

DELHI TRANSCO LIMITED

(A GOVT. OF NCT OF DELHI UNDERTAKING)

Regd.Office:, Commrade Inderjeet Gupta Marg, New Delhi-110002.

No. F. DTL/109/17 (9) /2007-08/HR-EB/68

Dated:- 19.9.2007

OFFICE ORDER

Subject: Guidelines for procurement of briefcase/purse by Officers/officials of Delhi Transco Ltd.

In supersession of all previous orders on the subject the following guidelines will henceforth be followed.

Eligibility

All employees of category A and B who are required to perform frequent travelling on official purposes.

Sanctioning authority

	<i>Category of executives</i>	<i>Sanctioning authority</i>
(i)	Section officer & above upto the rank of AM & equivalent	Concerned DM/Manager
(ii)	DM, Manager & equivalent	Concerned DGM
(iii)	DGM & equivalent	Concerned GM
(iv)	GM & above	Self

Entitlement

<i>Sl.</i>	<i>Designation</i>	<i>Monetary limit (Rs.)</i>
1	CMD & Directors	4000
2	GM & equivalent	3500
3	DGM & equivalent	3500
4	Manager & equivalent	2300
5	AM & above but below the rank of Manager & equivalent.	1800
6	SO & above but below the rank of AM & equivalent.	1300

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Procedure for sanction

The concerned employee shall submit the request for sanction of purchase of briefcase/purse with full justification to the sectional In-charge who will based on the functional requirements of the post, recommend the same to the sanctioning authority as indicated on page 1 of these guidelines.

After obtaining the sanction, officer/official will first purchase/procure the briefcase /purse from Kendriya Bhandar/Local market by spending the money out of his pocket and thereafter make a claim for reimbursement as per his/her entitlement from Finance deptt. (Expdt.). The hither to requirement of a non-availability certificate from the Store deptt. before purchasing the brief case/purse is henceforth dispensed with.

Life of the briefcase

The normal life of briefcase has been prescribed as 3 years. After lapse of a period of 3 years the employees/officers shall be eligible for another briefcase /purse by following the same procedure as given above. In case the briefcase/purse is worn out/lost before completion of 3 years another briefcase/purse can be issued only on physical verification of worn out briefcase/purse or on production of FIR before the sanctioning authority, whichever may be the case, subject to a maximum of one replacement in 3 years in such cases.

This issues with the approval of competent authority.

Sd/-

(S. K. JALALI)

Dy. GENERAL MANAGER (ADMN.)

CC-

OSD to CMD/PS to Dir.(HR)/PS to Dir.(Opr.)/PS to Dir.(F)

All GMs/ DGM(A)/DGM(F)

Manager (IA)

DM(A)I, DM(A)II & DM(A)G

AM(F)Wages/ AM(Billing)/ AM(F)X

Sr. LWO