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STOCK VERIFICATION MANUAL

FOR

ACCONTS DEPARTMENT

FA&CAO's Office

Rail Nilayam

SECUNDERABAD

(FOR OFFICIAL USE ONLY)



FOREWORD

Given the magnitude of Inventory on Indian Railways and the huge costs incurred, efficient material management has always been a thrust area. With increasing resource crunch, its importance has only gone up.

Stock verification is an important tool to prevent inefficient lock up and leakage of scarce resources. The success or otherwise of the stock verification depends to a large extent on the knowledge and consequently the efficiency of the staff involved. The Stock Verification Manual of the Accounts Department helps in this.

The last edition of the Manual was in 1990 and with so much of change the need for updating has been very pressing. In this context, I appreciate the efforts of the Stock Verification fraternity in bringing out the Third edition of the Stock Verification Manual which embodies the latest techniques of verification, enriched with the practical solutions to a variety of common problems faced by the staff involved.

While it is true that the Manual cannot be a substitute for the rules and regulations in force, it certainly adds to the knowledge base of the staff and officers involved in material management of the Railway. I, therefore, exhort the staff and officers to not only read this and hone their skills in Stock verification but also contribute from their experience towards improving the Manual.

Secunderabad
Date:19-3-2001.

N. KRISHNAMURTI
FA&CAO

PREFACE TO THE THIRD EDITION

Of the numerous and varied functions discharged by the Accounts Department, Stock verification is one and quite an important one at that. It is in this context, the need for thoroughly revising the Stock verification Manual was felt. This job was taken up and completed in shortest span of time by my team of Officers and Staff.

The First and Second Editions of this Manual were released in 1981 and 1990 respectively.

This third edition has attempted to update the methods of inspection/verification in the light of changing procurement and storage practices that have come about during the last decade. It has also added instructions on new areas of stock verification while taking care to eliminate obsolete practices.

Another welcome feature of this edition is that an effort has been made to address quite a few practical problems that are frequently encountered by the Stock verifiers and provide useful tips to solve them.

This book is a handy tool and reference for Stock verification Staff. The field Staff will immensely benefit this "Vade mecum".

The release of this Edition would not have been possible but for the sincere and dedicated efforts of Sri Shaik. Shamshuddin, Sr.ISA, who revised and compiled this edition ably assisted by the sincere hard work of Sri.Phyzulla, JAA and Sri.Prakash, A.C in typing out the matter with least mistakes in the shortest time. Credit is also due to Sri.V. Sreekrishna Prasad, AAO/SV & IC and shri. P. Vijaya Kumar, Dy.FA&CAO/S&W in guiding them continuously.

Omissions and inaccuracies should be promptly brought to the notice of AAO/SV & IC. Suggestions to improve the manual are also welcome.

Secunderabad
Date: 16-3-2001.

R.V. SUBBA RAO
FA & CAO/W & S

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CHAPTER - I

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SIGNIFICANCE OF INSPECTION OF STORES, PHYSICAL VERIFICATION OF STORES ACCOUNTS AND INVENTORY CONTROL.

1.1 In any organisation, Stores represent money. Any imprudent, inefficient act of buying and accumulating of huge stocks would result in unnecessary locking up of CAPITAL, which otherwise could have been used for other services. Inventories of raw materials, stores and spare parts and the value of unfinished jobs in Railway workshops represent essential but unproductive Capital Investment. Efficient Inventory management requires **lowest stock level with highest service levels**, while various phases of paper work connected with inventory control have been mechanised, the human element connected with physical verification of stores by stock verifiers to see whether they accord with Books or not, can not be done away with. This phase of work is essential in achieving the larger objectives of inventory control.

1.2 Indian Railways as the largest Govt. undertaking needs to maintain huge inventories involving thousands of Crores as capital. Hence, a systematic management at all levels is an imperative. Stock verification is an important Control device which helps administration in this regard. Efficient Material Management is very essential and vital in any organisation to achieve, sustain and improve profitability. The basic object of material management is to keep the investment or inventories to the barest minimum and ensure availability of material of the right **quantity** and **quality** at the right **time** and at the right **place**. The effectiveness of inventory control is judged with reference to the turn-over ratio (closing balance/cumulative issues during the year).

1.3 The object of highest service level with minimum inventory is secured through proper budgeting of purchases, regular monitoring of changing needs etc. All the released materials from the works are to be returned to the Depot promptly so that their disposal either by auction sale or transfers to other units is expedited. Percentage of actual balance over the previous years issues (50% in case of ordinary stores) is one factor considered to declare 'Over Stocks' and initiate effective disposal.

