

NORTHERN RAILWAY

Headquarters Office
Baroda House
New Delhi.

No. 98-G/M-SOP/C: Misc. Matters/2026-27
(E-office file No. [311782: NR/167/2026-O/o ChOS/1/MG/HQ/NR](#))

Dated:-17.04.2026

AGM

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. 14 on Part-C: Miscellaneous Matters.

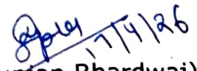
SUB:-Amendment in Model SOP 2018 (NR) (Part-C: Miscellaneous Matters), item no. 41(X) regarding "Provision of Laptop to Gazetted Officers in Indian Railways".

REF:- Railway Board letter no. 2011/C&IS/Committee/Laptops/Pt-II dated 09.05.2025

General Manager, Northern Railway in consultation with finance has accorded approval for amendment in item no. 41(X) "Provision of Laptop to Gazetted Officers in Indian Railways" in NR-Model SOP-2018. The correction slip No.14, dated: 17.04.2026 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 Works 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. 14 (PART - C: MISCELLANEOUS MATTERS, ITEM NO. 41(X), ON NR-Model SOP-2018; Dated: 17.04.2026)

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
41	IT Related				
(x)	Procurement/ Repair and maintenance of Laptop to Gazetted Officers for officials use by the officer.	Full Powers in respect of eligible officers.	Full Powers in respect of eligible officers.	Full Powers in respect of eligible officers.	1. Finance concurrence is not required. 2. Laptop, Notebook, Tablet, Notebook computer, Notebook, Ultra- note book are referred as "Laptop" and is an official equipment of the Railway in possession of the officer. The Laptop includes its Accessories and standard software that is essential for the running of devices towards discharge of official function/duties. Accessories may be provided along with the laptop or any time later during its codal life. 3. Codal life of Laptop will be considered as 04 years from the date of the receipt of the material or the date of eligibility of procure it, whichever is later. 4. The eligibility of officers for purchasing of Laptop will be as mentioned in the Authority mentioned below or as per extant instructions issued by the board from time to time. 5. Eligible officers shall procure Laptop directly from the original equipment Manufacturer (OEM) of their authorized outlet / distributors by paying the amount and then claim for reimbursement thereof. 6. Officers can procure the Laptop costing any amount, which, may be more or less the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to cost of purchase or corresponding prescribed ceiling amount, whichever is lower. 7. The concerned Department shall maintain the necessary records and ensure entry of details in the Service Record and LPC of the Officer provided with Laptop.

					8. The Purchase of Laptops other than those specified in the Railway Board's Policy Letter No. 2011/C&IS/Committee /Laptops/Pt-II dt 09.05.2025, shall continue to be governed by Delegation of Power on Information Technology related matters No.2006/C&IS/OTH/"Delegation of Powers/36-Pt dated 11/09/2012 (Last Modified vide Transformation Cell letter No. 2018/Trans Cell/S&T/Go Digital dated 03/10/2019) modified from time to time and requires explicit permission of Railway Board even if they are sanctioned/provided in any estimates. Authority :- 1. Railway Board's letter No. 2011/C&IS/Committee/Laptops/Pt.II Dated 09.05.2025 All other instructions contained in Railway Board's letter to be followed as revised from time to time.
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Incorporation of this Correction Slip is subject to the following check notes:

1. It may be ensured that the proposal does not infringe any of the guidelines/policy issued by Railway Board's letters on the subject matter.

This has the approval of General Manager/NR

CS No. 14, Issued vide Dy.GM/G Letter No. 98-G/M-SOP/c: Miscellaneous Matters /2026-27, dated 17.04.2026


 (Gunjan Bhardwaj)
Dy. General Manager (G)