

आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Rae Bareli

Sl. No.	5/2
Date	
Page	

No. 209-G/MCF/RBL/M/SOP,(Vo-I)

Date: 07.12.2019

All PHODs/CHODs/HODs
MCF/RBL

Sub: Revised norms for purchase and re-imburement of Briefcase/Ladies bag for MCF Officers/Staff.

In supersession of this office all earlier instruction on the subject matter , the following consolidated Norms/Instructions for purchase & re-imburement of Brief case/Ladies bag are issued for implementation with immediate effect.

Entitlement

(A) All Gazetted Officers

SN	Designation/Post	Levels	Upper cost ceiling
1	General Manager, PHODs/CHODs (HAG/NF HAG officers)	Level -15 and above	8000.00
2	HODs (SAG/NF SAG officers) or equivalent	Level - 14	6500.00
3	Dy. HODs (JAG/SG officers) or equivalent	Level -12, 13 and 13A	5000.00
5	Sr. Scale, Jr. Scale officers or equivalent	Level- 8 to11	4000.00

(B) Non- Gazetted Staff

1	Sr. Supervisors; Inspectors/Ch.OS	Level-7 and above	3500.00
		Level -6	3000.00

Note

- Briefcase/ ladies bag can be procured by the officers/staff only on completion of 3 years from the date of purchase of earlier one.
- The entitled officers/staff shall purchase Briefcase/ladies bag of their choice from Private/Public Outlet. It may, however, be noted that reimbursement shall be limited to the above mentioned ceiling limits subject to the 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 officers/staff purchasing the article.
- (a) The total life of the Briefcase/ ladies bag will be 3 years in term of Para-IV of Part C Miscellaneous Matter of Model Schedule of Power.
(b) On transfer the official will carry Briefcase/ladies bag to next place of posting.
(c) In term of Para-IV of Part C Miscellaneous Matter of Model Schedule of Power, finance Concurrence is not necessary.
- As regards recovery of charges shall be affected from the officer/staff in case the Briefcase/ ladies bag either lost or not returned on retirement or resignation etc. as indicated below:

SN	Description	Amount to be recovered
1	Briefcase/ ladies bag used for less than one year.	Full monetary limit
2	Briefcase/ ladies bag used for more than one year but less than two years.	50% of the monetary limit
3	Briefcase/ ladies bag used for more than two year but less than three years.	25% of the monetary limit
4	Briefcase/ ladies Bag used for more than three years.	NIL

This issues with concurrence of finance and approval of GM/MCF.

V.K. Dubey
(V.K. Dubey)
Dy. GM (G) 07/12/19

Copy to: Secy. to GM for kind information to GM please.