1.4 Whether the departmental regulations governing of purchase, receipt and issue, custody, condemnation, sale and stock taking are rigidly followed, any important deficiency in the quantities of stores held or any grave defects in the system of control will also be highlighted. Internal check of stores transactions of a Railway is carried out in terms of the detailed instructions laid down in the Indian Railway Code for Stores Department amended from time to time with a view to ensure attainment of aforesaid objectives.

1.5 Annually, a statement of stores transactions is submitted to the Railway Board in Form S-3001 wherein among other details of stores transactions, FA&CAO has to give a certificate whether **(i)** the materials accord with the description and specification shown in the Cards, **(ii)** the quantities in the Transaction Register of the accounts office have been compared with the quantities in the Bin Cards of the Stores Department and the latter has also been proved during stock taking of the year and **(iii)** if this has not been completely done then the extent of comparison made of stock-taking and correction of books as a result thereof.

1.6 The Appropriation Accounts of the Railway are Prepared for Presentation to the Parliament and for scrutiny of the Public Accounts Committee. Among other statements and annexures to the Appropriation Accounts, the following information of stores accounts, is also sent.

- i)** Statement of Stores transactions (S-3001)
- ii)** The result of stock verification and of revaluation of stores and
- iii)** The agency employed for such verification and revaluation.

With a view to assisting the Head of the department in furnishing of the above certificates/statements, the stock Verification by Accounts department is undertaken in addition to the departmental stock verification (detailed in Chapter (IX).

In pursuance of the above, the extent and scope of inspection and verification are as varied and complex as are the wide and varied ranges of stores and accounts provided for the peculiar needs of the Railway. Within its ambit, the duties of verification staff comprise not only the physical verification of stores and inspection of Accounts in all its complicated aspects, but also the intelligent and efficient scrutiny of the different shades of stores transactions and the relevant Accounts, which are built up on the strength of **admissible vouchers**. In the course of inspection and verification of stores and taking notice of such accounts and vouchers as are relevant to the transactions, the verification staff have to be keenly alive to the responsibility and the **trust** reposed in them, **as the representatives of FA&CAO**, who is charged with the duties and responsibilities of effective supervision, direction and control of Railway Finances.

Role of Stock Verification Staff :-

1.7 The **objectives of stock verification are not merely to verify** the ground balance but also to help the administration in **achieving the larger objectives of inventory management since proper investigation and accountal of discrepancies noticed in verification, Value-volume analysis** and critical review and comment on the overall management of stores by a stock holder. The object of stock verification is primarily to ensure that such stock holder is accountable not only for the materials in his custody, but also for utilisation which is properly authenticated. The first aim is achieved by actual physical verification or quantitative verification.

The second aim is achieved by **qualitative verification** of vouchers, **over-hauling** of the accounts on the state of storage, and deterioration of stock due to bad storage, if any.

1.8 The stock Verification branch is a part of the Stores Accounts branch of the Accounts Department and as the very name implies, this branch is primarily concerned with the physical verification of stores, Dead Stock and T&P and Machinery held in stock in the stores Depots, in workshops, in subordinate stock holding units on the Open Line and Construction Units and Tools and Plants including Dead Stock items in different offices of the Railway. Of the total expenditure in a Railway, particularly in a Construction Project, not less than 60% is spent on stores and materials. The scope of the central stores accounts office to scrutinise the records, documents and initial vouchers at their originating point is limited. Responsibility to carry out this job devolves on the stock verification branch, having a team of trained and qualified independent out-door checking staff viz. the Inspector of Stores Accounts and the stock verifiers(ISAs/ASVs).

1.9 The ISAs/ASVs play a major role in detecting various short comings on the part of store holders during their periodical verifications and inspections by conducting qualitative analysis and high-lighting them promptly to the management through Narrative/Special Reports. This helps the top management to generate inventory consciousness among the store holders and controlling officers. In addition to this, the important irregularities detected during the course of special/surprise checks are periodically brought to the notice of concerned HODs for taking remedial measures and appropriate action at their level.

Attitude of Stock Verification staff :-

1.10 The approach of stock verification staff to the work entrusted to them should be one of **Judicious** help and **co-operation** extended to those in-charge of stores and Accounts, rather than embarking on lengthy controversial and avoidable arguments. They should correctly weigh the "Pros and Cons" of the

problems confronting them and adopt firmly, the steps demanded under the pertinent rules and dispose them off in the spirit, more as **constructive critics** than as acrimonious mentors. In their approach to the Heads of Departments and other big and small service personnel of the offices, whom they have invariably to meet during the course of their duties, they should be polite in behaviour and civil in their official correspondence to ensure greater co-operation and willing response to the prompt solving of the difficulties.

