

43.



Central Organisation For Railway Electrification  
1, Nawab Yusuf Road, Civil Lines, Prayagraj-211001  
Fax:0532-2407150 www.core.indianrailways.gov.in

27 APR 2020

226 पत्र सं० जी-6/13(T&P)

दि. 23.04.2020

CAO, PCSTE, PCE, PCPO, PCMM SDGM/CVO, PFA, MRA & PCSC/RPF/CORE/ALD  
CPDs/RE/UMB, LKO, MS, JP, SC, DNR, ADI, NJP & SBC

Sub:- Scale of T&P Office equipment – system of Procurement Accountal and Disposal

Ref: This office letter No.G-6/13 Pt.XII dt.25.07.2002, 09.07.2009 & 18.09.2013

In suppression to this office letters under reference, the scale of T&P and Office equipments for officers headquartered at CORE/ALD and various projects has further been revised in consultation with CORE Finance and approval of GM. The same is enclosed as Annexure-I. The system of procurement, accountal and disposal of these items in headquarters as well as in project office is detailed below :-

- (a) Procurement: Procurement as per approved scale should be done with the approval of the head of the project in field units and CHODs in headquarters as per approved procurement procedure of the project/headquarters and extant guidelines/rules/codal provisions.
- (b) Accountal: Proper accountal should be maintained by every office in the T&P and office equipment Ledger as per stores accountal procedure.
- (c) Disposal: On expiry of the codal life or after the equipment become unserviceable the survey and subsequent condemnation should be processed by individual department for the T&P and office equipment held on the ledger.

DA/As above

  
(Amitabh Sharma)

Dy.General Manager  
for General Manager (G)

A  
27/4

Approved Scale of T&P items and Office Equipment for RE Officers.

Annexure-I

SN.	Description of Item	Time Limit for Replacement in Years.	Quantity	Recommended entitlement /Cost limit each in Rs. ( Exclusive of Taxes )				
				PHOD/CHOD/CPDs (Rs.)	HOD/ SAG (Rs)	SG/JAG (Rs)	SS/JS (Rs)	
1	Executive Table with Executive Return unit (ERU) & pedestal	10	1	60000	55000	36000	24000	
2	High back Executive Chair (Cushioned)	5	1	27000	22000	18500	15000	
3	Chairs for visitors (Cushioned) (Qty 6 for PHOD/CHOD/CPDs, 5 for HOD/SAG/SG/JAG & 3 for SS/JS )	5	Mentioned in Description col.	8000	8000	7000	5500	
4	Steel/Wooden Almirah/Book Case	10	1	18000	18000	18000	17000	
5	Sofa set (Prefer 3+2 more economical than 3+1+1) with Center Table	7	1 Set	58000	56000	35000	....	
6	Computer Table	5	1	10000	10000	9000	8000	
7	Computer Chair	5	1	8500	8500	8000	7000	
8	Flower Vase	...	2	600		400		
9	Pen stand	...	1	600		450		
10	Electric Kettle	...	1	2600		2000		
11	Tea Set (Cup/saucer) with Tray along with Tumbler Glass set	...	1 complete Set	2800		2000		
12	Crockery (Complete dinner set)	...	1 set	4000		2500		
13	Window Curtain/V. Blind / Horizontal Blind.	...	...	400 per mtr.		300 per mtr.		

22/05/15

22/05/15

22/05/15



14	Wall clock	...	1	1000	900
15	Thermos Jug	...	1	1000	1000
16	Visiting Cards (as per requirement)	...	1	1000	1000
17	Foot Board	...	1	600	600
18	Digital diary cum Calculator	...	1	1000	1000
19	Flat screen color Television with cable connection	*	1	43000	37000
20	Refrigerator 165 Ltr. or smaller	5	1	14500	11000
21	Table Top Adjustable	...	1	2700	---
22	Remote Bell if wired bell is not available	...	1	500	500
23	Dustbin	...	2	1500	1000
24	Dak Tray	...	3	500	400
25	Engagement Board	...	1	3500	2000

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

1. (a) The existing furniture/equipment should not be replaced while in good Condition, merely because it was bought at lower limits earlier.
- (b) The Scale of furniture recommended for the officers shall be provided only after existing furniture has been declared unserviceable on age-cum condition basis by a committee. SMM/Dy.CMM, Sr. AFA and Senior Scale officer of concerned department for Headquarters and three SS officer in projects to be nominated in the committee for above items.

*[Handwritten Signature]*  
SS/SS

*[Handwritten Signature]*  
SS/SS

*[Handwritten Signature]*  
SS/SS

2. Survey Committee report shall not be required for Cutlery, Towels, Calculator, Wall clock, Thermos Jug, Dairy, Foot Board, Flower Vase, Pen Stand and petty items as per Rly. Board's letter 2017/Trans./0/1/Policy/Stores dt:05.01.2018.
3. The following officers have been approved as areas of exceptions, where he has to deal with Journalist and Member of Public should have in addition to the above furniture a full sofa set, cushioned chairs for the visitors, color television and Fridge:
  - A. CPRO's Chamber
  - B. Secy. To GM's Chamber
  - C. Dy. GM (G)'s Chamber.
4. The brief Case for Staff and Officer will be procured as per CORE/G branch letter no G-6/13(T&P)/Pt-1 dated 27.08.19 and any latest modification.
5. The provision of Laptop/Notebook to officers would made as per Rly Bd letter no 2011/C&IS/Committee/Laptop/Pt II dated 23.01.2012 and any latest correction slip.

*Rly Bd*  
*Chos*

*Dr*  
*5/19*

*Ry*  
*5/19*