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RAIL COACH FACTORY (KAPURTHALA)

**OFFICE OF THE
GENERAL MANAGER.**

No. : G-101-11

Date : 01.05.2019

**All PHODs/CHODs/HODs,
Dy. CVO, Sr. Security Commissioner (RPF),
RCF/Kapurthala.**

**Sub : Revision of price ceiling limit of entitlement of furniture and other
T&P/C&P items for office use of PHODs, HODs, Selection Grade, JA
Grade, Sr. Scale, Jr. Scale officers and Supervisors/Staff of RCF.**

The ceiling limit of entitlement of furniture and other T&P/C&P items for official use of officers, Supervisors & Staff in different grades was last revised vide this office letter of even no. dated 22.05.2015. Since then there has been a considerable escalation in prices of various items in the market. Therefore, it has been decided with the approval of Hon'ble General Manager to revise the price ceiling limit of furniture and other T&P/C&P items as per revised list attached for office use of PHODs, HODs, Selection Grade, JA Grade, Sr. Scale, Jr. Scale officers and Supervisors/Staff of RCF.

Adequate frugality should be observed that furniture, T&P/C&P items in good condition are not replaced merely because for the reason that it was purchased at the lower limit.

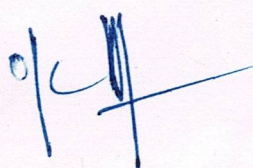
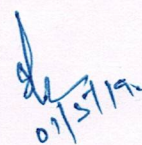
The above revision/change may be brought to the notice of all concerned working under your control, so that they should consider these points while processing the requisition of these items for purchase under revised ceiling limits.

DA : As above.

Copy to :-

1. Secretary to GM – For kind information please.


Dy. General Manager (G)



01/5/19

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Revision of price ceiling limit of entitlement of furniture and other T&P/C&P items for office use of PHODs, HODs, Selection Grade, JA Grade, Sr. Scale, Jr. Scale officers and Supervisors/Staff of RCF.

Date : 01.05.2019

Entitlement of PHODs & HODs.				
Sl. No.	Description of Furniture/ T&P/C&P item.	Entitlement (Quantity)	Codal Life	Revised ceiling limit
1	Executive Table	01 No.	10 Years.	₹39,000/-
2	Exexecutive Sitting Revolving Chair.	01 No.	05 years.	₹16,900/-
3	Visitor Chairs Cushioned.			
	PHODs	06 Nos.	05 Years	₹5,760/- each.
	HODs	05 Nos.		
4	Steel Almirah/Book Case.	01 No.	15 Years	₹16,980/-
5	Sofa.	01 No.		
	Sofa Chairs.	02 Nos.	05 Years	₹28,625/-
	Centre Table.	01 No.		₹5,849/-
6	Tea Set.	01 No.	-----	₹1,820/-
7	Flower Vase.	02 Nos.	-----	₹ 650/- each
8	Pen Stand.	01 No.	-----	₹ 650/-
9	Crockery : Full Plates Quarter Plates Spoons including 06 tea spoons	06 Nos. 02 Nos. 12 Nos.	-----	₹3,250/- whole set
10	Thermus Jug/Electric Kettle	01 No.	-----	₹1,560/-
11	Window Curtain	As per requirement	-----	₹325/- per Meter

Entitlement of Selection Grade/JA Grade/Sr. Scale/Jr. Scale Officers.					
Sl. No.	Description of Furniture/ T&P/C&P item.	Entitlement (Qty.)	Codal Llife	Revised ceiling limit for	
				SG/JAG Officers	Sr. /Jr. Scale Officers
1	Executive Table.	01 No.	10 Years	₹28,600/-	₹20,763/-
2	Executive Sitting Revolving Chair.	01 No.	05 Years	₹14,997/-	₹11,081/-
3	Visitor Chairs cushioned:- Selection Grade/JA Grade Officers	05 Nos.	05 Years	₹4,566/- each.	
	Sr.Scale/Jr.Scale Officers	03 Nos.			₹3,890/- each.
4	Steel Almirah/Book Case	01 No.	15 Years	₹13,000/-	₹13,000/-
5	Sofa. Cushioned Chairs.	01 No. 02/03 Nos.	05 Years	₹22,774/-	Nil
	Centre Table.	01 No.		₹4,560/-	
6	Flower Vase.	02 Nos.	-----	₹520/- each	₹390/- each
7	Pen Stand	01 No.	-----	₹520/-	₹390/-
8	Tea Set	01 No.	-----	₹1,560/-	₹1,300/-
9	Full Plates, Quarter Plates, Spoons & Fork.	03 Set each.	-----	₹1,300/-	₹910/-
10	Thermos Jug/Electric Kettle.	01 No.	-----	₹1,300/-	₹975/-
11	Window Curtain.	As per requirement	-----	₹260/- per meter	₹195/- per meter

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In addition to the above items, Wall Clock, Engagement Board, Incumbancy Board, Door Mat and Soap Dish are also provided to all officers as and when demanded.


The following officers have been approved as areas of exceptions :-	
1	Secretary to GM Chamber , where he has to deal with prominent visitors and members of public, should have in addition to the above furniture a full sofa set, cushioned chairs for visitors and a Colour Television.
2	Dy. GM(G)'s Chamber , where he has to deal with prominent visitors and members of public, should have in addition to the above furniture a full sofa set, cushioned chairs for visitors and a Colour Television.
3	Sr. PRO's Chamber , where he has to deal with journalists and members of public, should have in addition to the above furniture a full sofa set, cushioned chairs for visitors and a Colour Television.
4	Private Secretary to PHODs in Jr. Scale and above should get the same furniture as recommended for JA Grade officers. They should however, have additional visitor chairs, telephone table, filing cabinet & hot plate.

Entitlement of Supervisors (SSEs/CH.OSs & equivalent).				
Sl. No.	Description of Furniture/ T&P/C&P item.	Entitlement (Quantity)	Codal Life	Revised ceiling limit
1	Table.	01 No.	10 Years.	₹11,964/-
2	Sitting Chair.	01 No.	05 Years	₹6,515/-
3	Visitor Chairs.	02 Nos.	05 Years	₹2,874/each

Entitlement of Ministerial Staff/JEs & Equivalent .				
1	Table.	01 No.	10 Years.	₹9,638/-
2	Sitting Chair.	01 No.	05 Years.	₹4,120/-

Common items for all office staff.				
1	Steel Almirah/Book Case	01 No.	15 Years	₹13,000/-
2	Window Curtain.	As per requirement	-----	₹195/- per meter.

NOTE :	
1	This is in supersession of all previous letters/notifications/instructions issued on the subject from time to time.
2	The above price limits are exclusive GST.
3	The revised ceiling limits of price as mentioned against each item will be implemented with immediate effect.
4	It may be further clarified that the scale of furniture approved for the officers shall be provided only after the existing furniture has been declared unserviceable. For this purpose, the procedure already laid down of getting a survey report from the nominated committee consisting of SMM, WM/M and Sr.AFA should be followed.
5	Codal life should be strictly followed and it should be certified by the Controlling Officer not less than JA Grade officer.
6	Furniture items, i.e., chairs, tables and almirahs to be purchased through GeM only.
7	Items i.e., Tea Set, Flower Vase, Pen Stand, Crockery, Thermos/Electric Kettle can be purchased by the concerned officers. Amount spent on these items will be reimbursed on submission of verified bill.


Dy. General Manager (G)

