



कार्यालय/महाप्रबन्धक
पूर्वोत्तर रेलवे, गोरखपुर-273012
Office of the
General Manager
N. E. Rly./Gorakhpur-273012

CORRECTION SLIP NO.37 to Model Schedule of Powers-2018 (Model SOP-2018) adopted by NER

Sub.: Correction Slip No.37 to Model Schedule of Powers-2018 (Model SOP-2018) adopted by NER

Ref.: (i) Railway Board's Letter No-2018/Trans/01/Policy dt.24.07.2018.

(ii) DGM(G)/NER/Gorakhpur's Letter No-Z/548/Model SOP/2018 dt. 30.07.2018.

(iii) Railway Board's letter no.2024/Stny/30/3/Briefcase (Policy File) dated 10.07.2024 for officers in Rly.Bd.

(iv) Correction Slip No.5 dt. 20.11.2018 to Model SOP – 2018 adopted by NER.

Model Schedule of Powers-2018 (Model SOP-2018) circulated by Railway Board vide above referred letter dt. 24.07.2018 delegating various Financial and Administrative powers across Zonal Railways/PUs has been implemented over NE Railway with immediate effect vide above referred letter dt. 30.07.2018. The provision contained in **Item No.4 of Part-C: Miscellaneous Matters** of above mentioned Model SOP-2018 (regarding Purchase of Briefcase/Office Bag/Ladies Handbag/Ladies Purse) and correction Slip No.5 dt. 20.11.2018 again stands modified/amended as per enclosed "Annexure" in place of the existing provision on date.

This is being issued with the concurrence of PFA and approval of General Manager.

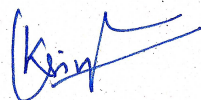
Enclosure: As above (in 01 Page)


Digitally signed by
KRISHNA CHANDRA SINGH
Date: 2025.01.09 17:56:04
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(Krishna Chandra Singh)
Dy. General Manager/G
for General Manager, NER/GKP

No. Z/548/Model SOP/2018/CS

Copy forwarded for information & necessary action to:

AGM,	CAO/Con.	PCME,	PCE,	PCSTE,	PCMM,	PCEE,
PCOM,	CSO,	PCPO,	SDGM,	PCSC/RPF,	PCMD,	PFA,
Secy. to GM,	FA&CAO/Con.	AFA/FW,	Sr.DFM/IZN,	Sr.DFM/LJN,	Sr.DFM/BSB,	CWM/SWS-GK
DRM/IZN	DRM/LJN	DRM/BSB	CMW/IZN,	CWM/GKP,	CWM/BWS/GKP	CMS/IZN,
CMS/LJN,	CMS/BSB,	MD/LNMRH/GKP				


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for General Manager, NER/GKP

Correction Slip No.37 to Model SOP-2018 implemented on NE Railway [Item at S.No.4 Part-C: Miscellaneous Matters]

Sl. 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	purchase of Briefcase/ Office Bag/Ladies Handbag/ Ladies Purse	Briefcase/ Office Bag/Ladies Handbag/ ladies purse may be procured by the officials (Officers/Inspector/Supervisor/PAs) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original Invoice/Bill.			1: Ceiling limit for Briefcases/Office Bag/Ladies Handbag/Ladies Purse Bag shall be as under: <table><tr><th>SN</th><th>Level Of Officer</th><th>Ceiling Limit</th></tr><tr><td>1</td><td>PHOD (in HAG)</td><td>Rs. 10,000/-</td></tr><tr><td>2</td><td>CHODs & HODs (in NF/HAG or SAG)</td><td>Rs. 8,125/-</td></tr><tr><td>3</td><td>SG or NF SAG Officers/JAG</td><td>Rs. 6,250/-</td></tr><tr><td>4</td><td>Sr. Scale</td><td>Rs. 5,000/-</td></tr><tr><td>5</td><td>Jr. Scale</td><td>Rs. 5,000/-</td></tr><tr><td>6</td><td>Inspector/Supervisor/PAs in Level-7 and above.</td><td>Rs. 4,375/-</td></tr></table> 1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking. 3. The brief case/Office Bag/Ladies Handbag/Ladies Purse shall be procured by officials/officers on joining this Railway or on completion of 3 years from the date of purchase of earlier one. 4. The entitled officer/staff shall purchase Briefcase/Office Bag/Ladies Handbag/Ladies Purse of their choice from any private/public outlet. It may, however be noted that reimbursement shall be limited to the above-mentioned ceiling limits subject to the submission of proper Invoice/bills with GSTIN number, Book number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the officers/staff purchasing the article. 5. After expiry of normal life i.e. 03 years, no money is required to be deposited and the Brief case/Office Bag/Ladies Handbag/Ladies Purse can be retained. 6. As regards recovery of charges shall be affected from officer/staff in case Briefcases/ Office Bag/Ladies Handbag/Ladies Purse is either lost or not returned on retirement or resignation etc.; the same shall be as under: ➤ Upto 01 year : Full Cost ➤ More than one year but less than 02 years : 75% ➤ More than two years but less than 03 years : 50% ➤ More than 03 years : Nil	SN	Level Of Officer	Ceiling Limit	1	PHOD (in HAG)	Rs. 10,000/-	2	CHODs & HODs (in NF/HAG or SAG)	Rs. 8,125/-	3	SG or NF SAG Officers/JAG	Rs. 6,250/-	4	Sr. Scale	Rs. 5,000/-	5	Jr. Scale	Rs. 5,000/-	6	Inspector/Supervisor/PAs in Level-7 and above.	Rs. 4,375/-
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