

MEMORANDUM

(MODEL SOP- Correction Slip No. RB/MSOP/2018/07)

General Manager has accorded approval towards the revision of Model SOP/2018: Part – C: Miscellaneous Matters, Item No.48 (B) as concurred by Finance vide U.O.No. FA/(W) 42/12/Pt-XII/SOP dtd. 28.11.2018.

The revised delegation of powers towards the above item is as detailed in the Annexure (one sheet) and comes into force with immediate effect.



(M. K. Sarkar) 5/12/18
Sr. ADGM/MLG

For Dy. General Manager (G)

Correction Slip No. RB/MSOP/2018/07
Z/93/G(Misc)/Pt.I (Loose)

Dated : 05.12.2018

Copy circulated for information and necessary action to :-

1. DGM & Secy. to GM : For kind information of General Manager.
2. AGM : For kind information.
3. SDGM : -do-
4. All PHODs/CHODs
5. All DRMs
6. CWM/DBWS & NBQ
7. CPRO



(M. K. Sarkar) 5/12/18
Sr. ADGM/MLG

For Dy. General Manager (G)

CORRECTION SLIP No. : RB / MSOP / 2018 / 07 dated 05.12.2018

Model SOP, Part - C Miscellaneous Matters

| S.No | Nature of Powers | PHOD/HOD | DRM/ADRM/CWM/ SAG Officers in Field Units | Divisional Officers, Extra Divisional Officers & Officers in Headquarters | Remarks |
|------|--|--|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 48. | Incurrence of expenditure (B) Expenditure on light refreshment and working lunches at formal inter departmental and other meetings and conferences. 1) Tea + Snacks (light refreshment) 2) High Tea/Working Lunch 3) Lunch/Dinner | Ceiling per Head per Meeting Rs. 75/- Ceiling per Head per Meeting Rs 200/- Ceiling per Head per Meeting Rs. 350/- | Ceiling per Head per Meeting Rs. 75/- Ceiling per Head per Meeting Rs 200/- Ceiling per Head per Meeting Rs. 350/- | | <ol style="list-style-type: none"> Finance concurrence is not necessary up to the stipulated rate. 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. Zonal Railways to evolve method of distribution and accountal The annual ceiling limit shall be 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. 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 The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with prior financial concurrence <p>Authority:</p> <ol style="list-style-type: none"> Para 1005 of Financial Code Vol I Bd's letter No. F(X)II-95/Exp/1 dt.14.09.98 Bd's letter No. F(X) II-2003/PW/1 dt.12.06.03 Bd's letter No. F(X)II-2004/EXP/4 dated 14.05.04, 04.06.07, 13.09.12, 22.06.2016 Bd's letter No. 2018/Trans Cell/S&T/Refreshment dated 19.11.2018 |