1.11 As independent out-door checking staff, ISAs and ASVs are expected to have in abundance, initiative and resourcefulness to cope with the situations during the course of their daily routine. It is on their alertness, tactfulness and commonsense, efficient, qualitative and expeditious out-turn of work hinges and in the process, they acquire technical knowledge through healthy inquisitiveness to gain the same. Difficulties are not uncommon but with a little bit of patience and methodical handling, these can be overcome to ensure maximum work at minimum cost of time.

1.12 To do justice to this enormous responsibility, the stock verification staff, must be resourceful with clear knowledge about stores and their accountal, including various implications, financial or otherwise, involved in different stores transactions in stores depots or in other subordinate units. Without perfect knowledge, intelligent and efficient scrutiny of various transactions, physical verification of stores is impossible. Inspector of Stores Accounts and stock verifiers must therefore equip themselves adequate knowledge so that they may cope with any situation and problems that may arise in the course of daily work. They must be capable of giving correct solution to the various problems that may arise and their approach to various problems **must not be a negative one**. Above all, stock verification staff in general must have initiative and drive.

1.13 The cardinal points which differentiate material checking from stock verification and to be borne in mind by the Stock Verification staff are :-

- i) Physical Verification.
- ii) Review of Maxima/minima with reference to the average annual consumption.
- iii) Analysis of overstock/surplus stores and review action taken thereon narrative reports.
- iv) Analysis of special aspects like storage conditions, proneness to pilferage, deterioration/obsolescence and other aspects of inventory management.

- v) Test checks to verify the correctness of information furnished in indents/requisitions for revision of imprest schedules to ensure that no over indenting of stores is resorted to by the custodians.

The Checks contemplated in the previous paras are to be carried out by the Inspector of stores Accounts / Accounts stock verifiers.

1.14 Duties of the Inspectors of Stores Accounts (S-3205 to 3208):-

Ordinarily the duties of ISAs are supervisory in nature over the functioning of ASV. However, in case of exigencies, all assigned duties of the stock verifiers may also be entrusted to them to bring in effectiveness and high quality in this sphere. Apart from this, ISAs should undertake the following :

- i) Collect information regarding formation of new units from all the departments before preparing the annual S.V.Programme.
- ii) Prepare Programme of work for each financial year at stores Depots /on line well before commencement and submit the same to FA&CAO for approval.
- iii) Distribute the Programme chalked out for the financial year in such a way that the programme will be completed as per schedule.
- iv) To train the ASVs in various branches of stock verification work and guide them continuously and constantly for qualitative work. To supervise attendance and working of the stock verifiers attached to the depot/unit and to ensure that time spent by the respective stock verifiers is commensurate with the actual work done and also to conduct surprise test check of the stock verifiers work and review their field books.

v) Maintenance of :-

- a) Verification register (S-3206)

The ISA should maintain a manuscript Register in Form S-3206 (one register for each financial year), separately for Depot and Line verification, to record the following details.

- i) Serial Number.
- ii) Name and Depot/Ward/P.L.No./ABCD Category/Division/Department/Custodian.
- iii) Nature of stores verified and frequency.
- iv) Mandays allotted as per the approved programme.
- v) Date when started.

- vi)** Date of Completion.
- vii)** Time taken (actual working days).
- viii)** Name of the stock verifier.
- ix)** Due Date for next verification.

- b) Register of Stock Sheets(S-3261).
 - c) Register of recoveries(S-3263).
 - d) Register of Inspection Reports of ISAs (S-3268).
 - e) Register of Auction Sales/Deliveries(S-2419).
 - f) Register of DCPs giving the details of DCPs issued to staff.
 - g) Register of water Proof coats, gum boots, brief cases, clothing and toilet soaps, instruments and other equipments required by verification staff including stationery which are issued to verification staff as per extant orders.
 - h) Issue of authority card to verification staff (S-3210).
 - i) Field Book register (S-3213). It should have the particulars of Field books issued to ASVs. While issuing the Field Book, signature of the ISA concerned should be recorded after allotting the Field book number and putting the office stamp.
- vi)** Carry out periodical test check of stock verifiers as authorised by the Stores Accounts officers.
 - vii)** Prepare and submit monthly progress report both in respect of verification work (mandays) and disposal of stock sheets to the Hqrs. office by ISAs at Depots/ISA divisions.
 - viii)** Conduct Surprise checks/Intensive checks/special checks with special attention to unearthing serious irregularities at places where the transactions are heavy and make out reports of irregularities thereon and follow up until appropriate action is taken up by the concerned authorities.
 - ix)** Attend to scrutiny and disposal of stock sheets and investigate into heavy discrepancies revealed either in stock verification or as a result of review of Accounts.

