



रेल पहिया कारखाना / RAIL WHEEL FACTORY
महाप्रबंधक का कार्यालय / General Manager's Office

दिनांक/ Date: 12.05.2023

CIRCULAR

Sub : Revised Procedure / Norms for Purchase/Recovery of Briefcase/Ladies Hand Bags. & Purses
Ref : 1. This Office Correction Slips No.29 dtd.15.04.2014 & 51 dtd.11.11.2014.
2. Sl.No.04 of Part C Miscellaneous Matters of Model SOP-2018.

In Super session of this office all Circulars issued on the above subject. The following Limits & consolidated instructions/ Policy for reimbursement of expenditure incurred towards purchase of briefcase / Ladies Hand Bags / Purse for the officers and Supervisory staff are issued for implementation with immediate effect:-

1. The revised limits for purchase of Briefcase/Bags for Officers /Supervisory Staff/ of Various Categories are as under:-

Sl. No.	Designation	Proposed Monetary Ceiling and period for Purchase			
		Existing (RS)	Period	Revised (Rs.)	Period
1	GM/AGM/PHODs (HAG)	8,000/-	Once in 4 Years	8,000/-	Once in 3 Years
2	HODs (SAG)	6,500/-		6,500/-	
3	Selection Grade	5,000/-		5,000/-	
4	JA Grade	4,500/-		4,000/-	
5	Sr. Scale Officers	4,000/-		4,000/-	
6	Jr.Scale Officers	3,500/-		3,500/-	
6	Supervisors with Level-7 & above	----	---	3,500/-	

2. The entitled Officers/Staff 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 restricted as per mentioned ceiling limits subject to submission of proper invoices/Bills with GSTIN Number, Book Number and Invoice number of the trader. The Bills should clearly mention the name of the Article and Name of the Officer/Staff purchasing the article.
3. No new brief cases/leather bags should be given to the same officer before the expiry of the prescribed period i.e 03 Years, even if he is promoted to higher grade.
4. As regard recovery of charges shall be affected from the officers/Staff in case the briefcase/bag is either lost or not returned on retirement etc as indicated below:

Sl. No	Description	Proposed Recovery Cost	
		Existing (RWF)	Revised
1	Briefcase/Bags used for less than Six Months	In case of non-return of brief case/ leather bag new one can be given only after recovery/ deposit of 1/10 th of original cost (CP-109)	75% of the Cost
2	Briefcase/ bags used for more than Six Months but less than two years		50% of the Cost
3	Briefcase/bags used for more than Two year but less than three years		25% of the Cost
4	Briefcase/bags used for more than Three years		NIL

- After expiry of normal life i.e 3 Years , No money is required to be deposited and briefcase/ Ladies Hand Bag /Purse can be retained.
5. The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned Officer/Supervisor/Staff Claiming reimbursement. The sanctioning authority and bill passing authority shall verify the entitlement before sanction/reimbursement .
6. An entry of purchase shall be made in the SR/Personal file of the staff/officer concerned.
7. Necessary register with relevant particulars should be maintained by all Executive offices.
8. The details of Briefcase available with the Officer/Staff on transfer shall be mentioned in the LPC so that further admissibility is monitored at the other end.
9. No separate approval is required for procurement of briefcase/handbag on completion of prescribed period for officers for whom self certification is sufficient. In case of supervisors/other Staff sanction of officers should be obtained.

This issues with the approval of Competent Authority

महाप्रबंधकके सचिव / Secy to GM

Copy to: All Officers/ RWF/YNK

Sr. EDPM- The circular may please be up loaded in RWF web page and LAN.

(Signature)
WV RSC/HL
for n.g.m
J.