

North Central Railway



भारत 2023 INDIA
संयुक्त दुनिया
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सामान्य प्रशासन विभाग
प्रधान कार्यालय, उत्तर मध्य रेलवे,
सूबेदारगंज, प्रयागराज-211015
General Administration Dept.
Head Quarter Office,
North Central Railway,
Subedarganj, Prayagraj-211015

पत्र संख्या:-जी.एम./एनसीआर/टी एण्ड पी/स्वीकृति/2019(170)

दिनांक- 05.09.2024

समस्त प्रधान/मुख्य विभागाध्यक्ष
मंडल रेल प्रबन्धक,
कारखाना प्रबन्धक,
उत्तर मध्य रेलवे।

विषय:- उत्तर मध्य रेलवे में कार्यरत अधिकारियों/कर्मचारियों को उनकी पात्रता के अनुसार मदों की दर में संशोधन किए जाने के संबंध में।

संदर्भ:- इस कार्यालय का पत्र संख्या- जी.एम./एनसीआर/टी एण्ड पी/स्वीकृति/2019
दिनांक 11.12.2019

उपरोक्त संदर्भित पत्र के माध्यम से उत्तर मध्य रेलवे में कार्यरत अधिकारियों को उनकी पात्रता के अनुसार फर्नीचर, इलेक्ट्रिकल, टी एवं पी तथा उपभोज्य मदों (Consumable items) आदि की खरीद का प्रावधान करते हुए मदों की दर निर्धारित की गयी थी एवं मदों को कंडम किए जाने हेतु कमेटी के संबंध में उल्लेख किया गया था।

वर्तमान में प्रभावित पत्र को 04 वर्ष से अधिक होने एवं मदों की दरों में अत्यधिक वृद्धि होने के कारण प्रभावित नीति में संशोधन करते हुए नई संशोधित नीति बनाई गयी है। उक्त प्रभावित नीति के तहत मदों का विवरण एवं उनके संशोधित दरों की सूची आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु पत्र के साथ संलग्न कर प्रेषित की जा रही है।

उक्त पर वित्त विभाग की वित्तीय सहमति एवं महाप्रबंधक महोदय का अनुमोदन प्राप्त है।

संलग्नक – संशोधित मदों एवं उनके दरों की सूची।

(सनील कुमार गुप्ता)
Digitally Signed by Sunil
Kumar Gupta
सहायक उप महाप्रबंधक

Date: 05-09-2024 11:06:20

Reason: Approved

Sub:- Revision of cost limit/entitlement of officers for purchase of furniture & other T&P items.

Ref:- This office letter No. GM/NCR/T&P/Sanction/2019 Dt.11.12.2019

This entitlement/cost limits of officers for purchase of office furniture & other items have been reviewed and the following guidelines are framed for purchase of new office furniture by the officers as per their revised entitlement.

