



Central Organisation For Railway Electrification

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No.G-6/13/(T&P)/Pt.I

Dt. 27/08/2019

CAO, PCSTE, PCE, SDGM/CVO, PCMM, PCPO, PFA & IG-Cum-CSC/RPF /CORE/ALD
CPDs(RE), UMB, JP, LKO, ADI, SC, DNR, NJP & SBC

Sub:- Procurement of Briefcases/Office Bags for Officers & Supervisory Staff.

Ref:- 1. This office letter No.G-6/13(T&P) dt.10.1.14. & G-6/38/Pt.VIII dt.03.1.2017.

2. Under Secretary(Stationary)/Rly. Board's Office order No.27/2019 dt.10.04.19.

The revised policy for procurement of Briefcase/Office bags for Officers & Supervisory Staff is as under :-

- The following categories of Officers & Supervisory Staff will be eligible for provision of Briefcase/Office bags.
 - All Group 'A' & 'B' Gazetted Officers
 - Sr. Supervisors/Supervisors with GP Rs.4,600/- and above
- The revised limits for purchase of briefcase/bags for Officers/Supervisory staff of various categories are as under:

S N	Level of Officers	Limit in Rs.		Period
		Existing	Revised	
	<u>Briefcase</u>			
1	HAG/PHOD	8000.00	8000.00	Once in a three years
2	SAG/CHOD/CPD/IG	6500.00	6500.00	-do-
3	SG/ DIG	5000.00	5000.00	-do-
4	JAG Gr.	4500.00	5000.00	-do-
5	SS Gr.	4000.00	4000.00	-do-
6	JS Gr.	3500.00	4000.00	-do-
7	Sr. Supervisor/Supervisor G.P.4600/- & above	3000.00	3500.00	-do-

- The briefcase/Office bags can be procured by the officers/staff on joining this organization or on completion of 3 years from the date of purchase of earlier one.
- The entitled officer/staff shall purchase briefcase/bag of their choice from any 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/supervisor purchasing the article.

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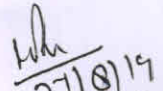
5. Recovery charges shall be affected from the officers/supervisor in case of loss, retirement or resignation as indicated below :

S.N.	Description	Amount to be recovered	
		Limit (Existing)	Limit (Revised)
1	Briefcase/bags used for less than one year	Full Cost	Full Cost
2	Briefcase/bags used for more than one year but less than two years	50%	50%
3	Briefcase/bags used for more than two years but less than three years	25%	25%
4	For more than three years	10% of the cost	NIL

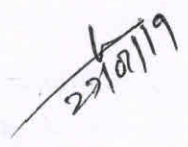
The codal life of briefcase should be three years instead of four years. After expiry of normal life i.e. 3 years, no money is required to be deposited and briefcase/bag can be retained.

This policy has approval of competent authority and comes into effect immediately.


 (Anup Mishra)
 for GM/G/CORE/Allahabad

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