

दक्षिणमध्यरेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25

सं.No: No.S.249.Vig.preventive check

Dt.15.02.2024.

**All Purchase Officers/HQrs./Depots/Divisions**

**OFFICE PROCEDURE ORDER No.03/2024.**

Sub: System Improvement for consideration of MRP rates on supply against PO's issued by Purchase Officers.

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With respect to the above, shortcomings were observed during a vigilance investigation in connection with the MRP printed/available on the supplied product/package against Purchase Order was much lower than the All-Inclusive PO Rate. The concerned consignee officials did not record this fact and brought to the notice of controlling officer as well as to the notice of the concerned Purchase Order issuing officer. This has resulted in excess payment to the supplier over and above MRP.

In order to ensure Railways financial interest in line with provisions of Indian Railways Standard Conditions of Contract & General Terms and Conditions on GeM, the following instructions are issued

- i. While handling receipt of any material against PO issued by any Purchase Officer, the receiving consignee officials must check and record the MRP, if any, printed/available on the product/packaging.
- ii. In case such MRP is lower than the All-Inclusive Rate in the PO, the same shall immediately be brought to the notice of the concerned Purchase Order issuing officer with written communication for information and necessary action. The copy of such communication shall also be marked to supplier.
- iii. Only after necessary action and confirmation from Purchase Order issuing officer, the consignee shall process for acceptance/accountal of material with subsequent processing/forwarding the same for payment by paying authority.

This issues with the approval of Competent authority.

**P B RAM**

**KUMAR**

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/Scrap)

कृते प्रमुख मुख्य सामग्री प्रबंधक

**For PRINCIPAL CHIEF MATERIALS MANAGER**

Digitally signed by

P B RAM KUMAR

Date: 2024.02.15

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**E-office file No: 341065**

C:- Secy to GM for kind information of GM Please

All PHODs, All DRMs and All CWMs for kind information and necessary action Please

CMM/T, CMM/G, CMM/E, & CMM/M for kind information

Dy.CVO/Stores/SC, Dy.CMM/Con/SC, All Section in-charges, All consignees initiating Non-stock indents for procurement.