



मध्य रेल /Central Railway

मंडल कार्यालय/ Divisional Office

कार्मिक शाखा/ Personnel Branch

सोलापुर/ Solapur

दिनांक:-11/12/2024

संख्या: SUR/P/Gen/Cir./2024

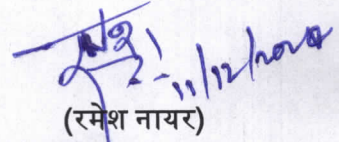
सभी सम्बंधित: सोलापुर मंडल  
सभी शाखा अधिकारी: सोलापुर मंडल

**Sub: Setting of Norms for provision of Briefcase.**

**Ref: Headquarters Office Lr. No. G.402/S.Inst/VIII dated 05/12/2024**

उपर्युक्त विषय पर प्रधान कार्यालय का पत्रांक G.402/S.Inst/VIII दिनांक 05/12/2024 की प्रति सूचनार्थ एवं आवश्यक कार्रवाही हेतु परिपत्रित की जाती है।

विशेष जानकारी के लिए उपरोक्त सूचना सोलापुर मंडल की वेबसाइट:  
[www.cr.indianrailways.gov.in](http://www.cr.indianrailways.gov.in) पर अपलोड किया गया है, इस प्रकार से विजिट कर About us>  
Divisions >Solapur> Personnel > Notification सेक्शन में देखें।  
अनुलग्नक : यथोक्त।

  
(रमेश नायर)

सहायक कार्मिक अधिकारी  
कृते मंडल रेल प्रबंधक (कार्मिक) सोलापुर

प्रति :

DRM, ADRM: सोलापुर: कृपया सूचनार्थ।

मंडल सचिव: NRMU, CRMS, AIOBCREA & AISCSTREA:सोलापुर, कृपया सूचनार्थ।



महाप्रबन्धक कार्यालय  
छ.शि.महाराज टर्मिनस  
मुम्बई-400001

पत्र संख्या: G.402/S.Inst/VIII

मध्य रेल

दिनांक : 05/12/2024

CIRCULAR

Sub. : Setting of Norms for provision of Briefcase.

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In supersession of this office Circular of even No. dated 08/09/2021, instructions have been issued from time to time from this office, setting norms for purchase of Briefcase to Sr. Supervisors/ Inspectors / Traveling Ticket Checking staff / Running staff / commercial staff in Group C performing line duties irrespective of the grades and offices. The following consolidated instructions are issued on the subject matter for implementation with immediate effect :-

- (I) The following categories of Officers & staff will be eligible for provision of Briefcase/handbag
  - (a) All Group A & Group B Gazetted Officers.
  - (b) Group 'C' Sr. Supervisors in Level 7, 8 & 9 (in VIIth CPC).
  - (c) On need basis certified by an officer not below the rank of JAG/SG/Sr.Scale:
    - i) Group 'C' Supervisors in Level-6 (erstwhile grade pay Rs.4,200/- of 6th Pay commission)
    - ii) Inspectors of all departments irrespective of grade.
    - iii) All running staff/commercial staff in group C performing line duties irrespective of the grade.
  - (d) The Briefcases/hand bags should be provided after obtaining the sanction as mentioned in para (VIII) below.
- (II) Briefcase is not to be issued to ticket checking staff posted at stations, but will be eligible only for the staff on line duties.
- (III) The monetary limit for purchase of Briefcases/hand bags for staff and officers of various substantive grades/Levels (in VIIth CPC) is as under :

S.No.	Category	Maximum Limit (inclusive of GST)
1.	All Running staff / Ticket Checking Staff / Commercial Staff in group C performing line duties irrespective of grade pay	Rs.3,000/-
2.	Supervisors working below Level-7 (i.e. in level 6) & Inspectors irrespective of grade.	Rs.3,500/-
3.	Sr. Supervisors / Inspectors / PAs / PS-IIs or equivalent in Level-7 to 9 (Group C)	Rs.4,375/-
4.	Jr. Scale Officers / Sr. Scale Officers / PS or equivalent in level 8 to 11 (Group A & B)	Rs.5,000/-
5.	JAG Officers / Selection Grade Officers or equivalent (Level 12-13)	Rs.6,250/-
6.	SAG/ NF-SAG or equivalent (Level 14)	Rs.8,125/-
7.	HAG/ NF-HAG or equivalent (Level 15 - 16)	Rs.10,000/-
8.	GM or HAG+ or equivalent	Rs.12,000/-

(IV) Normal prescribed life of Brief case will be 3 years for all as specified in para (III).

(V) As regards recovery to be effected, vis-a-vis the prescribed life of brief case, existing instructions are reproduced below :

SN.	Period of use of Briefcase/handbag	Amount to be recovered
1	Briefcase used for less than one year	Full monetary limit
2	Briefcase used for more than one year but less than 2 years	½ of the monetary limit
3	Briefcase used for more than 2 years but less than 3 years	¼ of the monetary limit
4	Briefcase used for more than 3 years	Nil

(VI) The entitled officials/officers can purchase briefcase/office bags/ladies bags & purses of their choice from any private/public outlet. It may, however, be noted that reimbursement shall be limited to the above-mentioned ceilings as per para (III) subject to submission of proper Invoices/Bills, self – attested in original 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 officials/officers purchasing the article. For claiming reimbursement the conditions mentioned in para (IV) & (V) above should be ensured. The reimbursement will be restricted to the entitled amount, as mentioned in Sr No (III) above, for each category or the actual cost of purchase whichever is less.

- (VII) An entry for purchase of a briefcase/handbag may be made in the Service Record/Personal file of the officer/staff concerned. In case of transfer of any staff or officer, the same should be regularized by issue of a transfer voucher, indicating the quality/brand of briefcases/handbags, cost, date of purchase etc. in LPC. Similar information should be kept by all offices for briefcases/handbags brought along on transfer by officers/staff. In case of retirement etc. the Officer/staff can retain the briefcases/handbags by remitting appropriate amounts as shown in Para (V) above. Proper maintenance of registers showing issue of briefcases/hand bags to the staff/officers should be ensured by the concerned executive departments.
- (VIII) Briefcases/Hand bags may be procured by all Gazetted officers and the officials (Sr. Supervisors/Inspectors/PAs/PS-IIs or equivalent in Level-7 and above) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill in terms of item 4 of Part C in SOP 2018. However, in case of staff/Officials (Below level 7) the briefcases/ hand bags should be procured with the approval of the controlling officer not below the rank of JAG/SG/Sr.Scale as per their entitlement mentioned in para III above.
- (IX) Lady Officers/Inspectors will be eligible for suitable Hand bags in lieu of Briefcases for official use.

This will be applicable w.e.f. 05/12/2024.

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

Digitally Signed by Kush

Kishor Mishra

Date: 09-12-2024 17:14:20

Reason: Approved

Copy forwarded for information and guidance to :

SDGM, PFA, PCE, CAO-C, PCEE, PCME, PCMD, PCPO, PCSO, PCMM, PCSC, PCSTE, PCOM, PCCM, PDA, CPRO

DRM: BB, BSL, NGP, PA, SUR;

CWM: BY, PR, MTN, SNPD, MMR, NKRD, BSL, KWV