

**MEMORANDUM**

Sub: Correction Slip No.4 to the Model Schedule of Powers 2018 in respect of Item No.48 (A & B), Part'C' Misc. Matters.

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The following Amendments/Modifications are issued to Item No.48 (A & B), Part'C' Misc. Matters of Model Schedule of Powers 2018. The revised Items may be read as under:-

Sl. No.	Nature of Powers	PHOD/ CHOD	DRM/ ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
48 (A & B)	Incurrence of expenditure on light refreshments and working lunches at formal inter departmental and other meetings and conferences.	<u>PHOD/ CHOD Full Powers</u> Rs.75.00 per head per meeting for light refreshment (Tea & Snacks), Rs.200/- per head per meeting working lunch/ high tea.	<u>DRM/ ADRM/ CWM/ MD of Central Hospital and other SAG officers in Field Unit.</u> <u>Full Powers</u> Rs.75.00 per head per meeting for light refreshment (Tea & Snacks), Rs.200/- per head per meeting for working lunch/ High tea.	<u>JAG</u> Rs.75.00 per head per meeting for light refreshment (Tea & Snacks) subject to an annual ceiling limit of Rs.7,500/-.	1. Finance concurrence is not necessary upto the stipulated rates. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum. 3. a) The ceiling of expenditure for the Offices / Departments viz. PCOM, PCCM, PCME, PCEE, PCMM, PCSTE, PCE, CAO/C - Rs.2.5 lakh per annum. b) For other Departments viz. PFA,PCSC, CSO, SDGM, CMD is Rs. 1.25 lakh per annum and MD of Central Hospital/LGD Rs.60,000/- per annum. c) PCPO - Rs.3.75 lakh per annum including all PNM meetings. d) Each Division - Rs.2.5 lakh per annum. e) Chairman/RRB - Rs.50,000/- per annum. f) Each CWM - Rs.60,000/- per annum. 4. The balance amount out of the total ceiling of Rs.60 lakhs per annum for the Zonal Railway i.e. Rs.12.10 lakhs will be under the control of AGM, for GM's Official function. 5. Departments/Divisions should ensure that the annual ceiling stipulated should not be exceeded under any circumstances and in case of any exigencies, should be sent to HQs for AGM's sanction with prior Associate finance concurrence on case to case to basis with detailed justification thereon. 6. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. 7 (a). Lunch/Dinner - Ceiling limit is Rs.350/- per Head per meeting. (b).Lunch-on parties, dinners and receptions on Railways can be arranged only with the personal sanction of the General manager with prior financial concurrence. Authority: Railway Board's letter No. F(X) II-2004/Exp/4 dated 14.05.04, 04.06.07, 13.09.2012 & 22.06.2016 & 2018/ Trans Cell/ S&T/Refreshment dt.19.11.2018.

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

(प्रसून चक्रवर्ती PRASUN CHAKRABORTY)

उप महाप्रबंधक/सा Dy. General Manager/G

To - All Concerned