

दक्षिणपश्चिमरेलवे
South Western Railway



Recd. on 28/8/18

महाप्रबंधकका कार्यालय
General Manager's Office
गदगरोड/Gadag Road
हब्बल्लि/Hubballi- 580 020

No.G.203/Model SOP-2018/Transformation -2

Dated: 2nd August 2018

All PHODs/CHODs

DRM – UBL, SBC & MYS

CWM – UBLS & MYSS

Transformation Circular - 2

Sub: Procurement of Briefcases/Bags for Officers & Supervisory Staff/Inspectors of SWR

- Ref :** 1) This office Memorandum No.G.69/Policy/Briefcase dated 24.09.2013.
2) Sl. No.4 of Part C Miscellaneous Matters of Model SOP-2018 implemented vide this office letter dated 27.07.2018
3) Under Secretary (Stationary)/ Railway Board's letter No.2006/Stny/15/3 dt 01.04.2013.

The subject Policy guidelines have been revised and enclosed as Annexure.

The major revisions in the policy guide lines are as under:

- **Monetary limit for purchase of briefcase has nearly been doubled.**
- Codal life of the same is reduced from 4 years to 3 years for officers and to 4 years for supervisors.
- Purchase can be done by the official himself and reimbursement can be claimed on self declaration and certification. Indenting is done away with.
- Recovery of charges based on life is modified. (No deposit needed if same is used beyond codal life.)
- The item can be briefcase/ladies handbag/Purse/Slingbag/backpack/bag instead of only briefcase/bag earlier.

This Policy comes into effect immediately.

Enclosure: Annexure

(ई.विजया)

(E. Vijaya)

उप .महाप्रबंधक/सा.

Dy. General Manager (G)

Copy to :

- 1) Secy. to GM for kind information of GM.
- 2) AGM for kind information.

Revised powers for procurement of Briefcases/Office bag/Ladies Handbags/Purses for Officers & Supervisory Staff/Inspectors of SWR

- 1) The following categories of Officers/Supervisory Staff/Inspectors will be eligible for provision of Briefcase/bags.
- All Group 'A' & Group 'B' Gazetted Officers.
 - Sr. Supervisors/Supervisors with GP Rs.4,600/- and above in PB-2 and Inspectors of all departments irrespective of grade on need basis.
 - Ticket Checking Staff/Commercial Staff in Group 'C' performing line duties irrespective of grade to be issued briefcase once in 5 years with the approval of competent authority (by discontinuing supply of steel trunk). Briefcase is not to be issued to Ticket Checking staff posted at station.
- 2) The revised limits for purchase of briefcase/bags for Officers/Supervisory Staff/Inspectors of various categories are as under:

| Sl. No. | Level of Officer | Limit (Earlier) (in Rs.) | Revised (Now) (in Rs.) |
|---------|--|--------------------------|------------------------|
| 1 | PHOD (HA Grade) | 4300 | 8000 |
| 2 | HOD (SA Grade) | 3500 | 6500 |
| 3 | Selection Grade/JA Grade | 3000 | 5000 |
| 4 | Sr. Scale/Jr Scale | 2000 | 4000 |
| 5 | Supervisors with GP Rs.4600 & above in PB -2 | 1500 | 3500 |

- 3) The brief case/bags can be procured by the officers/staff 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/bag 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 invoices/Bills with TIN 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) As regards recovery of charges shall be affected from the officers/staff in case the brief case/bag is either lost or not returned on retirement or resignation etc. as indicated below:

| Sl. No. | Description | Amount to be recovered | |
|---------|---|--|---------------------------|
| | | Limit (Earlier) | Revised limit |
| 1 | Briefcase/bags used for less than one year | Full Cost | Full Cost |
| 2 | Briefcase/bags used for more than one year but less than two years | 3/4 th of cost plus Rs.50/- | 3/4 th of cost |
| 3 | Briefcase/bags used for more than two year but less than three years | Half of the cost plus Rs.50/- | Half of the cost |
| 4 | Briefcase/bags used for more than three year but less than four years | 1/4 th of the cost plus Rs.50/- | Nil |
| 5 | For more than four years | 10% of the cost | |

- After expiry of normal life i.e 3 years, no money is required to be deposited and briefcase/bag can be retained.

- 6) Ticket Checking staff in GP Rs.4600/- and above will be guided by monetary limit and codal life as in SI No.2 & 3 above.

Vijay
02/08/18