

**CIRCULAR**

No. WCR/HQ/G.A./0100/24/Brief Case Policy

Date : 09.01.2025

**Sub : Supply of brief cases/laptop bag/sling bag for officers/staff of WCR.**

Ref : (1) This office circular of even no dated 05.11.2018  
(2) Item No. 4 of Part-C of Railway Board's Model SOP 2018 dated 23.07.2018.  
(3) Under Secretary (Stationery), Railway Board's L. No. 2024/Stny./30/3/Briefcase  
(Policy File), Dated 10.07.2024.

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- (1) In supersession of the previous circular dated 05.11.2018, the ceiling limit for purchase of Brief case/Hand bag/Ladies hand bag/Purse/Sling bag/Backpack/Laptop Bag/Strolley Bag/Trolley Bag/Bag for officers/staff is revised as under with immediate effect:-

S. NO.	OFFICERS/OFFICIALS	REVISED CEILING
(i)	GM (Level 16) PHODs/CHODs (Level 15)	₹ 10,000/-
(ii)	SAG officers/DRMs/ADRM (Level-14)	₹ 8,125/-
(iii)	Selection Grade/JA Grade officer (Level 12-13)	₹ 6,250/-
(iv)	Sr. Scale officers/Jr. Scale officer (Level 8-11)	₹ 5,000/-
(v)	Supervisors (Level-6 & above)	₹ 4,375/-

- (2) Brief cases/bags may be procured by the officials as per their entitlement on self-declaration and claim reimbursement duly furnishing the original GST invoice/bill.
- (3) The following categories of Officers/Supervisory staff/Inspectors will be eligible for provision of brief case/bags-
- All Group 'A' & 'B' Gazetted officers.
  - Sr. Supervisors/Supervisors with level-6 and above only and Inspectors of all departments on need basis, Level 6 and above only. The concerned department / unit will ensure that the applicant falls / works under Supervisor category.
- (4) Normal prescribed codal life will be 3 years.
- (5) It is further clarified that those who retire before expiry of codal life, they have to deposit the proportionate amount on per year basis. If used for less than one year full cost to be deposited and if used for more than one year but less than two years  $\frac{2}{3}$  cost to be deposited and so on.
- (6) Those who proceed on transfer may carry it with them.
- (7) No money is required to be deposited after expiry of codal life. New one may be purchased on self-declaration and old one can be retained.

This has the concurrence of PFA and approval of competent authority.

  
(Anurag Pandey)  
DGM (G)/WCR/JBP

All PHODs/CHODs,  
DRM / JBP, BPL & KOTA,  
CWM / Bhopal & KOTA.