- x)** Circulation of updated list of all the stock holding senior subordinates cutting across all departments amongst stock verifiers in the first year and subsequent additions and deletions from the previous year's list should be furnished to all the stock verifiers to satisfy themselves about the genuineness of existence of senior sub-ordinates between whom transactions are reported in the DMTR as the case may be.
- xi)** ISA incharge of the Division should interact with O.S. Stores section of Engg. department to check up whether material returns received from all the custodians are subjected to serious and meaningful analysis or not as per extant rules and regulations. Thereafter, he shall submit a detailed report quarterly to AAO/SV through his controlling officer. Based on the reports action to strengthen the system of processing the material returns in the Divisional HQrs. should be followed by conducting surprise check of materials procured through cash purchase.
- xii)** Surprise check of stock of diesel/petrol including overhauling of Accounts at RCDs (Rail Consumer Depots).
- xiii)** In addition to the formal stock verification programme divisional ISAs should do an overhauling of all the transactions as evidenced in the various records/documents available in the senior subordinate office periodically. Any discrepancy noticed during such overhauling should be brought to the notice of the PHOD, the DRM and controlling officer by a special letter with some conspicuous LABEL.
- xiv)** ISAs during their inspection, should ensure that theft register is maintained and cases of reported thefts are pursued and finalized with the least possible delay.
- xv)** Being in over all supervision of the depot stock verification unit, the depot ISA is responsible for maintaining liaison with the depot officer and with the depot wards and ledger section and is responsible for the proper conduct of all business relating to the depot stock verification unit.
- xvi)** Carry out the Inspection of receipts section of the Depot Monthly (S-1225).
- xvii)** Carry out test check of 20 items of bin cards daily with the transactions register to see that the balances for the month are reconciled by the ward keeper.
- xviii)** Carry out shop floor inventory once in a half a year as per the extant orders.
- xix)** ISAs during the course of checks should throw light on the following short comings in inventory management:-

- a) Spot/Emergency purchase of stores without a clear picture about the stocks and dues.
 - b) Omission to review maxima and minima.
 - c) Omission to get the supplies properly tested and such stores being returned to the stores depot by the indentors.
 - d) Omission to cancel the pending dues with reference to falling consumption and stock position.
 - e) Omission to observe "**first in first out**" principle for issues from the depot of stores which are prone to deterioration such as batteries, paints etc. which have limited shelf-life.
- xx)** Carry out special checks on the cases of procurement of materials far in excess of requirements so that the depot officers exercise effective control over the stocking of materials.
- xxi)**
- (a) Carry out test checks of the correctness of transactions furnished for 3 years in AAC by stores department.
 - (b) All the ISAs/ASVs during their stock verification/inspection should, thoroughly examine whether the imprests are being reviewed regularly and revised from time to time as per the Board's Lr.No.77/RS/(IC)/165/15 dt.30-11-77. Any lapses noticed during their checks should invariably be brought out through a special report and executive officers should be advised suitably.
- xxii)** Survey the lots listed for auction and to submit necessary reports to the stores Accounts officer.
- xxiii)** Witnessing of Auction Sales along with WAO and assist WAO in witnessing the Auction Sales duly giving necessary advice if required.
- xxiv)** Maintenance of Sales register and conducting of proper checks on all the lot inspection and delivery connected papers to see mainly that the interest of Railways is always protected.
- xxv)** Name of the firm and name of the representative alongwith his Token number as declared by the Auctioneer on the fall of hammer should be recorded by ISA in the statement prepared during witnessing of the auction. It should also be ensured that names and address of the firms and names of the representatives are recorded in the bid sheets as soon as the bid is accepted.

xxvi) Maintenance of Gate Register, allowing the purchasers into the auction Hall by collecting refundable entry fee of Rs.5000/- in the form of D.D. and allotting the Token numbers to the purchasers and mentioning the number of purchasers allowed on one Token slip is strictly the outlook of the Auction Conducting Officer. ISA has no role at the Gate as he only associate with WAO in the Auction Hall. Allowing the genuine purchasers into Auction hall who are issued Token numbers is the duty of DCOS and his staff with the help of RPF personnel posted at the Gate.

xxvii) The important role of ISA/scrap depot in the auction Hall in association with the DCOS/WAO is to see that the EMD is correctly collected from the successful bidder against properly constituted lots.

xxviii) After the completion of Auction ISA has to sign in the bid sheets after checking the purchasers name/firm's, sale value, EMD collection, signature of the successful bidder and Token number mentioned in the bid sheet duly comparing the same with the Gate Register maintained by DCOS at the Auction Hall Gate and also with the particulars of Sales recorded directly by ISA at the time of witnessing the Auction sales.

xxix) TEST CHECK :

ISAs during the occasion of their test check of the stock verifier's work should examine the following aspects and comment upon the same in their report.

