

RAIL COACH FACTORY, KAPURTHALA

Office of the
General Manager

No: - G-106-12

Date: - 24.10.2024

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

Sub: - RCF Correction Slip No. 1 to Model Schedule of Powers-2018.


- Ref: - 1) Rly. Board's office order No. 39 of 2024 circulated vide letter No.2024/Stny./30/3/Briefcase (Policy File), dated 10.07.2024.
2) This office letter of even No., dated 12.07.2024

Model Schedule of Powers-2018 (Model SOP-2018) circulated by Railway Board vide letter No. 2018/Trans/01/Policy dated 24.07.2018 delegating various Financial and Administrative powers across Zonal Railways/PUs has been implemented over RCF, Kapurthala with immediate effect vide above referred letter #2, dated 12.07.2024.

The provision contained in **Item No. 4 of Part-C, Miscellaneous Matters (Page No. C8)** of above mentioned Model SOP-2018 (regarding Supply of Briefcase/Laptop Bag/Sling Bag) stands modified/amended as per enclosed "Annexure" 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 Manger.

Enclosure: As above (01 Page)


(Anuj Kumar)
Dy. General Manager (G)

RCF Amendment Slip No. 1 dated 24.10.2024 to Para 4 of Part-C of Model SOP 2018
(For RCF Only)

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																								
4	Supply of Briefcase/ Lady Bag / Laptop Bag/ Sling Bag.	Briefcases 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.			<div>1. Finance concurrence is not necessary.</div> <div>2. Officers entitled for briefcase should sanction it themselves on a self-undertaking.</div> <div>3. After expiry of normal life i.e. 03 years, no money is required to be deposited and briefcase/bag can be retained by the officer/staff.</div> <div>4. Ceiling limit for Briefcase/Lady Bag/Laptop Bag/ Sling Bag. Shall be as under:</div> <table><thead><tr><th>SN</th><th>Entitlements</th><th>Ceiling Limit</th><th>Period</th></tr></thead><tbody><tr><td>1.</td><td>PHOD (HA Grade).</td><td>₹ 10,000/-</td><td>Once in 3 Years.</td></tr><tr><td>2.</td><td>HOD (SA Grade).</td><td>₹ 8,125/-</td><td>-do-</td></tr><tr><td>3.</td><td>Selection Grade/JA Grade.</td><td>₹ 6,250/-</td><td>-do-</td></tr><tr><td>4.</td><td>Sr. Scale/Jr. Scale.</td><td>₹ 5,000/-</td><td>-do-</td></tr><tr><td>5.</td><td>Sr. Supervisor/Inspector/Ch. OS.</td><td>₹ 4,375/-</td><td>-do-</td></tr></tbody></table> <div>Authority: Rly. Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). & O/O No. 39 of 2024 (Policy File no. 2024/Stny./30/3/Briefcase dt. 10.07.2024).</div>	SN	Entitlements	Ceiling Limit	Period	1.	PHOD (HA Grade).	₹ 10,000/-	Once in 3 Years.	2.	HOD (SA Grade).	₹ 8,125/-	-do-	3.	Selection Grade/JA Grade.	₹ 6,250/-	-do-	4.	Sr. Scale/Jr. Scale.	₹ 5,000/-	-do-	5.	Sr. Supervisor/Inspector/Ch. OS.	₹ 4,375/-	-do-
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(Anuj Kumar)
Dy. General Manager/G
RCF Kapurthala
 उप महाप्रबन्धक (सा.)
 Dy. General Manager (G)
 रेल डिब्बा कारखाना
 Rail Coach Factory
 कपूरथला/Kapurthala-144602