

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

No.MR/DGM(G)/SOP

Date: 22.03.2019

All PHODs
Metro Railway
Kolkata

Sub: Procurement of Briefcase/Laptop Bag/Sling Bag by Officers/
Sr. Supervisor/ Inspectors/ Chief OS as per their entitlement

Ref: Item no. 4 of Model SOP 2018 on Misc. Matters.

GM has approved following financial limit to the item no. 4 of Model SOP 2018 on Misc. Matters, for procurement of Briefcase/Laptop Bag/Sling Bag by the officials (Officers/ Sr. Supervisor/ Inspectors/ Chief OS) as per their entitlement:

A) HAG – up to Rs. 8000/-

B) SAG – up to Rs. 6500/-

C) SG/JAG – up to Rs. 5000/-

D) Sr. Scale & Jr. Scale – up to Rs. 4000/-

E) Grade Pay Rs. 4800/- & Rs. 5400/- (pay level 8 & 9) up to Rs. 3500/-

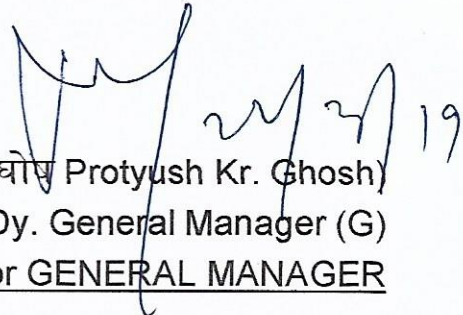
F) Grade Pay Rs. 4600/- & above – up to Rs. 3000/-

This has the finance concurrence of the PFA/ Metro Railway.

Limit as Modified, is shown in an attachment separately. 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

AS EXISTING					
S. No.	Nature of Powers	PHOD/HOD	SAG Officers in Field Units	Officers in Headquarters	REMARKS
4.	Supply of Briefcase/ Laptop Bag/ Sling Bag		Briefcase may be procured by the officials (Officers/ Sr. Supervisor/ Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill		<ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking. 3. After expiry of normal life i.e. 3 years, no money is required to be deposited and the brief case can be retained. 4. Authority: Rly. Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). Zonal Railways to follow the limits as given in this letter.

AS MODIFIED					
S. No.	Nature of Powers	PHOD/HOD	SAG Officers in Field Units	Officers in Headquarters	REMARKS
4.	Supply of Briefcase/ Laptop Bag/ Sling Bag		Briefcase may be procured by the officials (Officers/ Sr. Supervisor/ Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill. Revised limit as approved by GM is shown below: A) HAG – up to Rs. 8000/- B) SAG – up to Rs. 6500/- C) SG/JAG – up to Rs. 5000/- D) Sr. Scale & Jr. Scale – up to Rs. 4000/- E) Grade Pay Rs.4800/- & Rs.5400/- (pay level 8 & 9) up to Rs. 3500/- F) Grade Pay Rs.4600/- & above – up to Rs. 3000/-		<ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking. 3. After expiry of normal life i.e. 3 years, no money is required to be deposited and the brief case can be retained. 4. Authority: Rly. Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). Zonal Railways to follow the limits as given in this letter. 5. Authority: This Rly's letter No.MR/DGM(G)/SOP date: 22.03.2019