

मेट्रो रेलवे
कोलकाता
महाप्रबंधक का कार्यालय

No.MR/DGM (G)/SOP-VOL-2

Date: 08.07.2020

All PHODs/CHODs
Metro Railway
Kolkata

Sub: Correction slip no. 3 issued on 08.07.2020 regarding provision for procurement of furniture, equipment and T&P items in the officer's chamber in the Schedule of Power is restored w.e.f. 08.07.2020.

Correction slip no. 3 issued on 08.07.2020 regarding provision for procurement of furniture, equipment and T&P items in the officer's chamber in the Schedule of Power is restored w.e.f. 08.07.2020. This has the approval of the Competent Authority. Earlier it was existed under correction slip No. 2(i) issued 20.06.2018 (copy enclosed).

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.)' as correction slip No. 3

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 Protyush 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. Law Officer
- vi) Rajbhasa Adhikari

(प्रत्यूष कुमार घोष Protyush Kr. Ghosh)
उप महाप्रबंधक (सामान्य) Dy. General Manager (G)
कृते महाप्रबंधक for GENERAL MANAGER

महाप्रबंधक का कार्यालय GM's OFFICE

मेट्रो रेलवे METRO RAILWAY

कोलकाता KOLKATA

No.MR/DGM (G)/SOP

Date: 20.06.2018

All PHODs/HODs
Metro Railway
Kolkata

Sub: Correction slip no. 2 (i) issued w.e.f. 20.06.18 regarding Item No. 11 (Crockery) in the revised cost limit for procurement of Scale of furniture, equipment and T&P items to be provided in the officer chamber of the office of Metro Railway.

Recently, Correction Slip No. 2 of Model SOP on Misc Matters issued on 09.04.2018, where Item No. 11 (Crockery) in the revised cost limit was given Rs. 2600/- for PHODs/CHODs/SAGs.

As per approval of General Manager, Correction slip no. 2 (i) is issued w.e.f. 20.06.18 for enhancing the cost limit for Crockery from Rs. 2600/- to Rs. 5000/- for PHODs/CHODs/SAGs, which may kindly be seen under Annexure-A and the same has been included in Model SOP on Miscellaneous Matters and uploaded in Metro Railway Official website under section "About Us" and sub section "Schedule of Powers". [Earlier, SOP-2016 item no- 24 (d) (ii) as per Annexure-A]

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) Sr. Security Commissioner/RPF
- v) DGM/ Rajbhasa
- vi) CPRO
- vii) Sr. Law Officer

(प्रत्यूष कुमार घोष Prottyush Kr. Ghosh)

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

कृते महाप्रबंधक for GENERAL MANAGER

Sub: Correction slip no. 2 (i) issued w.e.f. 20.06.18 regarding Item No. 11 (Crockery) in the revised cost limit for procurement of Scale of furniture, equipment and T&P items to be provided in the officer chamber of the office of Metro Railway.

Modified:-**Annexure-A**

Sl No	Description	Qty.	Rate (in Rs.) per unit for			
			PHODs/ CHODs/ SAG	SG / JAG Officers	Sr. Scale/ Jr. Scale Officers	Average life in years
1	Executive Table	1	43700	24000	16000	10
2	Executive Revolving Chair with cushion	1	18000	15000	10000	10#
3	Visitor's Chair	6	4900	3900	2500	10#
4	Steel Almirah cum book-shelf	1	18100	11700	11700	10
5	Computer Table	1	7000	6500	5000	10
6	Computer Chair	1	5000	5000	5000	10
7	Side Rack Wooden/Steel	1	5000	4000	3500	10#
8	Sofa Set with Centre Table	1	30000	20000	NIL	10#
9	Hands Free 2 line Telephone Set	1	6000	6000	NIL	12-15#
10	Good quality Towel extra large	2	600	450	350	3#
11	Crockery	1	5000	3500	2000	3#
12	Cutlery	1	450	500	300	3#
13	Tea Set	1	1000	750	500	3#
14	Thermo Jug	1	1000	1000	750	3#
15	Electric Kettle	1	1500	1500	1500	3#
16	Microwave Oven	1	10000	NIL	NIL	
17	Emergency Light	1	1500	1500	1500	3#
18	Table Lamp	1	1000	700	700	3#
19	Wall Clock (to be supplied by S&T Deptt.)	1	900	600	350	3#
20	Engagement Board with marker pen	1	1500	1000	1000	5#
21	Statistics Board	1	2000	2000	1500	5#
22	Curtain	-	350 / mtr.	250 / mtr.	200 / mtr.	3#
23	TV (Cost of DTH connection including Set Top Box, Installation, Rental will be extra)	1	25000	NIL	NIL	10#
24	Refrigerator	1	10000	NIL	NIL	10#
25	Paper Shredder	1	7000	NIL	NIL	10#

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26	Foot Board	1	NIL	775	700	
27	Flower Vase	2	900	800	400	
28	Serving Tray	1	450	400	350	
29	Portable HD Drive (External)	1	4500	3500	NIL	
30	32 GB Pen Drive	1	NIL	NIL	500	
31	Pen Stand	1	400	350	300	
32	Drinking water glass superior	1	500	450	300	

NOTE :

- 1) Items marked # against average life may be considered for replacement on condition basis following rules for condemnation
- 2) The scale of furniture recommended for the officers shall be provided only after the existing furniture has been declared unserviceable and for this purpose, the procedure already laid down for condemnation of furniture in IE. No. Should be followed. After new furniture are purchased, old condemned furniture are to be sent to Noapara Stores Depot against DS. 8 as condemned Stores item and recorded in the Dead Stock Register.
- 3) The above rates do not include Sales Tax / VAT etc and are only indicative.
- 4) In addition to the above, items like incumbency Board, Glass on Table, Floor Mat, Pen Stand, Soap Dishes etc. will be provided on demand.
- 5) Procurement of any other item necessitated may be done with the sanction of the competent authority as per Procurement of any other item necessitated may be done with the sanction of the competent authority as per provision in SOP. All procurements should be made following the extant rule.
- 6) Recommended scale of furniture shall be provided only after the existing furniture is declared unserviceable / condemned as per extant rule.
- 7) It must be ensured that procurement of an item is made from a reputed manufacturer of the item.
- 8) Total fund per deptt. per annum to be decided by FA&CAO
- 9) Dispecusation for items attracting base as per GM's instruction.

Area of exception

Scale of furniture etc. for Secy. to GM, DGM(G), CPRO/ Sr. PRO should be at par with SAG officers.

10) Low valued Items (from Item 10 to 21 as per Annex 'B') of the list are required to be procured through local purchase. To streamline this item Nos. 10 to 21 of Annex-'B' of standardisation rate can be procured through local purchase by drawing pay-order in favour of the officer concerned subject to obtaining finance concurrence and personal approval of concerned officers. Concerned officer is responsible to submit the accountal for the purchase to the A/C office within a month.

Handwritten signature
25/06/18