- a)** Attendance of the S.V. and the time of arrival at venue of verification.
- b)** Whether the books have been closed as required herein.
- c)** Whether the Field Book has been maintained in the required manner.
- d)** Whether initials of the custodian have been obtained against the relevant item in the Field Book in respect of inventory taken upto date preceding the date of ISA's test-check.
- e)** The stock of selected items verified by the stock verifier on the date preceeding the date of test check should be re-verified in the presence of the S.V. and custodian and submit a report in case of disagreement, after updating for subsequent receipts & issues.
- f)** The ISA may also carry out surprise check of one or two key items on such an occasion and scrutinise the accounts maintained for the items so elected from the date of last stock verification to the date of commencement of the surprise verification and submit the stock sheet with special report if any.

- g) Conducting survey of the depot/unit/yard identifying the surplus materials, idling plant & machinery, class III/Scrap materials, and submit the report.**

XXX) The ISAs/ASVs deputed for overhauling the accounts at the Stockholders Offices/depots on line should carry out their duties as stated below:-

- i) Examination of maxima and minima level for items in stock**
- ii) Review of Imprest ,**
- iii) Scrutiny of overstock,**
- iv) Review of un-operated items,**
- v) Review of assets lying idle,**
- vi) Review of Local Purchase,**
- vii) Review of Surplus stores.**
- viii) Voucher checks in respect of Receipt and Issues.**

ISAs should carry out complete overhauling of accounts as indicated above in respect of verification programmes involving 20 mandays or more and submit a qualitative Narrative Report, whereas the ASVs should carry out the complete overhauling as indicated above in respect of the verification programmes involving less than 20 mandays, besides the following items of work for all the programmes :-

- a) Voucher collection,**
- b) Physical verification,**
- c) Balancing of Accounts,**
- d) Preparation of summary of Inventory,**
- e) preparation of Stock Sheets,**
- f) Comments on the efficiency of Stores keeping,**
- g) Security arrangements,**

Programme involving less than 20 mandays -

The entire overhauling work and Physical verification should be carried out by the ASVs. The ISA's function in such cases will be to carry out test checks of items verified by the ASVs. The ISA should check monthly two store holders already verified by the ASVs under his control. It should be examined whether the ASV has covered all the prescribed items of checks. In regard to Physical verification atleast 5 items should be verified by the ISA (vide VSO No.7 of 1977).

- xxxi)** During the course of their checks, ISAs/ASVs should verify whether the D.S.8s prepared for the completed scrap deliveries have been sent to DEN's Office within 7 days after the completion of deliveries for onward transmission to the concerned DCOS/Scrap Depots.

1.15 DUTIES OF ACCOUNTS STOCK VERIFIERS :

The nature of duties entrusted to the Accounts Stock Verifiers is outlined below **briefly** which cannot be construed as exhaustive. However the **duties are furnished in detail** (work-wise) in the ensuing chapters.

- i) The routine Verification of stock, comprising :-**
- a)** Stores in the custody of stores department.
 - b)** Imprest or surplus materials in the custody of subordinates on line.
 - c)** Material-at-site of the work.
 - d)** Charged off materials in the workshops, sheds and elsewhere generally as far as they are susceptible of check .
 - e)** Timber in the Carriage Workshops.
 - f)** Engineering Plant Reserve.
 - g)** Types, virgin metals, dross etc. in the printing press.
 - h)** Tools and Plant,dead stock in the custody of subordinates and offices of all departments of the Railway.
 - i)** Consumables.
 - j)** Fixtures and fittings of electrical items at various service Buildings.
- ii)** Surprise and Special Verification of stores.
- iii)** Inspection of the Receipt and Inspection wards in the Depots and returned Stores sections of the Depot monthly/quarterly.
- iv)** Conducting lot Inspections alongwith the DSK stores and custodian.
- v)** Witnessing of sales deliveries of scra materials and issues against fabrication contracts.

- vi) Taking particulars of vouchers from the associate stores Depots and divisional offices of that particular unit for cross-checking of the receipt and correct accountal thereof.

vii) SCHEDULE ITEMS :

Schedules fixed for stationery and clothing items and their proper accountal should be reviewed to ensure that the system in force is adequate to prevent accumulation of excess stock and also that the excess stocks, if any, are returned to stores depots. Where the revision of the schedule is necessary, it should be suggested as such by including in the narrative reports.

