

All PHODs/CHODs/HODs  
MCF/RBL**Sub: Policy/Guideline for procurement of furniture and T&P items to be provided for  
Chambers/offices of different level of officers and staff of MCF**

In supersession of this office letter if any earlier issued on the subject matter, the following consolidated Policy/Guideline for procurement of furniture and T&amp;P items to be provided in chambers/offices of different level of officers and staff of MCF are issued for implementation with immediate effect.

**a. Entitlement of PHODs/CHODs/HODs Chamber:**

| SN | Description of items   | Qty                    | Cost Limit (in Rs.)      |                                      | Time limit for replacement.  |
|----|--|------------------------|--------------------------|--------------------------------------|--|
|    |  |                        | PHODs/CHODs              | HODs (SAG)                           |  |
| 1  | <b>Executive Table</b> ( Table Numero Uno Main Desk + Mobile Pedestal + ERU with Pedestal )<br>Make: Godrej or similar                     | 1                      | 75000/-                  | 75000/-                              | 10Years.   |
| 2  | <b>Back Unit for Numero Uno</b><br>Make : Godrej or Similar  | 1                      | 64000/-                  | 64000/-                              | 10 Years.  |
| 3  | <b>Executive High Back Revolving Chair</b> , Make: Godrej Model :<br>a. LA SEDE HIGH BACK<br>b. LEOMA HIGH BACK<br>or Similar              | 1                      | 29000/-                  | 22000/-                              | 07 Years or 05 Years on condition basis if beyond economical repair.   |
| 4  | <b>Visitors Chairs</b> , Make Godrej Model Kareena Visitors or Similar   | 06<br>05               | 7500/-<br>(Each 06 nos.) | 7500/-<br>(Each 05 nos.)             | 07 Years or 05 Years on condition basis if beyond economical repair.   |
| 5  | <b>Sofa Set</b> ( 3+1+1) with Centre Table   | 01<br>Set              | 60000/- Per Set          | 55000/- Per Set                      | 07 years.  |
| 6  | <b>LED/LCD TV Set</b> ( Cost of DTH Connection including Set Of box, Installation and Rental etc. will be extra)                           | 01                     | 50000/-                  | 40000/-<br>Make: Sony-32" or Similar | 10 Years   |
| 7  | <b>Refrigerator</b> (190/185 Ltr. Cap. )   | 01                     | 16000/-                  | 13000/-                              | 10 Years   |
| 8  | <b>Table Top adjustable</b> (Whenever demanded)  | 01                     | 2700/-                   | 2700/-                               | --   |
| 9  | <b>Crockery</b> such as:<br>(i) Tea set with Matching tray, Tumbler glass .<br>(ii) Electric Kettle ,Thermos Jug, Dinner sets, Spoons etc. | 01<br>set<br>01<br>set | 5000/-<br>7000/-         | 4000/-<br>6000/-                     | Once in one years or on condition basis<br>Once in 03 Years or on condition basis if beyond economical repair. |
| 10 | <b>Engagement Board</b> with Marker Pens   | 01                     | 1500/-                   | 1500/-                               | Once in three years or on condition basis.   |
| 11 | <b>Remote Call Bell</b>  | 01                     | 500/-                    | 500/-                                | --   |
| 12 | <b>Paper Shredder</b>  | 01                     | 4000/-                   | ---                                  | --   |
| 13 | <b>Flower Vase</b>   | 02                     | 1000/ Each               | 1000/- Each                          | --   |
| 14 | <b>Pen Stand</b>   | 01                     | 500/-                    | 500/-                                | --   |
| 15 | <b>Window Curtain /V blind</b>   | -                      | 400/Per Meter            | 400/Per Meter                        | Once in three years or on condition basis.   |
| 16 | <b>Foot Board</b>  | 1                      | 500/-                    | 500/-                                | 1-do--   |

