

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

CIRCULAR

Sub: Applying for reimbursement of briefcase/ladies handbag through "Railway Board Stationery Management System".

Railway Board Stationery Management System, a software module for placing indents of Stationery Items is effectively functioning w.e.f. 1.11.2023.

2. A new feature "Briefcase reimbursement" for keeping records of briefcase /Ladies handbag, is being introduced in the said portal. This feature will enable the entitled officials (Pay Level - 7 and above) to fill up the online requisition form and upload the bill for claiming briefcase/ladies handbag reimbursement.

3. Eligible officials/officers may login to Railway Board Stationery Management System Portal through URL <https://ireps.gov.in/stn/logon> for applying for office bag/briefcase/ladies handbag reimbursement. After submitting the request, a printout of the same is required to be submitted to the stationery branch with the original bill in physical form and also through e-office. This feature will be operational from 15.07.2024.

Signed by Adesh Kumar

Date: 10-07-2024 17:39:17

Under Reason: Approved (Stationery)

Railway Board

Tele/Fax No. 011-47845592

No. 2020/Stationery/25/7

New Delhi, Dated 09.07.2024

To,

1. All employees of Railway Board.
2. C&IS Dte for uploading on Secretary Branch's Portal on Railnet.
3. Notice Board.

Room No.139, 1st Floor, Rail Bhawan, Raisina Road, New Delhi – 110001

कमरा सं. 139, पहली मंजिल, रेल भवन, रायसीना रोड, नई दिल्ली - 110001

भारत सरकार (GOVERNMENT OF INDIA)
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परिपत्र

विषय: "रेलवे बोर्ड लेखन-सामग्री प्रबंधन प्रणाली" के माध्यम से ब्रीफकेस/लेडीज़ हैंडबैग की प्रतिपूर्ति के लिए आवेदन करना।

रेलवे बोर्ड लेखन-सामग्री प्रबंधन प्रणाली, लेखन-सामग्री की मदों हेतु मांगपत्र प्रस्तुत करने के लिए एक सॉफ्टवेयर मॉड्यूल दिनांक 01.11.2023 से प्रभावी है।

2. उक्त पोर्टल में ब्रीफकेस/लेडीज़ हैंडबैग का रिकॉर्ड रखने के लिए "ब्रीफकेस प्रतिपूर्ति" नामक एक नई सुविधा जोड़ी जा रही है। यह सुविधा पात्र पदधारियों (वेतन स्तर -7 और उससे ऊपर) को ऑनलाइन मांग-पत्र भरने और ब्रीफकेस/लेडीज़ हैंडबैग प्रतिपूर्ति का दावा करने हेतु बिल अपलोड करने में सक्षम बनाएगी।

3. पात्र पदधारी/अधिकारी ऑफिस बैग/ब्रीफकेस/लेडीज़ हैंडबैग की प्रतिपूर्ति के लिए यूआरएल <https://ireps.gov.in/stn/logon> के माध्यम से रेलवे बोर्ड लेखन-सामग्री प्रबंधन प्रणाली पोर्टल पर लॉग इन कर सकते हैं। मांग प्रस्तुत करने के पश्चात् इसका एक प्रिंटआउट लेखन-सामग्री शाखा को मूल बिल के साथ वास्तविक रूप से और ई-ऑफिस के माध्यम से भी प्रस्तुत करें। यह सुविधा दिनांक 15.07.2024 से प्रभावी होगी।

Signed by Adesh Kumar

Date: 10-07-2024 17:41:21

Reason: (आदेश कुमार)
Approved

अवर सचिव (लेखन सामग्री)

रेलवे बोर्ड

दूरभाष/फैक्स नं. 011-47845592

सं. 2020/स्टेशनरी/25/7

नई दिल्ली, दिनांक 09.07.2024

प्रतिलिपि प्रेषित:

- रेलवे बोर्ड के सभी अधिकारी एवं कर्मचारी।
- सीएंडआईएस निदेशालय को रेलनेट पर सचिव शाखा के पोर्टल पर अपलोड करने हेतु।
- नोटिस बोर्ड।

GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF RAILWAY/रेल मंत्रालय
(RAILWAY BOARD)/रेलवे बोर्ड

OFFICE ORDER No. 39 of 2024

Sub: Reimbursement of expenditure incurred towards purchase of Briefcase/Ladies Handbags- Enhancement of financial limits.

As per the existing practice, reimbursement against purchase of Briefcase/Office Bag/Ladies Handbag/Ladies Purse is provided to the officials/officers on joining Railway Board or once in three years from the date of issue of earlier one. Keeping in view the recent revision of monetary ceiling by Department of Expenditure/Ministry of Finance, the competent authority has decided to revise the monetary ceiling for reimbursement of expenditure incurred by officials/officers of Railway Board towards purchase of Briefcase/Office Bag/Ladies Handbag/Ladies Purse.

2. The details indicating the existing and revised ceiling in respect of officials/officers of Railway Board is appended below:

S.No.	Level of officers/officials	Monetary Ceiling (Rs.) (inclusive of gst)		Period
		Existing Ceiling	Revised Ceiling	
1.	Board Members/DGs (Level 17)	10000/-	12500/-	Once in 3 years
2.	Advisors/PED/Addl. Member (HA grade) or equivalent (Level 15-16)	8000/-	10000/-	-do-
3.	Joint Secretary/Executive Directors (SA grade) or equivalent (Level 14)	6500/-	8125/-	-do-
4.	Director/Joint Director/ Deputy Secretary/PSO/Sr. PPS or equivalent (Level 12-13)	5000/-	6250/-	-do-
5.	Deputy Director/Under Secretary/PPS or equivalent (Level 11)	4000/-	5000/-	-do-
6.	Section Officers/PS or equivalent (Level 8-10)	4000/-	5000/-	-do-
7.	Assistant Section Officer/PA/Inspector or equivalent (Level 7)	3500/-	4375/-	-do-

3. 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 subject to 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 officials/officers purchasing the article.



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4. The briefcase/office bag/ladies bag/purse shall be provided to the officials/officers on joining this Ministry or on completion of three years from the date of issue of earlier one.
5. The above revised ceiling will be effective from the date of issue of this Order.



(Adesh Kumar)

Under Secretary (Stationery)
Railway Board

File No. 2024/Stny./30/3/Briefcase (Policy File)

New Delhi: 10/07/2024

Copy to:

1. All officers and staff in the Ministry of Railways (Railway Board) including Board's Office at Metro Station Building, COFMOW Building, New Delhi & Dayabasti.
2. Sr. Programmer/C&IS, Railway Board – for uploading the O.O. on Indian Railways website.