

Correction Slip no. 01/2024/Para 4/Part C/MSOP/Misc Matter**EAST CENTRAL RAILWAY**

Office of the  
General Manager/Admn  
Hajipur

Date:- 21.10.2024

**All PHODs/E.C.Railway, Hajipur.  
CAO/Con/North & South/MHX/Patna  
CAO/GLP/ECR  
DRM/ECR/DNR, SPJ, SEE, DDU & DHN.  
CWM/ECR/CRW-HRT, WS-SPJ & PD/DDU**

Sub:- Re-imbursement of expenditure incurred towards purchase of Briefcase/Ladies Handbags - Enhancement of financial limits.

Ref:- 1) Railway Board's Office Order no. 39 of 2024 (File no. 2024/Stny/30/3/Briefcase Policy file) dt. 10.07.2024.

2) HQ/finance concurrence Comp.No:160563, File No.HQ0ACCT(FIN)/162/2022-O/o Dy.FAnCAO/FnB/ECRDt:02.09.2024

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Reference above, General Manager/ECR has accorded approval with concurrence of PFA for modification in para 4 of Part C Misc Matter of MSOP-18 for revision in existing monetary ceiling for re-imbursement of expenditure incurred towards purchase of Briefcase/ladies Handbags.

The modified para 4 of Part C Misc Matter of MSOP-18 is attached as "Annexure A".

Encl:- As above.

(Abhishek Kumar)  
DGM/G  
E.C.Railway, Hajipur

Copy for information and necessary action to:-

1. Secy to GM:- for kind information to GM.
2. Dy.Secy to AGM :- for kind information to AGM.

## Modified Para 4 of Part C Misc Matter of MSOP 2018

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 Brief cases/office bags/ /Laptop Bag/Ladies hand bag/ladies purse/Sling bag.	Briefcases may be procured by the officials (Officers/Sr.Supervisor; Inspectors/Chief OS) as per their entitlement on self-declaration and claim re-imbursement, subject to submission of proper invoices/bills with GST number, Book number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the officials/officers purchasing the article. The details revised ceilings are as under:-			1. Finance concurrence is not necessary.  2. Officers entitled for briefcase should sanction it themselves on self-undertaking.  3. After expiry of normal life i.e 3 years, no money is required to be deposited and the brief case can be retained.  4. Authority: Rly Bd's O.O No. 39 of 2024 (File no. 2024/Stny./30/3/Briefcase (Policy File) dt.10.07.24
		SI no.	Level of Officials	Entitlement in Rs.	
		Gazetted			
		01	GM/AGM/PHOD (HA Grade)	10000/-	
		02	HOD/SAG	8125/-	
		03	SG/JAG	6250/-	
		04	Sr.Scale/Jr.Scale	5000/-	
		Non-Gazetted			
		05	Sr.Supervisors; Inspectors/Chief OS (Level 7 and above)	4375/-	