

## SOUTH CENTRAL RAILWAY



No. G. 203/Policy/Trans/Vol.IV

General Manager's Office,  
Secunderabad – 500 025.

Date: 21.01.2019.

### Circular

Sub: Procurement of Briefcase/Office bag/Ladies Handbag/ Purses for Officers and Supervisory Staff/ Inspectors on S.C.Railway.

Ref : 1.This Office Circular No.G.203/Policy/Vol.V dated 11.03.2013.  
2. Railway Board Office Order No.23 of 2013.



In supersession of this office circular of even No.dated 11.03.2013, the revised procedure for purchase of Briefcase/Office bag/Ladies hand bag/Purses etc for Officers and Supervisory Staff/Inspectors etc. is covered in the Annexure enclosed.

The revision comes into force with immediate effect.

This issues with the concurrence of PFA and approval of General Manager.

Encl: Annexure

*Prasun*  
21/01/2019

प्रसून चक्रवर्ती (Prasun Chakraborty)  
उप महाप्रबंधक/सामान्य Dy.General Manager/Genl

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AGM, PFA, SDGM, Secy.to GM, PCE, PCME, PCSTE, PCCM, PCMM, PCOM, PCPO, PCEE,CMD, PCSC/RPF, CSO, CAO/C, CSTE/C/SC, CEE/C/SC, FA&CAO/C/SC, FA&CAO/G/SC, FA&CAO/T/SC, FA&CAO/WS/SC, DRMs/SC, HYB, BZA,GTL,GNT,NED, Sr.DFMs/SC, HYB, BZA,GTL,GNT,NED CWMs/LGDS, TPYS & RYPS, Dy.CAO/LGDS, WAO/TPYS & WAO/RYPs. CPRO/SC, Chairman/RRB/SC, Principal/ZRTI/MLY

**Revised powers for procurement of Briefcase/Office Bag/Ladies Handbag/Purses for Officers and Supervisory Staff/Inspectors of S.C.Railway.**

- 1) The following categories of Officers/Supervisory Staff/Inspectors will be eligible for provision of Briefcase/bags.
  - a) All Group 'A' and Group 'B' Gazetted Officers.
  - b) Sr. Supervisors /Supervisors with GP Rs.4600/- and above in PB-2.
  - c) Inspectors of all departments irrespective of grade on need basis. Normally staff going frequently on line duty should be considered. Issue of briefcase to such staff should be with the approval of Branch Officer/Dy.Level Officer at Divisions/Workshops and HODs at HQrs.
  - d) Ticket Checking Staff/Commercial Staff in Group 'C' performing line duties irrespective of grade to be issued briefcase with the approval of Branch Officer (by discontinuing supply of steel trunk). Briefcase is not to be issued to Ticket Checking staff posted at Stations.
- 2) The revised limits for purchase of briefcase/bag for Officers/Supervisory staff/Inspectors of various categories are as under:-

Sl. No.	Level of Officer	Monetary limit (Earlier) (In Rs.)	Revised limit (in Rs.)
1.	PHOD (HA Grade)/AGM/GM	4300/-	8000/-
2.	SAG/HODs/DRMs	3500/-	6500/-
3.	SG/Non Functional SG	3000/-	5000/-
4.	JA Grade	3000/-	4500/-
5.	Sr.Scale Officers	1900/-	4000/-
6.	Asst./Jr.Scale Officers	1900/-	3500/-
7.	Supervisors with GP Rs.4600/- and above in PB-2.	1500/-	3000/-
8.	Inspectors of any grade/Ticket Checking Staff on need basis with necessary approval as per c & d above.	1500/-	2500/-

- 3) The briefcase/bag can be procured by the Officer/Staff on joining this Railway or on completion of three years from the date of purchase of earlier one.
- 4) Lady Officer/Supervisor/Inspector will be eligible for suitable hand bag in lieu of Briefcase for official use.
- 5) The entitled officer/staff shall purchase briefcase/bag of his/her choice from any private/public outlet. It may, however be noted that reimbursement shall be limited to the above mentioned ceiling limit subject to the submission of proper invoice/bill with GSTIN number, Book number and invoice number of the Trader. The bills should clearly contain the name of the article and name of the Officer/Staff purchasing the article.
- 6) No reimbursement shall be admissible in the case of loss of briefcase / office bag till the completion of 3 years period.
- 7) Recovery of charges, shall be effected from the officer/staff in case the briefcase/bag is retained on retirement or resignation etc. as indicated below:-

Sl. No	Description	Amount to be recovered
1.	Briefcase/bags used for less than six months.	75% of the cost.
2.	Briefcase/bags used for more than six months but less than two years	50% of the cost
3.	Briefcase/bags used for more than two years but less than three years	25% of the cost
4.	Briefcase/bags used for more than three years.	Nil.

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

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8. The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned Officer/Supervisor/Staff claiming reimbursement. The sanctioning authority and bill passing authority shall verify the entitlement before sanction/reimbursement.
9. An entry of purchase shall be made in the SR/Personal file of the staff/officer concerned.
10. Necessary register with relevant particulars should be maintained by all Executive offices.
11. The details of Briefcase available with the Officer/Staff on transfer shall be mentioned in the LPC so that further admissibility is monitored at the other end.
12. No separate approval is required for procurement of briefcase/handbag on completion of prescribed period for officers for whom self certification is sufficient. In case of supervisors/other staff, sanction of officers as mentioned in Item 1(c) above to be obtained.

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21/01/2019