

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office  
भंडार शाखा Stores Branch  
रेल निलयम् Rail Nilayam  
सिकंदराबाद Secunderabad

सं.No: S.348.Vig.Preventive Check/19

Dt: 25/06/2020.

**All Purchase Officers/Hqrs/Depot/Division**

**OFFICE PROCEDURE ORDER: 13 /2020.**

विषय :Sub: System Improvements are implemented regarding "e-auction records".

संदर्भ :Ref: Dy.CVO/Stores Ir.no.265/PC/2019/06/01842/09/01289 dt.22/05/2020.

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Based on check up by Vigilance Department certain deficiencies were noticed. Accordingly the following procedure to be adopted with regard to maintenance of records in respect of e-auction.

**e-auction sales:-**

- 1) Joint inspection(J.I) report should be initiated by an Auction Conducting Officer as a token of check before including that lot into the auction.
- 2) To monitor the Survey Sheets due for Joint Inspection and to avoid the chance of skipping/missing of lot formation for the left over items(if any) in the survey sheet, a monthly periodical summary should be maintained in the Consolidated survey sheet file/register which is already being maintained in the divisions/depots. This shall be put up to depot officer every month for his/her notice and obtain his/her signature as a token of check. This monthly summary will include the details, as per the following table.

Month	No.of S/sheets received during the month	No.of S/sheets covered by Joint Inspection	No.of S/sheets pending for Joint Inspection	No.of S/sheets where any left over stacks due for J.I	Total outstanding S/Sheets due for J.I (4+5)	Remarks
1	2	3	4	5	6	7

- 3) Whenever the lot numbers are allotted against the stacks mentioned in the survey sheets during the joint inspection, these lot numbers should also be invariably mentioned in the original survey sheet itself which is available in the Consolidated survey sheet file/register, so that missing of lot formation for the left over stacks in the survey sheets can be easily monitored.

This issues with the approval of PCMM.

(Y.PRASAD BABU)  
DY.CMM/GPS&IC

For Principal Chief Materials Manager

Copy to:-

PS to PCMM for kind information of PCMM.

CMM/M, CMM/S , & CMM/G.

Dy.CVO/Stores/SC, All Purchase Officers of HQrs,

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC. All Purchase sections.