

दक्षिण मध्य रेलवे  
SOUTH CENTRAL RAILWAY



प्रधान कार्यालय/ Headquarters Office  
भंडार विभाग/Stores Branch  
रेल निलयम/"Rail Nilayam"  
सिकंदराबाद/Secunderabad -071.

No.S.G&P.35.Outstanding Stock Sheets.2018

Dated: 13.07.2018

Office Procedure Order No.28/2018

Sub:- Accountal of Oils, Lubricants received in truck – reg.  
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It is once again reiterated that the following procedure should be invariably followed:

- (1) The Depot Officer should obtain copy of RGC issued by Railway Board/S.C.Railway (as applicable) and study all the terms and conditions of RGC concluded by Railway Board/S.C.Railway (as applicable) and verify the RGC terms and conditions and ensure proper accountal of material as per the RGC terms and conditions. Conditions like temperature variation etc. and the accountal should be done duly considering the temperature variation clause if any apart from other conditions.
- (2) It has to be ensured that the position sheets are invariably maintained in receipt ward for each case file as is being maintained in G&S/MFT depot as per the format enclosed. This position sheets should clearly indicate the details of the inspection marks, verification of the quantity challaned, actuals received and the name of the persons who have verified the quantity, etc.

This issues with the approval of Competent Authority.

Encl: as above.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:  
PS to PCMM for kind information of PCMM  
CMM/M, CMM/E  
PFA/SC, FA&CAO/S&W/SC for information  
DY.CVO/Stores/SC  
All Purchase Officers/Hqrs., Depot & Divisionis  
All Purchase Sections.

## POSITION SHEET

P.O .No. \_\_\_\_\_ Date \_\_\_\_\_ PO SI. No. \_\_\_\_\_

Firm's Name: \_\_\_\_\_

P.L .No. \_\_\_\_\_ Description \_\_\_\_\_

DRR No. \_\_\_\_\_ L.R. / P.W.B No \_\_\_\_\_ Challan No \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

FOR \_\_\_\_\_ Original D/D as per PO \_\_\_\_\_

Inspection by RITES \_\_\_\_\_ Extended D/D: \_\_\_\_\_ at F/  
RDSO  
DQA

Consignee \_\_\_\_\_ Date of Actual supply \_\_\_\_\_ as per FOR

Supply received within Original DD { }  
Extended DD { }  
Depot officer powers { }  
DD Required from COS/SC { }

I/C No \_\_\_\_\_ Dt: \_\_\_\_\_

I/C Validity Yes / No

Receipt particulars:

Quantity Shortage \_\_\_\_\_

Broken \_\_\_\_\_

in Sound Condition \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Challan Quantity \_\_\_\_\_ at F/

Quantity Received Damage \_\_\_\_\_

Ordered Quantity \_\_\_\_\_

Quantity Excess \_\_\_\_\_  
within 5% of P.O valve Yes/ No

DMS / Consignment \_\_\_\_\_

Recovery Details

1. Any wharfage charges \_\_\_\_\_

2. Any recoveries \_\_\_\_\_

Distribution of PO Qty. details

Accountal details

Ordered Quantity :

Already accounted:

Now accounted :

Total Quantity accounted:

Balance Quantity: Ignored Yes /No

Please Issue rejection advice first, if any /then prepare R/NOTE

R Note No. \_\_\_\_\_ Date \_\_\_\_\_ for \_\_\_\_\_

(+) S.R. No \_\_\_\_\_ Date \_\_\_\_\_ for \_\_\_\_\_

(-) S.R No. \_\_\_\_\_ Date \_\_\_\_\_ for \_\_\_\_\_

ACCEPTANCE NO ( )

Packing details/ weighment details:

Total packing details	Material Location	Material Qty counting	Inspection Mark