## b. Entitlement of SG/JAG and Sr. Scale/Jr. Scale officers Chamber:

| SN | Description of items   | Qty.     | Cost Limit (in Rs) |                    | Time limit for replacement.  |
|----|--|----------|--------------------|--------------------|--|
|    |  |          | SG/JAG             | Sr.Scale/Jr. Scale |  |
| 1  | <b>Executive Table:</b><br>a) SG/JAG Godrej Model : Cingus 1650 (1650mm x 1650mm x750mm) with ERU and under storage or similar<br>b)SS/JS Godrej Model – Finesse table + ERU 3616 or similar | 1        | 42000/-            | 28000/-            | 10Years.   |
| 2  | <b>Executive High Back Revolving Chair :</b><br>a) Godrej Model Premium Very High Back or Similar<br>b) Godrej Model ACE Mid back or similar   | 1        | 17000/-            | 17000/-            | 07 Years or 05 Years on condition basis if beyond economical repair. |
| 3  | <b>Visitors Chairs :</b><br>a) Godrej Model: Beat Visitors LC or similar.<br>b) Godrej Model : Premium visitors with Arms or similar   | 04<br>03 | 6800/-             | 4500/-             | 07 Years or 05 Years on condition basis if beyond economical repair. |
| 4  | <b>Steel Almira (Small) Make Godrej or Similar</b>   | 01       | 18000/-            | 18000/-            | 10 Years.  |
| 5  | <b>Sofa Set ( 3+1+1) with Centre Table</b>   | 01       | 33000/-            | Nil                | 07 years   |
| 6  | <b>Side Rack Steel, Make Godrej or Similar</b>   | 01       | 7000/-             | 7000/-             | 10 Years.  |
| 7  | <b>Computer table (if required )</b><br>Make : Godrej C-3 or Similar   | 01       | 10000/-            | 10000/-            | 10 Years.  |
| 8  | <b>Flower Vase</b>   | 01       | 500/-              | 500/-              | --   |
| 9  | <b>Pen Stand</b>   | 01       | 400/-              | 400/-              | --   |
| 10 | <b>Window Curtain /V Blind as per requirement</b>  | --       | 300/ per Mtr.      | 300/ per Mtr.      | Once in three years or on condition basis.                           |
| 11 | <b>Foot Board</b>  | 01       | 600/-              | 600/-              | --do--   |
| 12 | <b>Table top adjustable</b>  | 01       | 2000/-             | 2000/-             | --do--   |
| 13 | <b>Engagement board</b>  | 01       | 2000/-             | 2000/-             | --do--   |
| 14 | <b>Crockery such as:</b> (i) Tea set with matching tray, tumbler glass ect.  | 01 set   | 4000/-             | 2000/-             | Once in one years or on condition basis.                             |
|    | (ii) Electric kettle, Thermos jug, , dinner set Spoons etc.  | 01 Set   | 4000/-             | 3000/-             | Once in 03 Years or on condition basis if beyond economical repair.  |

**Note:** 1. As exception, CPRO, Dy.GM (G) and Secretary to GM may be treated at par SAG officers for these entitlement. Similarly, Secretary to PHOD should be treated at par JAG officers.

2. The above rates do not include GST and are only indicative.

3. It may further be clarified that the scale of furniture recommended for officers shall be provided if included in sanctioned estimates for newly created assets or only after the existing furniture has been declared unserviceable. After new furniture is purchased, old condemned are to be sent to store department against DS-8 (Advice Note) and recorded in dead stock register.

4. In addition to the above items, Incumbency Board, coir mat, wall clock and soap dish and other small value items can also be provided as and when demanded.

19/05/2020

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## Entitlement of office/supervisory staff:

| SN | Description of items  | Qty | Cost Limit (in Rs)                      |                                 | Time limit for replacement.  |
|----|---|-----|---|---------------------------------|--|
|    |   |     | Supervisors (level -6 and above office) | Non-Supervisors (Level below 6) |  |
| 1  | a) In Charge Supervisors (level -6 and above office) <b>Godrej Office Table</b> Model: Enterprise1500 with CPU hanger or similar<br>b) Non-Supervisors (Level-Below 6) <b>Godrej Office Table</b> Model : Enterprise1500 with CPU hanger or similar | 1   | 19,000/-                                | 13000/-                         | 10 Years.  |
| 2  | <b>Revolving Chair</b> ,Make Godrej or Similar  | 1   | 7000/-                                  | 5000/-                          | 07 Years or 05 Years on condition basis if beyond economical repair. |
| 3  | <b>Visitors Chairs</b> with arm , Make Godrej or Similar  | 02  | 4000/-                                  | ---                             | 07 Years or 05 Years on condition basis if beyond economical repair  |
| 4  | <b>Office Assistant ,office chair</b> , Make: Godrej or Similar   | 01  | 3500/-                                  |                                 | 07 Years or 05 Years on condition basis if beyond economical repair  |

**Note: Item-1 above shall be procured on need basis and where Modern Modular Work Station not provided.**

**Modus Operandi for procurement:**

1. The procurement as per entitlement will need to be done with the concurrence of finance subject to availability of fund and sanction of Competent Authority.
2. A separate dead stock register for these items should be maintained and kept with Chief Office Superintendent /Office Superintendent/ In-charge of each office.
3. Requisition/ Indents shall be processed by the concerned departments with the approval of the Competent Authority as per **Item-20 C (i) & (ii) of Model SOP on Misc. Matters.**
4. Condemnation of the existing furniture should also be processed after completion of its codal life and also if beyond economical repair and it should be approved by PHOD/CHOD/HOD of the respective department.
5. Items which cost less than ₹ 15000/- of individual items may be purchased directly through market survey by the concerned officers through office cash Imprest/ Pay Order.

This issues with the concurrence of Associate Finance and approval of General Manager.

  
 (V.K. Dubey)  
 Dy. GM (G)  
 19/02/2020