



महाप्रबंधक का कार्यालय GM's OFFICE
मेट्रो रेलवे METRO RAILWAY
कोलकाता KOLKATA

No. MR/DGM(G)/SOP-Vol-2(e-file no.22623)

Date: 13.02.2026

All PHOD/CHODs
Metro Railway,
Kolkata.

Sub: Revised Cost limit of Scale of furniture, equipment and T&P items to be provided in the officers' chambers of Metro Railway, Kolkata.

Approval of General Manager is hereby communicated for revised Cost limit of Scale of Furniture, Equipment and T&P items to be provided in the officers' chambers of Metro Railway, Kolkata as per the List is attached.

This has been uploaded in Metro Railway Official Website under menu 'ABOUT US' at sub-menu "schedule Power" then heading "Revised Cost limit of Scale of furniture etc.".

DA : As above.

S S Kannan

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Kannan
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एस. एस. कन्नन(S. S. KANNAN)
उप महाप्रबंधक (जी) और महाप्रबंधक के सचिव/
DGM(G) & Secy. to GM

Copy to :

- i) Appellate Authority
- ii) Competent Authority
- iii) All Dy HODs, Dy. CVO
- iv) Sr. Law Officer
- v) Rajbhasa Adhikari

S S Kannan

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Kannan
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एस. एस. कन्नन(S. S. KANNAN)
उप महाप्रबंधक (जी) और महाप्रबंधक के सचिव/
DGM(G) & Secy. to GM

Annexure to

No.MR/DGM(G)/SOP-Vol-2(e-file no.22623)

Date: 13.02.2026

Sub : Revised Cost limit of Scale of furniture, equipment and T & P items to be provided in the officers' chambers of Metro Railway, Kolkata.

Sl. No.	Description	Qty.	Rate per unit for				Minimum Age for replacement (in Years)	
			PHOD/CHOD/DRM/CWM	All other SAG Officer	SG/JAG Officer	Sr. Scale/ Jr. Scale Officer		
A	B	C	D	E	F	G	H	
1	Executive Table Godrej or similar	1	₹1,01,860	₹89,980	₹68,090	₹48,950	10	
2.	Executive Revolving chair high back chair leather cushion Godrej or similar	1	₹44,880	₹23,650	₹19,030	₹16,390	10	
3	Visitor's chair Godrej or similar						10	
	a) For SAG & above	6	₹10,560	₹10,560	-	-		
	b) For other	4	-	-	₹7,810	₹7,810		
4	a) Steel Almirah	1	₹23,980	₹23,980	₹19,690	₹19,690	10	
	b) Almirah cum bookshelf	1	₹27,280	₹27,280	-	-		
5	Computer Table Godrej or Similar	1	₹10,230	₹10,230	₹9,790	₹9,790	10	
6	Computer chair Godrej or Similar	1	₹7,590	₹7,590	₹7,590	₹7,590	10	
7	Side rack wooden/steel Godrej or Similar	1	₹14,850	₹14,850	₹7,700	₹6,600	10	
8	Sofa set with center table Godrej or Similar	1	₹92,510	₹92,510	₹62,810	-	10	#
9	Hands Free 2 line Telephone Set	1	₹6,600	₹6,600	₹6,600	-	12-15	#
10	Good Quality Towel extra large	2	₹660	₹660	₹495	₹385	3	#
11	Crockery	1	₹5,500	₹5,500	₹3,850	₹1,100	3	#
12	Cutlery	1	₹550	₹550	₹550	₹220	3	#
13	Tea Set	1	₹1,100	₹1,100	₹825	₹550	3	#
14	Thermo Jug	1	₹770	₹770	₹770	₹770	3	#
15	Electric Kettle	1	₹3,300	₹3,300	₹2,750	₹1,650	3	#
16	Emergency Light	1	₹1,650	₹1,650	₹1,650	₹1,650	3	#
17	Table Lamp	1	₹1,100	₹1,100	₹770	₹770	3	#
18	Wall Clock	1	₹990	₹990	₹660	₹385	3	#
19	Engagement Board with marker pen	1	₹1,650	₹1,650	₹1,100	₹1,100	3	#

Chandra Sekhar
Chandra Sekhar
 13/02/2026

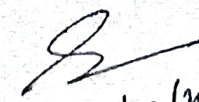
13/02/2026

20	Statistics Board	1	₹2,200	₹2,200	₹2,200	₹1,650	5	#
21	TV with DTH connection (cost of set Top Box, installation, Rental will be extra)	1	₹55,000	₹55,000	Nil	Nil	10	#
22	Curtains/ blinds	*	₹660 per meter	₹660 per meter	₹550 per meter	₹550 per meter	3	#
23	Refrigerator	1	₹22,000	₹22,000	₹14,850	Nil	10	#
24	Microwave Oven	1	₹8,800	₹8,800	Nil	Nil	10	#
25	Paper Shredder	1	₹7,700	₹7,700	Nil	Nil	10	#

1	Item marked * against quantity means length of curtain fabric as per size/requirement of particular chamber.
2	Item marked # against average life may be considered for replacement on condition basis following rules of condemnation.
3	Items at Sr. No. 10,12,13 and 22 may be procured from the market if not in stock or non-stock at the Noapara depot.
4	The above rates are exclusive of GST and are indicative/approximate only.
5	In addition to these items, such as an incumbency board, glass on table, floor mat, pen stand, soap dishes etc. may be procured through imprest if cost of material is below Rs2000 for each item. If the cost of materials is more than Rs.2000, than materials may be procured through GEM (up to Rs. 25,000) by individual departments or through the stores department as per extant rules.
6	Procurement of any other item necessitated may be done with the sanction of competent authority as per provision in MSOP, all procurement of such items shall be done as per extant rules.
7	Recommended scale of furniture shall be provided only after the existing furniture is unserviceable/condemned as per extant rule.
8	It must be ensured that procurement of an item is made from reputed manufacturer of the item.
9	Areas of exception
(a)	Scale of furniture etc. of Sr. DGM/CVO should be at par with PHODs even if SAG officer is posted.
(b)	Scale of Furniture etc. for Secy. to GM, DGM(G), CPRO, Dy. Secy. (JAG/SG) should be at par with SAG officers and the same for Dy. Secy. (SS)/Asstt. Secy. to GM /AGM, ADGM, EA's/PP's/PS to PHOD/CHOD posted there should be at par with JAG officers, even if a lower rank officer is posted.

checked

 B. Srinivas
 ch. 05/4cm.
 13/02/2026


 13/02/2026