

RAIL COACH FACTORY, KAPURTHALA

**OFFICE OF THE
GENERAL MANAGER**

No: - G-106-12

Date: - As signed

**All PHODs/CHODs/HODs
RCF, Kapurthala**

Sub: - RCF Amendment Slip No. 3 to Model Schedule of Powers-2018.

Ref: This office letter of even No., dated 12.07.2024

Model Schedule of Powers-2018 (Model SOP-2018) circulated by Railway Board has been implemented over RCF vide above referred letter #2, dated 12.07.2024.

The provision contained in ***Item No. 48(A) & (B) of Part-C, Miscellaneous Matters (Page No. C48)*** of Model SOP-2018 regarding Incurrence of expenditure on Light Refreshment/High Tea/Working Lunch stands modified/amended as per enclosed Amendment Slip No. 3 in place of the existing provision on date. This amendment is issued for implementation in RCF only.

This is being issued with the concurrence of PFA & approval of the General Manager.

Enclosure: As above (01 Page)

**(Anuj Kumar)
Dy. General Manager (G)**

Local Amendment Slip no. 3 dated 15.05.2025 to Para 48(A) & 48(B) of Part-C of Model SOP 2018 (For RCF Only)

S.No.	Nature of Powers	PHOD/CHOD	SAG officers	SG/JAG Officers	REMARKS																																																
48.	INCURRENCE OF EXPENDITURE:																																																				
	(A) On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences.	Full Powers	Rs. 18000/-per year	Rs. 7500/-per year DGM(G)/Secy to GM: Full Powers	<div>1. Finance concurrence is not necessary upto following stipulated rate:<table><tr><th>Sr.</th><th>Item</th><th>Ceiling per head per meeting</th></tr><tr><td>(i)</td><td>Tea + Snacks (Light Refreshment)</td><td>Rs. 75/-</td></tr><tr><td>(ii)</td><td>High Tea/ Working Lunch</td><td>Rs. 200/-</td></tr><tr><td>(iii)</td><td>Lunch/Dinner</td><td>Rs. 350/-</td></tr><tr><td colspan="3">Authority: Rly. Bd's Letter No. 2018/Trans Cell/S&T/refreshment Dated 19.11.2018</td></tr></table></div> <div>2. Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager.</div> <div>3. The Department wise distribution of overall annual fund of Rs. 15 Lakh for RCF will be as under:<table><tr><th>Sr.</th><th>Department</th><th>Amount (In Rs.)</th></tr><tr><td>1.</td><td>Mechanical</td><td>4,60,000/-</td></tr><tr><td>2.</td><td>Stores</td><td>2,40,000/-</td></tr><tr><td>3.</td><td>Electrical</td><td>1,00,000/-</td></tr><tr><td>4.</td><td>Personnel</td><td>50,000/-</td></tr><tr><td>5.</td><td>Accounts</td><td>75,000/-</td></tr><tr><td>6.</td><td>Civil</td><td>50,000/-</td></tr><tr><td>7.</td><td>Medical</td><td>60,000/-</td></tr><tr><td>8.</td><td>Security</td><td>30,000/-</td></tr><tr><td>9.</td><td>Vigilance</td><td>35,000/-</td></tr><tr><td>10.</td><td>General Branch</td><td>4,00,000/-</td></tr></table></div> <div>Delegated powers will be exercised within the above-mentioned department wise distribution of funds.</div> <div>4. In case of exigency, PHOD/CHOD/DGM(G) may permit transfer of unutilized fund to other department, if required.</div> <div>5. The expenses incurred by Electrical cadre officers working under the control of PCME shall be deducted from the fund allotted to Mechanical Department.</div> <div>6. The PHOD/CHOD concerned shall monitor the annual ceiling limit as per distribution to ensure that it should not exceeded including expenditure by SAG/SG/JAG officers of their department.</div> <div>7. The Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed department wise distribution and overall annual fund.</div>	Sr.	Item	Ceiling per head per meeting	(i)	Tea + Snacks (Light Refreshment)	Rs. 75/-	(ii)	High Tea/ Working Lunch	Rs. 200/-	(iii)	Lunch/Dinner	Rs. 350/-	Authority: Rly. Bd's Letter No. 2018/Trans Cell/S&T/refreshment Dated 19.11.2018			Sr.	Department	Amount (In Rs.)	1.	Mechanical	4,60,000/-	2.	Stores	2,40,000/-	3.	Electrical	1,00,000/-	4.	Personnel	50,000/-	5.	Accounts	75,000/-	6.	Civil	50,000/-	7.	Medical	60,000/-	8.	Security	30,000/-	9.	Vigilance	35,000/-	10.	General Branch	4,00,000/-
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