- viii) To verify whether the departmental stock verification is being conducted as per the schedule of time and procedure and the action taken on the DSV sheets.
- ix) To checkup the genuineness of units involved in transfer of materials and report if the unit is not in existence. Witnessing of the receipt of non-ferrous items in the Stores depots.
- x) During their visit to DEN's Office for voucher collection, ASVs should ensure that all the D.S.8s received from the different S.Es/DSKs are forwarded to the concerned DCOS/Scrap Depots immediately. If not, it should be brought to the notice of AAO/SV and AAO/Sales duly advising the concerned DEN for taking necessary action.
- xi) **The following statements should be submitted by the ASVs after completion of the stock verification of a unit :**
 - a) **Completion certificate.**
 - b) **Completion report.**
 - c) **Statement showing the particulars of items not operated for over one year.**
 - d) **Statement showing the particulars of items having a ground balance in excess of maximum limit.**
 - e) **Statement showing the particulars of 'NIL' items which have not been operated for a period of 6 months and over.**
 - f) **Stock sheets prepared for the discrepant items.**
 - g) **Details of MAS accounts.**
 - h) **Statement showing the particulars of Plant & Machinery which have not been in use and which are not required in the unit(Non-utilisation).**

- i) **Accumulation of Scrap particulars. Particulars of Scrap declared for survey, quantity surveyed, quantity to be surveyed, quantity auctioned and delivered.**
- j) **Particulars of DS8s(prepared for the completed scrap deliveries) outstanding with the custodian for the disposal.**
- k) **Statement showing the transfer transactions(RE9B outward)awaiting acceptance from other units.**
- l) **Statement showing the DS8s (outward DS8s to scrap depots) awaiting acceptance from the scrap depot.**

The ASVs should invariably submit the above mentioned particulars along with the completion report. If the information is NIL in the unit, the same should be (NIL report) submitted along with the completion report. If the voucher check is done by ISAs, they should also submit the Narrative Report as per the guidelines mentioned above.

* * * * *

CHAPTER II

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STAFF MATTERS

H O L I D A Y S :

2.1 Inspectors and Accounts Stock Verifiers are eligible for holidays under the Negotiable Instruments Act as per the approved list circulated at the commencement of the Calendar Year.

2.2 The Verification staff posted at Lallaguda, Mettuguda, Hubli, Guntakal, Gooty and Guntupalli depots will observe only such holidays as are observed by the Depots at which they are posted.

2.3 LEAVE: This will be granted at the discretion of the Controlling Officer concerned in accordance with the rules. All applications for leave, passes and PTOs must be made in the prescribed form and sent to the Stores Accounts Officers under whom the ISAs/ASVs are working, well in advance before the date on which the leave/passes/PTOs are required by the staff.

2.4 SICK NOTE :

Sick notes should be sent to the Accounts officers (Stores) immediately through post or hand delivery.

If an employee is absent under 'SICK NOTE' for one or two working days and if a Sunday and public Holiday or Holidays precede and follow, a medical certificate must be produced. Otherwise, the whole period of absence will be treated as 'UNAUTHORISED ABSENCE' and will be dealt with under the rules.

RESUMPTION TO DUTY should be intimated in all cases.

2.5 SICK ON MEDICAL CERTIFICATES :

In the case of sickness exceeding TWO DAYS and pronounced UNFIT by the Railway Medical officer, a telegram should be sent immediately by the ISA/ASV intimating the probable period of absence from duty to enable

arrangements to be made for the work. The telegram must be followed by an UNFIT Medical certificate as soon as it is received from the Medical officer. On the day the ASV resumes duty, it should be intimated and follow it up by a 'Fit' certificate and leave application duly filled in, to cover the period of absence along with his Weekly Diary with details.

2.6 OUTSIDE MEDICAL AID :

a) When Inspectors and Stock Verifiers are compelled to seek Medical aid in very urgent cases, they should immediately notify the Administration as stated above with 'UNFIT' certificate from authorised private Medical Practitioner. However, the ISA and ASV can resume duty only on production of a 'FIT' certificate issued by the Railway Medical Officer, when the period of absence exceeds THREE DAYS. In cases where the sickness is for a period not exceeding 3 days, a 'FIT' certificate from a Private Medical Practitioner would be sufficient.

b) In no case an Inspector of Stores Accounts or Accounts Stock Verifier absent himself from duty without prior permission or submission of a sick note, or medical certificate. It must be clearly understood that absence without leave or intimation incurs administrative action and those who are sick must promptly submit the necessary medical certificates signed by the Railway Medical Officer or other qualified Medical Practitioner.

2.7 CASUAL LEAVE :

The total amount of Casual LEAVE admissible to ISA/ASV is limited to 8 (EIGHT) days. Casual leave cannot be combined with other leave. Public holidays and restricted holidays, including Sundays, may be prefixed or suffixed to Casual leave. The casual leave card issued to each individual should be submitted for sanction of casual leave. The instructions contained in the Casual leave card should be strictly adhered to.