SN.	1(i)	The existing furniture/equipment should not be replaced, while in good condition merely because it was bought at lower limits earlier.
	(ii)	The scale of furniture recommended for the officers shall be provided only after the existing furniture is declared unserviceable on age-cum-condition basis by the survey committee. The recommendation of survey committee will be accepted in HQ by DY.GM(G) and in Division/Workshop, the report will be accepted by the respective ADRM/CWM.
	(iii)	For condemnation of various items (other than furniture) on age-cum condition basis, shall be done by standing survey committee. The report of standing survey committee will be accepted in HQ by the officer nominated by the concerned PHOD/CHOD. In Division/Workshop Committee will be nominated by DRMs/CWMs separately. The survey committee report is to be accepted by the respective ADRM/CWM.
	(iv)	Procurement of all T&P items (Except Furniture items.) should be made either through agency of stores, through GeM portal or Govt. Emporia and payment should be made by the respective departments through their own funds, by maintaining an account of their own T&P items.
	(v)	Procurement of furniture items for officer's chamber can be done through Stores/GeM procurement. In case of GeM procurement, to ensure quality furniture, the following certification can be used:-(i) Green Guard Certificate (ii) Green Pro Certificate (iii) BIFMA Certificate (iv) ISO 9001: 2015 Certificate (v) ISO 14001: 2015 Certificate (vi) ISO 45001: 2018 Certificate etc. Note:-The certifications provided are advisory in nature and can be selected on basis of requirement of indenter.
	(vi)	Check list and Essentiality Certificate may be submitted along with the requisition.
	(vii)	In case, if it is felt to procure the items above the prescribed limits, concurrence of Associate Finance and GM's approval will be necessary.
2.		The following officers have been approved as areas of exceptions.
	(A)	CPRO's office, where he has to deal with journalists and member of public should have in addition to the above furniture a full sofa set, cushioned chair for the Visitors, Colour Television and Fridge (205 ltr.)
	(B)	Secretary GM's chamber
	(C)	DY. GM(G)'s chamber
	(D)	Secretary to PHODs/CHODs in Jr. scale and above and Dy/Asst.secy (G) to GM and ADGM should get the same furniture as recommended for JA Grade officers. They are, however entitled to additional visitor's chair, telephone tables & filing cabinets.
3.		The revised approved cost limits, as given below, are exclusive of taxes etc.
4.		The above T&P procurement may be done in compliance with Rly Bd. Letter no- 2023/F(X)-I/33/Misc/4 Dt- 06.04.2023.

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The revised approved cost limits, as given below, are exclusive of taxes etc.

(i) Entitlement of PHODs/CHODs:			
SN.	Description of item	No.	Revised proposed cost Without GST (Rs.)
1.	Executive Table with executive return unit (ERU) & pedestal- (Replacement Time limit- 10 Years.)	01	94,000/-
2.	High back Executive chair (cushioned)- (Replacement Time limit- 05 Years.	01	56,000/-
3.	Visitor Chair (Cushioned) (Replacement Time limit- 05 Years.)	06	11,000/- each
4.	Sofa set (with Chair & center Table) (Replacement Time limit- 07 Years.)	01	98,000/-
5.	Computer Table (Replacement Time limit- 05 Years.)	01	18,000/-
6.	Computer revolving chair (Replacement Time limit- 05 Years.)	01	12,000/-
7.	Electric Kettle (Replacement Time limit- 02 Years.)	01	2,000/-
8.	Dinner set, Tea set, Glasses with tray etc. (Replacement Time limit- 02 Years.)		12,000/-
9.	Flower Vase (Replacement Time limit- 02 Years.)	02	1,500/-each
10.	Pen Stand (Replacement Time limit- 03 Years.)	01	1,000/-
11.	Window Curtain/V. Blind (Replacement Time limit- 03 Years.)		600/- per mtr. Or V./R. Blinds 2,500/- per Sq. mtr.
12.	Thermos Jug (Replacement Time limit- 03 Years.)	01	1,500/-
13.	Foot board (Replacement Time limit- 05 Years.)	01	2,000/-
14.	Color Television of reputed make of suitable size. (Replacement time- After 05 years.)	01	65,000/-
15.	Refrigerator (Make-LG/Godrej, Capacity- 272 Ltr.) (Replacement Time limit- 10 Years.) .	01	22,000/-
16.	Side rack/sliding door file storage model GODREJ VSDU 10 with wooden top or similar (Replacement Time limit- 10 Years.)	01	24000/-
17.	Back unit model GODREJ CIGNUS 1800W or similar (Replacement Time limit- 10 Years.)	01	44000/-
18.	Book case model GODREJ 4 door bookcase with metal top or similar (Replacement Time limit- 10 Years.)	01	30000/-
19.	White board model GODREJ white board 48x36 inch or similar(Replacement Time limit- 05 Years.)	01	4700/-
20.	Notice board model GODREJ notice board 48x36 inch or similar(Replacement Time limit- 05 Years.)	01	4,000/-
21.	Dustbin model GODREJ open dustbin plane 10x14 inch or similar	01	1,400/-
22.	Table glass top according to size of the table and upto 10mm thickness	01	400/- sq. ft.
23.	Microwave oven (Replacement Time limit- 05 Years.)	01	15,000/-
24.	Induction heater (Replacement Time limit- 05 Years.)	01	3,000/-
25.	Cost of DTH/Set top box including installation	01	2,000/-
26.	Set top box recharge	--	500/- per month
27.	Paper shredder (Replacement Time limit- 05 Years.)	01	15,000/-

