

'ANNEXURE'

CORRECTION SLIP No.1 (PART - C: MISCELLANEOUS MATTERS); Dated:-13.09.2018

S.No.	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
4.	Supply of brief cases/laptop Bag/Sling bag.	Briefcases may be procured by the officials (Officers/Sr Supervisor; Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill.			1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking 3. After expiry of normal life i.e.3years, no money is required to be deposited and the brief case can be retained. 4. Authority: Rly.Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). Zonal Railways to follow the limits as given in this letter. 5. GMs approval on PP-3 in case file No.98- G/ Brief Case/Policy/2018. C.S. No. 1, dated: 13.09.2018 (Annexure)
		Full Powers	Full Powers	Nil	
The ceiling limit for procurement of briefcase/bags of the officials for their individual use is as follows :-					
S.No.	Officers/Official	Ceiling limit in rupees			
1	PHOD (HA Grade)	8000			
2	HOD (SA Grade)	6500			
3	Selection Grade/JA Grade	5000			
4	Sr. Scale/Jr. Scale	4000			
5	Supervisors with GP Rs. 4600/- & above in PB-2	3500			
Recovery of charges is proposed to be effected from the officers/staff in case the briefcase/bag is either lost or not returned on retirement or resignation etc. as indicated below:-					
S.No.	Description	Amount to be recovered			
		Limit (Earlier)	Revised limit		
1.	Briefcase/bags used for less than one year.	Full Cost	Full Cost		
2.	Briefcase/bags used for more than one year but less than two years.	3/4 th . Of cost plus Rs. 50/-	3/4 th . of cost		
3.	Briefcase/bags used for more than two years but less than three years.	Half of cost plus Rs. 50/-	Half of cost		
NOTE :-					
1. The following categories of officers/supervisory staff/inspectors will be eligible for provision of brief case/bags. a) All Group "A" & Group "B" gazetted officers. b) Sr. Supervisors/Supervisors with GP Rs. 4600/- and above in PB-2 and inspectors of all departments irrespective of grade on need basis. 2. Necessary procedure/guidelines needs to be followed as stipulated under S.No. 4 of Part C of Model SOP 2018. 3. Provision of the briefcase / bags should be for three years. 4. The staff who are going to retire may be considered in view of balance service and essentiality of the service rendered by the staff. 5. Essentiality of the provision of the brief case to the staff may be certified by the concerned Branch Officer. 6. PHODs/HODs/SAG and DRMs/ ADRMs will be the sanctioning authorities. 7. Normal financial prudence should be exercised while sanctioning the brief case. 8. Other instructions issued by Dy.GM/G vide their circular no. 101-G/O/Pt.iii/policy dated 12.6.2002 and time to time may be followed.					

Vinamra Mishra
 (VINAMRA MISHRA) 13/9/18
 Dy. General Manager/G