2.8 OBSERVANCE OF HOLIDAYS, TIMINGS BY ASVs AND SANCTION OF LEAVE :

Accounts Stock Verifiers should observe the General Holidays and working timings of the units/offices where they are deputed for conducting stock verification. It is to clarify that if the ASV is conducting the stock verification of the Hqrs. units i.e., offices situated at Hqrs. or offices observing 5 days a week, the ASV also works for 5 days only. It is further to clarify that during the deputation of the ASVs to the offices/units which are observing 5 days a week, if any ASV requires leave, the ASV need not include Saturday in his leave period as the Saturday is not a working day for him.

In case of other units, where the offices/units are working on Saturday, if the ASV requires leave on Saturday, leave should be applied for one full day.

2.9 DCPs and AUTHORITY CARDS :

Each Inspector and ASV will be issued with Authority Cards as per para 3201-S Annexure and First class or Second class Duty Card pass (according to his entitlement), subject to the rules over the Division to which he is posted. On the pass being lost, it should be immediately reported to the Senior Accounts Officer (stores), who will arrange to issue a fresh pass following the rules and will notify the loss in the fortnightly gazette.

The ISA/ASV, proceeding on leave, should return the D.C.P. immediately on return to Hqrs. Any lapse in this regard will be viewed seriously even in case of short leave (more than 15 days) the passes should be returned to the Office for safe custody.

2.10 T.A BILLS :

a) The T.A. bills must be prepared and submitted in duplicate duly checked for a given month by the 5th of the following month for scrutiny, approval and inclusion in the pay sheets. T.A. bills received after 5th of the month will be held over until the following month. Entries in the T.A. Bill must not be cramped and should be distinctly and legibly filled in.

b) The ISA/ASV must not remain away from his Head Quarters on SUNDAYS and SANCTIONED HOLIDAYS unless work necessitates and the permission of the OFFICE obtained. Any T.A. claimed contrary to the rules and without good and sufficient reasons, will be disallowed and no subsequent representation will be considered. The ISA/ASV must so arrange his movements as to involve a minimum loss of working hours in traveling.

2.11 WEEKLY DIARY :

a) The S.V. should ensure that the weekly diary is completed at the end of the last-working day of the week to which the diary relates and sent so as to reach his office on the first working day of the succeeding week. The diary should be prepared with such details that it should be the replica of the work done on each day as also his movements. He should indicate the no. of items of stores verified on each day with the location of the materials. The forecast programme should invariably be indicated on the reverse of the diary for the succeeding fortnight. Any change in the forecast programme should be intimated to his office immediately through control message duly followed by a confirmation copy.

b) This should be maintained in form AC/67-B, by the ISAs and ASVs. Complete information, such as Programme No., Item No. of the programme, Date commenced and completed, should invariably be furnished in the columns provided for in the weekly Diary. The columns in respect of movements should also invariably be filled in with all particulars of Train Nos., or Bus/ or Trolley or any other mode of travel, times of departure and arrival, proceeded from and to stations, etc. **The column, "HOW ENGAGED" should indicate the details of work done during the week in brief.** The date of commencement of verification of a particular check must be continued to be shown in the column provided for, till the check is completed with the number of days carried forward, week after week, and the total number of days taken to complete the check is to be shown with the date of commencement and completion against it.

c) The ASV should, on the reverse of the Weekly Diary, furnish the forecast of his work and movements for the fortnight following the week for which Weekly Diary is submitted. If the ASV is not likely to adhere to the forecast furnished in his Weekly Diary, a revised forecast should, immediately be submitted to the Accounts Officer (Stores) under whose control he is working. The Accounts Stock Verifiers, who have been allotted limited number of checks should ask for further programme, well in advance of the check on hand, and the ASVs should desist from attending office for taking programme. Programme No. and item No. in the programme should be furnished in the weekly diary as well as in the completion report and completion certificate.

d) Staff working on line should despatch Weekly Diary by name of the ISA/concerned every Saturday without fail, so as to reach Hqrs. Office by Monday.

