

महाप्रबंधक का कार्यालय GM's OFFICE

मेट्रो रेलवे METRO RAILWAY

कोलकाता KOLKATA

No.MR/DGM (G)/SOP

Date: 11.12.2018

All PHODs/HODs

Metro Railway

Kolkata

Sub: Correction Slip no. 1 to Sl. No. 48 of Model SOP-2018 Part C on Misc. Matters (Page-C48/49) issued w.e.f. 11.12.18 regarding expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences.

Ref: Railway Board's letter no. 2018/Trans Cell/S&T/Refreshment Dt.19.11.18

As per approval of General Manager, Correction Slip no. 1 to Sl. No. 48 of Model SOP-2018 Part C on Misc. Matters (Page-C48/49) issued w.e.f. 11.12.18 regarding expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences for the Officers.

This has since been uploaded in Metro Railway Official Website under section 'ABOUT US' in sub section 'SCHEDULE OF POWERS' under heading - 2) CORRECTION SLIPS TO MODEL SOP - 2018 (METRO RLY.).

To enable us to improve further, any suggestion, query and feedback may please be sent, for modification of any item of the Model Schedule of Powers.

DA: As above

(प्रत्यूष कुमार घोष Prottyush Kr. Ghosh)

उप महाप्रबंधक (सामान्य) Dy. General Manager (G)

कृते महाप्रबंधक for GENERAL MANAGER

Copy to:

- i) Appellate Authority
- ii) Competent Authority
- iii) Dy. CVO
- iv) CPRO
- v) Sr. Security Commissioner/RPF
- vi) Sr. Law Officer
- vii) DGM/ Rajbhasa

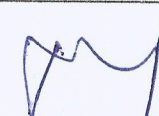
(प्रत्यूष कुमार घोष Prottyush Kr. Ghosh)

उप महाप्रबंधक (सामान्य) Dy. General Manager (G)

कृते महाप्रबंधक for GENERAL MANAGER

Correction Slip no. 1 to Sl. No. 48 of Model SOP-2018 Part C on Misc. Matters (Page-C48/49) issued w.e.f. 11.12.18 regarding expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
48	(A) On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences	<u>PHOD/CHOD</u> Rs. 20,000/- per year @ Rs 75/- per head HOD Rs. 18,000/- per year @ Rs. 75/- per head	<u>DRM/ADRM/CWM/MDs of Central Hospitals & other SAG officers in field unit</u> Rs. 20,000/- per year @ Rs. 75/- per head	JAG Rs. 7,500/- per year @ Rs. 75/- per head	1. Finance concurrence is not necessary up to the stipulated rate. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings and participants should also be kept to the barest minimum. 3. Zonal Railways to evolve method of distribution and accountal. 4. Overall annual ceiling limit shall be Rs. 60 Lakh for ZR and Rs. 15 Lakh for PU. Limits for individual Departments/ Divisions in ZR/Pus may be fixed by GM 5. After distribution, the balance amounts out of the total ceilings of Rs. 60 lakhs for the Zonal Railways & Rs. 15 lakh for PUs, will be under the control of AGM 6. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. 7. Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with prior financial concurrence. 8. Enhancing the annual ceiling limit to Rs. 60 lakh per annum for a Zonal Railway & Rs. 15 lakh per annum for a PU for the combined expenditure of light refreshments and working Lunches/Dinners, etc. 9. Other guidelines issued from Board shall remain unchanged and be modified as and when required. 10. This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board. Authority: 1. Bd's letter No. 2018/Trans Cell/S&T/Refreshment Dated: 19.11.2018
	(B)(i) Working Lunch	@ Rs. 200/- per head per meeting	@ Rs. 200/- per head per meeting		
	(B)(ii) Lunch / Dinner	@ Rs. 350/- per head per meeting	@ Rs. 350/- per head per meeting		

 11/12/18
DGM/G