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28.	Table top adjustable (whenever demanded) (Replacement Time limit- 05 Years.)	01	2,500/-
29.	Heater/Warmer (Oil filled) (Replacement Time limit- 05 Years).	01	10000/-
30.	Brief case	01	According to railway brd letter no- 2006/stny./15/3 Dt- 10.04.2019 or latest
31.	Provision of Laptop (As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.IIDt- 08.05.2020	01	(As per railway board letter no- 2011/C&IS/Committe e/Laptops/Pt.IIDt- 08.05.2020 or latest
32.	Steel/Wooden Almira Model GODREJ or Similar (Replacement Time limit- 10 Years.)	01	24,000/-

Note : The above mentioned rates are only indicative and excluding other applicable taxes.

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General Manager
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(ii) Entitlement of HOD (SAG grade):-

SN	Description of item	No	Revised proposed cost Without GST (Rs.)
1.	Executive Table with executive return unit (ERU) & pedestal- (Replacement Time limit- 10 Years).	01	83,000/-
2.	High back Executive chair (cushioned)- (Replacement Time limit- 05 Years.)	01	42,000/-
3.	Visitor Chair (Cushioned) (Replacement Time limit- 05 Years.)	05	11,000/- each
4.	Sofa set (with Chair & center Table) (Replacement Time limit- 07 Years).	01	86,000/-
5.	Computer Table(Replacement Time limit- 05 Years).	01	18,000/-
6.	Computer revolving chair (Replacement Time limit- 05 Years).	01	12,000/-
7.	Electric Kettle (Replacement Time limit- 02 Years).	01	2,000/-
8.	Dinner set, Tea set, Glasses with tray etc. (Replacement Time limit- 02 Years).		10,000/-
9.	Flower Vase (Replacement Time limit- 02 Years).	02	1,500/- each
10.	Pen Stand (Replacement Time limit- 03 Years).	01	1,000/-
11.	Window Curtain/V. Blind (Replacement Time limit- 03 Years).		600/- per mtr. Or V./R. Blinds 2,500/- per Sq. mtr.
12.	Thermos Jug (Replacement Time limit- 03 Years).	01	1,500/-
13.	Foot board (Replacement Time limit- 05 Years).	01	2,000/-
14.	Flat Screen colour Television with cable connection. (Make- Sony or similar, Size- 43") (Replacement time- 05 years).	01	40,000/-
15.	Fridge model LG/GODREJ or similar up to 190 Liters (Replacement Time limit- 10 Years).	01	18,000/-
16.	Side rack/sliding door file storage model GODREJ VSDU 10 with wooden top or similar (Replacement Time limit- 10 Years).	01	24000/-
17.	Back unit model GODREJ ARISTO 1800W back unit table or similar(Replacement Time limit- 10 Years).	01	44000/-
18.	Book case model GODREJ 4 door bookcase with metal top or similar (Replacement Time limit- 10 Years).	01	30000/-
19.	White board model GODREJ INTERIO 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4700/-
20.	Notice board model GODREJ INTERIO 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4000/-
21.	Dustbin model GODREJ INTERIO open dustbin plain 10x14 inch	01	1400/-
22.	Table glass top according to size of the table and upto 10mm thickness.	01	400/- sq. ft.
23.	Induction heater (Replacement Time limit- 05 Years).	01	3000/-
24.	Cost of DTH/Set top box including installation	01	2000/-
25.	Set top box recharge	--	500/- per month
26.	Paper shredder (Replacement Time limit- 05 Years).	01	15000/-
27.	Table top adjustable (whenever demanded)(Replacement Time limit- 05 Years).	01	2500/-
28.	Heater/Warmer (Replacement Time limit- 05 Years).	01	10000/-
29.	Brief case	01	According to railway brd letter no- 2006/stny./15/3 Dt- 10.04.2019 or latest
30.	Provision of Laptop (As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.IIDt- 08.05.2020 .	01	(As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.IIDt- 08.05.2020 or latest
31.	Steel/Wooden Almira Model GODREJ or Similar (Replacement Time limit- 10 Years).	01	24000/-

