

NORTHERN RAILWAY

Headquarters Office
Baroda House
New Delhi.

No. 98-G/M- SOP/C: Miscellaneous Matters/2024-25,

Dated:-18.10.2024

All PHODs, CAO/Const., CAO/FOIS
All DRMs, Northern Railway
Officers Incharge, All Rly. Workshops
& other Extra Divl. Offices, Northern Railways
Sr.DFM of all Divisions & WAOs of all Workshops,
FA&CAO/F&G, Constn. and B&B.
Dy.FA&CAO-I, Dy.FA / FX, Baroda House, New Delhi.
Principal Director of Audit, Baroda House, New Delhi.

Correction Slip No. 11 on Part-C: Miscellaneous Matters.

SUB:- Amendment in Model SOP 2018 (Part- C:Miscellaneous Matters) in Item No. 4.

General Manager, Northern Railway in consultation with finance has accorded approval for amendment in item no. 4 (Page C8) in NR-Model SOP-2018.The correction slip No.11, dated: 18.10.2024 is enclosed as **Annexure**.

Existing powers on Part-C: Miscellaneous Matters available on railnet NR's web page: <http://10.2.2.19> are being updated by this office, therefore, the relevant item of Miscellaneous Matters existing in Model SOP 2018, may please be amended as per **Annexure**.

DA/As above


(Gunjan Bhardwaj)
Dy. General Manager (G)

Correction Slip No. 11 (PART-C: Miscellaneous Matters, Item No. 4); on NR-Model SOP-2018, Dated: 18.10.2024

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS																		
4.	Supply of Brief cases/laptop Bag/Sling bag.	The monetary limit (including GST) for purchase of Briefcase/office bag/ladies' bag/purse for staff and officers of various substantive grades for official use is as under: <table border="1"> <thead> <tr> <th>S.No</th> <th>Category of Officers/Officials</th> <th>Maximum Ceiling Limit (In Rupees)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>GM/PHOD/(HA+ Grade/ HA Grade) or equivalent (Pay Level 16-15)</td> <td>10000/-</td> </tr> <tr> <td>2.</td> <td>HOD/(SA Grade) or equivalent (Pay Level 14)</td> <td>8125/-</td> </tr> <tr> <td>3.</td> <td>SG/JAG officers or equivalent (Pay Level 13-12)</td> <td>6250/-</td> </tr> <tr> <td>4.</td> <td>Sr. Scale/Jr. Scale Officers/PPS or equivalent (Pay Level 11-8)</td> <td>5000/-</td> </tr> <tr> <td>5.</td> <td>Sr. Supervisors/PAs/Ch. OS/Inspectors or equivalent in Pay level-7 & above (erstwhile grade pay Rs. 4600/- & above of 6th pay commission)</td> <td>4375/-</td> </tr> </tbody> </table>			S.No	Category of Officers/Officials	Maximum Ceiling Limit (In Rupees)	1.	GM/PHOD/(HA+ Grade/ HA Grade) or equivalent (Pay Level 16-15)	10000/-	2.	HOD/(SA Grade) or equivalent (Pay Level 14)	8125/-	3.	SG/JAG officers or equivalent (Pay Level 13-12)	6250/-	4.	Sr. Scale/Jr. Scale Officers/PPS or equivalent (Pay Level 11-8)	5000/-	5.	Sr. Supervisors/PAs/Ch. OS/Inspectors or equivalent in Pay level-7 & above (erstwhile grade pay Rs. 4600/- & above of 6 th pay commission)	4375/-	Authority: 1. Correction slip No. 1 (Part: C Miscellaneous Matters) issued vide letter No. 98-G/Brief Case /Policy/2018, dated, 13.09.2018. 2. Railway Board Office Order No. 39 of 2024 (File No. 2024/Stny./30/3/Brief case (Policy File), dated 10/07/2024) - limits as given in this letter to be followed by Northern Railway.
S.No	Category of Officers/Officials	Maximum Ceiling Limit (In Rupees)																					
1.	GM/PHOD/(HA+ Grade/ HA Grade) or equivalent (Pay Level 16-15)	10000/-																					
2.	HOD/(SA Grade) or equivalent (Pay Level 14)	8125/-																					
3.	SG/JAG officers or equivalent (Pay Level 13-12)	6250/-																					
4.	Sr. Scale/Jr. Scale Officers/PPS or equivalent (Pay Level 11-8)	5000/-																					
5.	Sr. Supervisors/PAs/Ch. OS/Inspectors or equivalent in Pay level-7 & above (erstwhile grade pay Rs. 4600/- & above of 6 th pay commission)	4375/-																					
Note: - In case of inspectors below level-7 who are being provided with the briefcase facility on essentiality/need basis certified by the branch officer, the existing ceiling limits as per the Correction slip no. 1 (Part: C Miscellaneous Matters) issued vide Letter No. 98-G/Brief case/Policy/2018, dated 13.09.2018 is to be followed. - The briefcase/office bag/ladies' bag/purse shall be provided to the officials/officers and staff on joining the railways or on completion of three years from the date of issue of earlier one. - The officers/officials can directly purchase Briefcase/office bag/ladies' bag/purse of their choice from any private/public outlet as per their own entitlement on self declaration. However, in case of inspectors, the briefcase/office bag/ladies' bag/purse, should be procured as per their entitlement mentioned above after the approval by the concerned Branch Officer on essentiality/need basis. - Finance concurrence is not required. However, the reimbursement will be restricted to the entitled amount as mentioned above against each category or the actual cost of purchase whichever is less subject to submission of proper Invoices/Bills with GST number, Book Number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the officer/official or staff purchasing the article. - At the time of reimbursement, an entry of the purchase should invariably be made in the Service Record/Personal file of the officer/staff concerned. - In case of retirement or resignation etc., the officer/staff are allowed to retain the Briefcase/office bag/ladies' bag/purse by remitting amount as indicated below: <table border="1"> <thead> <tr> <th>S.No</th> <th>Period of use</th> <th>Amount to be recovered</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>For less than one year</td> <td>Full Cost</td> </tr> <tr> <td>2.</td> <td>For more than one year but less than 2 years</td> <td>75 % of Cost</td> </tr> <tr> <td>3.</td> <td>For more than 2 years but less than 3 years</td> <td>50 % of Cost</td> </tr> <tr> <td>4.</td> <td>For 3 years or more</td> <td>Nil</td> </tr> </tbody> </table>						S.No	Period of use	Amount to be recovered	1.	For less than one year	Full Cost	2.	For more than one year but less than 2 years	75 % of Cost	3.	For more than 2 years but less than 3 years	50 % of Cost	4.	For 3 years or more	Nil			
S.No	Period of use	Amount to be recovered																					
1.	For less than one year	Full Cost																					
2.	For more than one year but less than 2 years	75 % of Cost																					
3.	For more than 2 years but less than 3 years	50 % of Cost																					
4.	For 3 years or more	Nil																					

This has the approval of General Manager/NR

CS No. 11, Issued vide Dy.GM/G Letter No. 98-G/M-SOP/C: Miscellaneous Matters/2024-25, dated 18.10.2024.

(Gunjan Bhardwaj)
Dy. General Manager (G)