



इंडियन रेलवे कैंटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GO1101707", E-mail : info@irctc.com, Website: www.irctc.com

No.2015/IRCTC/ SOP-Part-III

Dated: 03.09.2021

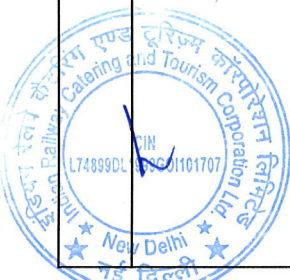
SOP/CS No. 03/2021

Sub:- Revision in Clause No. 9.16 relating to “*Condemnation & disposal of petty articles, office equipment and unserviceable/condemned assets*” in Chapter F of Schedule of Powers (SOP) w.r.t. Miscellaneous Matters.

Ref:- SoP Circulated vide letter No.2015/IRCTC/SOP-Part-III dated 31.12.2018.

With the approval of Competent Authority, the Clause No. 9.16 relating to “*Condemnation & disposal of petty articles, office equipment and unserviceable/condemned assets*” in Chapter F of Schedule of Powers (SOP) w.r.t. Miscellaneous Matters has been revised, as mentioned below:

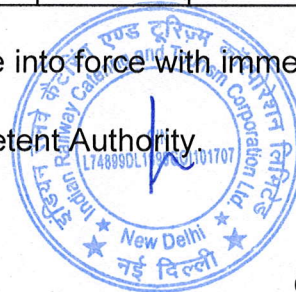
S. No.	Nature of powers	Authority				Remarks
		Director	GGM (E8)	GM / AGM (E6-E7)	JGM / DGM (E4-E5)	
9.16	Condemnation & disposal of petty articles, office equipment and unserviceable / condemned assets	Full Power	Full Power	Nil	Nil	1. Power is for Over aged & beyond repairs petty items and assets 2. Administrative approval should be taken for the proposal of discard of items from officer in charge not below the level of GGM i.e. E-8 only after taking financial concurrence. 3. A committee be set up consisting of two officer / staff with the approval of officer in charge not below the level of GGM i.e. E-8. 4. For items having original value



					<p>beyond Rs. 1000/- one finance member must be associated.</p> <p>5. A detailed list of the items condemned must be kept on record.</p> <p>6. In case, where an assets / item is transferred by Railway, no such assets should be recommended for condemnation, until the account with rail way for such item has been settled.</p> <p>7. A detailed list of items declared as unserviceable and scrap items must be kept on record.</p> <p>8. Items which have been received from Railway shall be handed over to Railway scrap depots with the prior approval of Railways.</p>
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The above said revision in SOP shall come into force with immediate effect.

This issues with the approval of the Competent Authority.



[Handwritten signature]
3/19/24

**(Suman Kalra)
Company Secretary**

Copy to:

1. PS to CMD – for kind information of CMD.
2. Director/Finance, Director/T&M, Director/CS, CVO
3. All Group General Managers/General Managers/IRCTC of Corporate Office & Zonal Offices
4. All Officers and Staff of IRCTC.
5. AGM/IT:- to upload on IRCTC's website i.e www.irctc.com in employee login area.