Note : The above mentioned rates are only indicative and excluding other applicable taxes.

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(iii) **Entitlement of SG/JAG Grade:-**

SN.	Description of item	No	(NCR) Revised proposed cost Without GST (Rs.)
1.	Executive Table with executive return unit (ERU) & pedestal- (Replacement Time limit- 10 Years).	01	56,000/-
2.	High back Executive chair (cushioned)- (Replacement Time limit- 05 Years).	01	26,000/-
3.	Visitor Chair (Cushioned) (Replacement Time limit- 05 Years).	05	11,000/- each
4.	Sofa set (with Chair & center Table) (Replacement Time limit- 07 Years).	01	57,000/-
5.	Computer Table (Replacement Time limit- 05 Years).	01	18,000/-
6.	Computer revolving chair (Replacement Time limit- 05 Years).	01	12,000/-
7.	Electric Kettle (Replacement Time limit- 02 Years).	01	2,000/-
8.	Dinner set, Tea set, Glasses with tray etc. (Replacement Time limit- 02 Years).		8,000/-
9.	Flower Vase (Replacement Time limit- 02 Years).	02	800/- (each)
10.	Pen Stand (Replacement Time limit- 03 Years).	01	800/-
11.	Window Curtain/V. Blind (Replacement Time limit- 03 Years).		500/- per mtr. Or V./R. Blinds 2,200/- per Sq. mtr.
12.	Thermos Jug (Replacement Time limit- 03 Years).	01	1,500/-
13.	Foot board (Replacement Time limit- 05 Years).	01	2,000/-
14.	Side rack/sliding door file storage model GODREJ VSDU 10 with wooden top or similar (Replacement Time limit- 10 Years).	01	24000/-
15.	White board model GODREJ WHITE BOARD 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4700/-
16.	Notice board model GODREJ NOTICE BOARD 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4000/-
17.	Table glass top according to size of the table and upto 08 mm thickness	01	250/- sq. ft.
18.	Dustbin model GODREJ open dustbin plain 10x14 inch or similar	01	1000/-
19.	Fridge model GODREJ or similar upto 100 Ltrs (Replacement Time limit- 10 Years).	01	14000/-
20.	Induction heater (Replacement Time limit- 05 Years).	01	3000/-
21.	Paper shredder (Replacement Time limit- 05 Years).	01	10000/-
22.	Heater/Warmer (Replacement Time limit- 05 Years).	01	10000/-
23.	Table top adjustable (whenever demanded) (Replacement Time limit- 05 Years).	01	2500/-
24.	Brief case	01	According to railway brd letter no- 2006/stny./15/3 Dt- 10.04.2019 or latest
25.	Provision of Laptop (As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.IIDt- 08.05.2020)	01	(As per railway board letter no- 2011/C&IS/Committe e/Laptops/Pt.IIDt- 08.05.2020 or latest

Note : The above mentioned rates are only indicative and excluding other applicable taxes.

