

Sub: Correction Slip No. 3 to SOP on Misc. Matters (w.e.f.01.01.2016)

SI. No	Reference to code/ Rule order	Nature of power	PHOD/CHOD/ SAG Officer	SG/JAG Officers	Sr. Scale Officers	Remarks
AS APPEARING						
8b(i)		To the incurrence of expenditure of entertainment / light refreshments for scheduled meetings involving outsiders or organized labour, formal inter departmental meetings & conferences @ Rs.18/- per head per meeting.	PHOD/CHOD Upto Rs. 2500/- per quarter, subject to annual ceiling limit of Rs.10,000/-. SAG Upto Rs. 2000/- per quarter, subject to annual ceiling limit of Rs. 8,000/-	Upto Rs. 1500/- per quarter, subject to annual ceiling limit of Rs.6,000/-	SS - Upto Rs. 625/- per quarter, subject to annual ceiling limit of Rs.2,500/-. JS - Upto Rs.500/- per quarter, subject to annual ceiling limit of Rs.2,000/-	(1) Finance concurrence is not necessary. (2) The amount should be drawn in advance on a quarterly basis. (3) The amount should be drawn through Pay Order by each officer (4) The recoupment should be done for the subsequent quarters only after the expenditure of the previous quarter is duly certified personally by the officer. (5) In case the officer is transferred out of Metro Railway, the proportionate amount should be surrendered before leaving Metro Railway. (6) Rates will be subject to Board's letter No. F(X)II-2004/EXP/4 dated 04.06.2007 and 13.09.2012 as amended from time to time. Authority: Railway Board's letter No. F(X)II-2004/EXP/4 dated 04.06.2007 & 13.09.2012
AS MODIFIED						
8b(i)		To the incurrence of expenditure of entertainment / light refreshments for scheduled meetings involving outsiders or organized labour, formal inter departmental meetings & conferences @ Rs.30/- per head per meeting.	Same as earlier	Same as earlier	Same as earlier	(1) to (6) Same as earlier (7) Modified increase of ceiling limit for light refreshment vide Railway Board's letter No. F(X)II 2004/Exp/4 dated 22.06.2016 and F(X)II 2004/Exp/4/1 dated 01.07.2016.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
AS APPEARING						
8b (ii)		To sanction working lunches for inter departmental and other meeting/ conferences @ Rs.115/- per head per meeting.	PHOD/CHOD Upto Rs. 10,000/- per case, subject to annual ceiling limit of Rs. 60,000/-	NIL	NIL	(1) Finance concurrence is necessary. (2) The expenditure will be recorded in the liability register. (3) A certificate by the executive will be furnished regarding the total expenditure already incurred under this head during financial year while forwarding the case for finance concurrence. (4) The above ceiling may be strictly adhered to and participants in these meetings/conferences should be kept bare minimum taking into account the economy in expenditure as well as austerity measures. Department-wise annual ceiling as fixed should be strictly adhered to. (5) Rates will be subject to Board's letter No. F(X)II-2004/EXP/4 dated 13.09.2012 as amended from time to time. Authority: Railway Board's letter No. F(X)II-2004/EXP/4 dated 13.09.2012.
AS MODIFIED						
8b(ii)		To sanction working lunches for inter departmental and other meeting/ conferences @ Rs 175/- per head per meeting.	Same as earlier	NIL	NIL	(1) to (4) Same as earlier (5) Modified increase of ceiling limit for working lunch vide Railway Board's letter No. F(X)II 2004/Exp/4 dated 22.06.2016 and F(X)II 2004/ Exp/ 4/1 dated 01.07.2016.