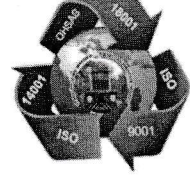




भारतीय रेल (रेल मंत्रालय)
डीजल रेल इंजन कारखाना
वाराणसी- 221004 भारत
INDIAN RAILWAYS (MINISTRY OF RAILWAYS)
DIESEL LOCOMOTIVE WORKS
VARANASI - 221004, INDIA



MISC-11

No. GM (P)/ER/Miscellaneous-Pt-1

Office of the GM(P)

Date- 06-12-2018

All Concerned
Dlw/Varanasi, Kolkata, Sealdah,
Camp Office, New Delhi.

Copy :-

- ❖ Joint secretary And other staff council members.
- ❖ Secretary SC/ST Association.
- ❖ Secretary OBC Association.
- ❖ Secretary, RREA/DLW.

Sub:-Revised /Addition of Model SOP Para no-4 of Miscellaneous Matters Part-C.

A copy of Railway Board's letters No. GM/Admn./01/046, Pt-I, dated-20.11.2018 is forwarded herewith for information and guidance.

DA:-02 Pages

(M.A.Ansari)

Assistant personnel Officer/Staff
For General Manager(P)

Copy for information and necessary action:-

- ❖ Ch.OS/Gen.Admn, GM(P).
- ❖ Ch.OS/Gen.Admn, GM(P)/W.


For General Manager(P)

circulate

Vijay
6/17/18

Indian Railways
DLW/Varanasi

No- 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.


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

S.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.

P.T.O

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.


This 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 :-

1. All HODs / SAG Officers,
2. All JAG Officers,
3. All Sr. Scale Officers &
4. All Jr. Scale / Asstt. Officers

D.L.W / Varanasi.


20/11/18
(Nitin Mehrotra)
Dy. GM & Secy. To GM
For General Manager