

Indian Railways
DLW/Varanasi

- GM/Admn./01/046, Pt-I

Office of the :- GM/Admn.
Date- 20.11.2018


Correction Slip No- 04/18

Sub :- Revision / Addition of Model SOP Para no- 4 of Miscellaneous Matters Part-C.
Ref:-CME/P Office letter no-CME/P/DLW/Notes, dt-07.09.2018 & SPO/HQ letter no-DLW/Welfare-7/Staff Council/part-64, dt -30.08.2018.

---****---

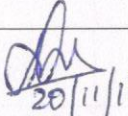
reference to above Model SOP Para No.- 4 of Miscellaneous Matters Part-C have been added / revised as under –

No	Nature of Powers	PHOD/HOD	DRM/ADRM/CW M/SAG officers in filed Units	Divisional Officers. Extra Divisional Officers & Officers in Headquarters	Remarks
1	2	3	4	5	6
4	Supply of Brief cases/laptop bag/Sling bag.	Briefcases may be procured by the officials (Officers/Sr. Supervisor, Inspector/Chief OS) as per their entitlement on self –declaration and claim reimbursement duly finishing the original invoice/bill.			<ol style="list-style-type: none">1. Finance concurrence is not necessary.2. Officers entitled for briefcase should sanction it themselves on a self-undertaking.3. Sr. Supervisors entitled for briefcase should sanction it themselves on a self undertaking & will submit the original invoice/bill to pay bill section after forwarding from respective controlling officer.4. After expiry of normal life i.e 3 years, no money is required to be deposited and the brief case can be retained.


20/11/18

S.No	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM /SAG officers in filed Units	Divisional Officers. Extra Divisional Officers & Officers in Headquarters	Remark
					5. Purchase of above articles should be regulated with the following financial limits. A- HAG –up to ₹ 8000/- B- SAG- up to ₹ 6500/- C- SG/JAG- up to ₹ 5000/- D- Sr. Scale – up to ₹ 4000/- E- Jr. Scale (Group A&B) up to ₹ 3500/- F- Sr. Supervisor (Grade Pay 4600/- & above) up to ₹ 3000/- Authority: - Ministry of Statistics & Programme implementation Government of India's letter no. F23016/2/2012. Genl. Dtd. 25/04/2013 and RB's Office order no 23 of 2013.

is issues with concurrence of PFA and approval of GM / DLW.

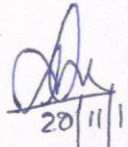

20/11/18

(Nitin Mehrotra)
Dy. GM & Secy. To GM
For General Manager

Copy for information & necessary action to :-

- I HODs / SAG Officers,
- I JAG Officers,
- I Sr. Scale Officers &
- I Jr. Scale / Asstt. Officers

} D.L.W / Varanasi.


20/11/18

(Nitin Mehrotra)
Dy. GM & Secy. To GM
For General Manager