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3 mtr / 41 mtr
41 mtr / 32 mtr

(iv) **Entitlement of Sr./Jr. Scale officers:-**

SN.	Description of item	No.	(NCR) Revised proposed cost Without GST (Rs.)
1.	Executive Table with executive return unit (ERU) & pedestal- (Replacement Time limit- 10 Years).	01	45,000/-
2.	High back Executive chair (cushioned)- (Replacement Time limit- 05 Years).	01	19,000/-
3.	Visitor Chair (Cushioned) (Replacement Time limit- 05 Years).	03	11,000/- each
4.	Computer Table (Replacement Time limit- 05 Years).	01	18,000/-
5.	Computer revolving chair (Replacement Time limit- 05 Years).	01	12,000/-
6.	Electric Kettle (Replacement Time limit- 02 Years).	01	2,000/-
7.	Dinner set, Tea set, Glasses with tray etc. (Replacement Time limit- 02 Years).	01	5,000/-
8.	Flower Vase (Replacement Time limit- 02 Years).	02	800/- (each)
9.	Pen Stand (Replacement Time limit- 03 Years).	01	600/-
10.	Window Curtain/V. Blind (Replacement Time limit- 03 Years).	04	500/- per mtr.
11.	Thermos Jug (Replacement Time limit- 03 Years).	01	1,500/-
12.	Foot board (Replacement Time limit- 05 Years).	01	2,000/-
13.	Side rack/sliding door file storage model GODREJ VSDU 10 with wooden top or similar (Replacement Time limit- 10 Years).	01	24000/-
14.	White board model GODREJ WHITE BOARD 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4700/-
15.	Notice board model GODREJ NOTICE BOARD 48x36 inch or similar (Replacement Time limit- 05 Years).	01	4000/-
16.	Dustbin model GODREJ open dustbin plain 10x14 inch or similar	01	1000/-
17.	Table glass top according to size of the table and up to 08mm thickness	01	250/- sq. ft.
18.	Heater/Warmer (Replacement Time limit- 05 Years).	01	3500/-
19.	Table top adjustable (whenever demanded) (Replacement Time limit- 05 Years).	01	2500/-
20.	Brief case (With Group 'C' eligible staff.)	01	According to railway brd letter no- 2006/stny./15/3 Dt- 10.04.2019
21.	Provision of Laptop (As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.IIDt- 08.05.2020	01	(As per railway board letter no- 2011/C&IS/Committee/Laptops/Pt.II Dt- 08.05.2020
22.	Steel/Wooden Almira Model Godrej or Similar (Replacement Time limit- 10 Years).	01	21000/-

Note : The above mentioned rates are only indicative and excluding other applicable taxes.

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(v) Entitlement of Supervisors/Non-supervisors/Office staff :-

SN.	Description of item	No.	(NCR) Revised proposed cost Without GST (Rs.)
01.	For Supervisors : Office table (Model- GODREJ T-9) or similar (Replacement Time limit- 10 Years).	01	24,000/-
02.	For Supervisors : Revolving chair (Model- GODREJ BRAVO MID BACK) or similar (Replacement Time limit- 05 Years).	01	10,000/-
03.	For Supervisors : Visitor's chair (Model- GODREJ 1018) or similar (Replacement Time limit- 05 Years).	02	4,500/- (each)
04.	For Non Supervisors :Office table (Model- GODREJ T-8) or similar (Replacement Time limit- 10 Years).	01	15,200/-
05.	For Non Supervisors/other office staff : Chair (Model GODREJ CH7B) or similar (Replacement Time limit- 05 Years).	01	4,800/-
06.	Almirah (make- GODREJ or similar) (Replacement Time limit- 10 Years).	01	24,000/-
07.	4-Seater Work Station (Model- Godrej) (1500W x 600D x 1200H) with Drawer and Key board or similar.(Replacement Time limit- 10 Years).	--	1,55,000/-
08.	2-Seater Work Station (Model- Godrej) (1500W x 600D x 1200H) Side by Side with Drawer and Key board or similar. (Replacement Time limit- 10 Years).	--	85,500/-
09.	1-Seater Work Station (Model- Godrej) (1500W x 600D x 1200H) with Drawer and Key board or similar. (Replacement Time limit- 10 Years).	--	53,000/-
10.	Window Curtain	--	450/- (Per meter.)

Note : The above mentioned rates are only indicative and excluding other applicable taxes.

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