitized books	PHOD/CHOD- Full Powers CPRO- Full Powers	DRM/CMS Up to Rs. 50,000/- per annum Up to Rs. 1 lakh per annum for SAG in independent charge of Workshops Chairman/RRJ Up to Rs. 5,000/- per annum.	Principals of ZRTI/STC/Other Training Schools Up to Rs 20,000/- per annum for each unit. Other Training Centres. Officer in charge Up to Rs 5,000/- per annum CWMs (JAG officers in independent charge of Workshops/ Depots/ Sheds) up to Rs 5,000/- per annum for item A (i) & (ii) together	1 PHODs will exercise powers for purchase of Indian and Foreign Standard specification books without finance concurrence. For other books, finance concurrence is necessary. 2. PHODs/CHODs/DRMs will have full powers for codes & manuals Finance concurrence shall be required beyond Rs 20,000/- per Annum. 3 Subscription payment can be made in advance up to one year 4 For purchase of books, advance payment can be made subject to submission of vouchers within 15 days from the date of payment. 5 Supply should be arranged through leading/reputed agencies and book sellers 6 Number of copies should be restricted to the minimum to be decided by the sanctioning authority. 7. Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase. 8 The procurement of books/ magazines shall be restricted based on Board's order issued from time to time 9 Items which require foreign exchange require personal sanction of GM <i>Authority:</i> 1 Para-1037 and 1038 of Financial Code Vol. I. 2 Authority Para-711 and 711(A) of Stores Code Vol I.

It has concurrence of PFA/SECR.

No.DGM/G/SECR/MSOP-2018/015/e-file no.18791/

Bilaspur, dtd. 27.11.2020

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

Kanhaiya Goyal
27/11/2020
(Kanhaiya Goyal)
Dy. General Manager (G)