



मध्य रेल

महाप्रबन्धक कार्यालय
छ.शि.महाराज टर्मिनस
मुम्बई-400001

पत्र संख्या: G.402/S.Inst/VIII

दिनांक : 08-09-2021

CIRCULAR

Sub. : Setting of Norms for provision of Briefcase.

In super session of this office Circular of even No. dated 11-10-2018, instructions have been issued from time to time from this office, setting norms for purchase of Brief case 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/hand bag
 - (a) All Group A & Group B Gazetted Officers.
 - (b) Group 'C' Sr. Supervisors in Level 7 (erstwhile grade pay Rs.4,600/- of 6th Pay commission) and above.
 - (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 Brief cases/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 station, 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 is as under :

S.No.	Category	Maximum Limit
1.	All Running staff / Ticket Checking Staff / Commercial Staff in group C performing line duties irrespective of grade pay	Rs. 2,500/-
2.	Supervisors working below Level-7 (i.e. below erstwhile grade pay Rs.4,600/- of 6th Pay commission) & Inspectors irrespective of grade.	Rs. 3,000/-

3.	Sr. Supervisors/Inspectors/PAs/PS-IIs or equivalent in Level-7 (erstwhile grade pay Rs.4,600/- of 6th Pay commission) & above.	Rs.3,500/-
4.	Jr. Scale Officers/ Sr. Scale Officers/ PPS or equivalent in level 8 (erstwhile grade pay Rs.4,800/- of 6th Pay commission) & above.	Rs.4,000/-
5.	JAG Officers/ Selection Grade Officers or equivalent	Rs.5,000/-
6.	SAG or equivalent	Rs.6,500/-
7.	HAG or equivalent	Rs.8,000/-
8.	GM or HAG+ or equivalent	Rs.10,000/-

(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 Brief case/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 officers / eligible staff can directly purchase the briefcase/handbag as per para (III) above and produce self – attested bills, in original, for claiming reimbursement and also ensure the conditions mentioned in para (IV) & (V) above. 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 of purchase of brief case/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 brief cases/handbags brought along on transfer by officers/staff. In case of retirement etc. the Officer/staff can retain the brief cases/handbags by remitting appropriate amount as shown in Para (V) above. Proper maintenance of registers showing issue of brief cases/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 brief cases/ hand bags should be procured with the approval of 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 Brief cases for official use.

This will be applicable w.e.f. 08-09-2021.

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

उप महाप्रबंधक

Copy forwarded for information and guidance to :

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