

Model SOP 2018 of Miscellaneous Matters Item No.48 (A) & 48 (B) Correction Slip No. 01/2019 Dated 28.06.2019

S. N	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM/SAG	Divl. Officers Extra Divl Officers & Officers in HQ	Remarks
48	<p>Incurrence of expenditure</p> <p>A & B</p> <p>On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences.</p> <p>Ceiling per head per meeting. Rs.75/- Tea+Snacks(Light refreshment).</p> <p>Ceiling per head per meeting. Rs.200/- High Tea/Working lunch</p> <p>Ceiling per head per meeting.Rs.350/- Lunch /Dinner</p>	<p>P/CHODs of following departments:</p> <p>Operating, Commercial, Mechanical, Electrical, Stores, S&T, Engineering, Construction, Accounts, Personnel, Security, Safety, Vigilance and Medical with a ceiling limit of Rs. 2 lakh- per annum.</p> <p>मुख्य राजभाषा अधिकारी,- with a ceiling limit of Rs. 1.5 lakh- per annum.</p> <p>DRMs - with a ceiling limit of Rs. 4,00,000/-per annum.</p> <p>CWM/JHS - with a ceiling limit of Rs. 1.5 lakh -per annum.</p> <p>CWM/STLI - with a ceiling limit of Rs. 75,000 -per annum</p> <p>DGM(G)- with a ceiling limit of Rs. 2 lakh per annum.</p>			<p>1.Finance concurrence is not necessary up to the stipulated rate.</p> <p>2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings and participants should also be kept to the barest minimum.</p> <p>3.Overall annual ceiling limit shall be Rs.60 lakh for ZR and Rs. 15 lakh for PU.</p> <p>4. After distribution,the balance amount out of the total ceilings of Rs. 60 lakhs for the Zonal Railways will be under the control of AGM</p> <p>5. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit</p> <p>6. Lunche- on parties ,dinners & receptions on Railways can be arranged only with the personal sanction of the General Manager with the prior financial concurrence.</p> <p>Authority:-</p> <p>1.Para 1005 of Financial Code Vol I.</p> <p>2. Bds letter No. F(X)-II-95/Exp/1 dt 14.09.98.</p> <p>3.Bds letter No. F(X)-II-2003/PW/1 dt 12.06.03.</p> <p>4.Bds letter No. F(X)-II-2004/Exp/4 dt 14.05.04 ,04.06.07, 13.09.12 ,22.06.2016.</p> <p>5.Bds letter No.2018/Trans Cell/S&T/ Refreshment dt.19.11.2018</p>

मुख्य कार्यालय अधीक्षक
28.6.19

सहायक उप महाप्रबंधक

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Sr. AFAFE