

Model SOP 2018 of Miscellaneous Matters Item No.48 (A) & 48 (B) Correction Slip No. 01/2020dated 21.01.2020

S. N	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM/SAG	Divi. Officers, Extra Divi Officers & Officers in HQ	Remarks
	Incurrence of expenditure				
48	A & B  On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences.  Ceiling per head per meeting. Rs.75/- Tea+Snacks( Light refreshment ).  Ceiling per head per meeting. Rs.200/- High Tea/Working lunch  Ceiling per head per meeting. Rs.350/- Lunch /Dinner	P/CHODs of following departments:  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.  मुख्य राजभाषा अधिकारी,- with a ceiling limit of Rs. 1.5 lakh- per annum.  DRMs - with a ceiling limit of Rs. 4,00,000/-per annum.  CWM/JHS - with a ceiling limit of Rs. 1.5 lakh -per annum. CWM/STLI - with a ceiling limit of Rs. 75,000 -per annum  CWM/CMLR/JHS-with a ceiling limit of Rs. 75,000-per annum  DGM(G)- with a ceiling limit of Rs. 2 lakh per annum.			1.Finance concurrence is not necessary up to the stipulated rate. 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. 3.Overall annual ceiling limit shall be Rs.60 lakh for ZR and Rs. 15 lakh for PU. 4. After distribution the balance amount ( Rs. 13.5 lakh) out of the total ceilings of Rs. 60 lakhs for the Zonal Railways will be under the control of AGM 5. The Sanctioning Authority and the concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit 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.  Authority:- 1. Para 1005 of Financial Code Vol 1. 2. Bds letter No. F(X)-II-95/Exp/1 dt 14.09.98. 3. Bds letter No. F(X)-II-2003/PW/1 dt 12.06.03. 4. Bds letter No. F(X)-II-2004/Exp/4 dt 14.05.04 ,04.06.07, 13.09.12 ,22.06.2016. 5. Bds letter No.2018/Trans Cell/S&T/ Refreshment dt.19.11.2018

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मुख्य कार्यालय अधीक्षक  
21.1.2020

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उप महाप्रबंधक/सा

*21/01/2020*  
SR.AFA/FX