2.12 MONTHLY PROGRESS REPORT :

a) At the end of each month, the accounts stock verifier should compile and submit the Monthly Progress Report from the weekly Diaries in the prescribed form duly filling in all the columns provided therein which are self-explanatory.

b) In carrying out their work as per programme, the accounts stock verifiers should note the frequency of verification of the various categories of stores and should undertake checks only if they are due for verification during the year. If, on visiting the stations, the checks are found not due or a store holder is not existing, etc., the accounts Officer (stores) should be advised accordingly with necessary details and other checks at the station to be taken up if due, or he should proceed to the next station of verification, where minimum loss of time is involved in such journey.

c) The accounts stock verifiers may come across in course of their visit, existence of any new stock holder(s) at these stations. The particulars of such stock holders should be noted and advised to the Stores Accounts Officer for necessary action.

d) The stock verifiers should normally complete the check allotted to them within the allotted number of days provided for each check. The number of days allowed for each check is based on the actuals taken in the previous years and also the number of items held by the stock holder as advised by the departmental officer. Wherever the ASV feels that he would not be able to complete a given check within the allotted time and he should submit necessary justification well in advance of the completion of the check, for extension of time, for verification and obtain sanction of the Accounts Officer (stores) for exceeding the number of man-days provided for the check. The extension requested for, should normally be on the following lines :-

- i)** Increase in the number of items held over the last verification (the number of items actually increased should be clearly indicated).
- ii)** Increase in the stock held over the last verification (the quantities actually increased should be clearly specified.)
- iii)** Increase in the number of works over the last verification (the increase should be clearly specified).
- iv)** Increase in the length of the section held by the stockholder over the last verification. (it should be clearly indicated as to what extent there would be increase in the verification work).
- v)** Any other specific cause/causes due to which verification programme is likely to be affected warranting extension.

e) Stock verification of pilferable and consumable items like Kerosene, Paints etc., should be taken first before assessment. On visiting a unit for verification, ASVs should first assess the quantum of work involved, arrangement of materials, availability of labour, availability of weighing facilities, etc. and examine whether the check can be completed within the time allotted and submit justification for extension of man-days wherever considered necessary, on the lines suggested above, well in advance of the expiry of the time allotted for the check in question.

f) When the stock verifier attends the Hqrs. office on the last day of every month for receiving payment, he should submit the following returns to the ISA concerned without fail for review :-

- 1) Completion documents including Stock sheets and Narrative Reports
- 2) progress report for the month. 3) Field Book.
- 4) T.A. Journal. 5) Special reports, as mentioned at para no.1.16

2.13 Supply of Dead stock Tools and Plants for verification staff :

The verification staff will be supplied with the following instruments necessary for their work, provided stocks are available :-

- 1) Calipers inside and outside.
- 2) Foot rule.
- 3) Tape measuring metallic.
- 4) Standard Wire Gauge.
- 5) Seal, Steel for Sealing wagons.
- 6) Brief case, where necessary the official records under safe custody while on line duty.

A register should be maintained to record the same at the time of issue to verification staff and to ensure that the verification staff return them to the office when they are relieved of their posts on promotion, retirement etc.

2.14 Clothing :

Water Proof Coats : (Replaceable once in 3 years) may be issued to the ASVs in terms of Dress Regulations Book.

Towel, Dungry cloth and toilet soap :- A towel, dungry cloth and toilet soaps (2) are issued to the verification staff once in three months for their genuine use during the course of their official duties.

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CHAPTER - III

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GENERAL RULES AND PROCEDURE OF STOCK VERIFICATION.

3.1 The Annual Programme of stock verification is a provisional programme. It is provisional because the mandays likely to be taken for completing the stock verification of different categories of stores in the stores depots or in other stock holding units may or may not be fully required, the same being dependent on various factors like number of items and volume of stock, facilities available for verification etc. Similarly, witnessing sale deliveries assessed in the Programme is contingent on materialisation of anticipated Sales and field conditions and as such Man days programmed may or may not be fully required. In assessing the mandays under various heads, the ISA/Programmer or the depot ISAs should neither be too rigid nor too lavish and the assessment should be based on past experience keeping in view of all known factors relating to the ensuing year.

3.2 Preparation of the programme should be under taken well in time, say by the end of November with issue of a circular letter to all HODs, DRMs and to other controlling divisional authorities including those in the Railway Workshops, requesting to submit by a specified date, the detailed information regarding the creation of any new stockholding units or bifurcation or the abolition of any existing unit for inclusion in the ensuing Annual Programme and /or addition, alterations etc. in the Programme Registers(S-3206).

3.3 The proforma as already in use in this Railway should be followed in preparation of the programme. The programme should be section-wise those carried out in the frequency of 2 years; those in 3 years; those coming under yearly verification (i.e. Fuel, oil, valuable metal in workshops); Dead stock verification; witnessing sale deliveries etc. The depot ISAs should be asked to submit in duplicate, programme pertaining to their respective depots category/group-wise and for other sections by a specified date. The provisional Annual Programme for the entire stock verification branch should be prepared section- wise with a summary page indicating requirement of mandays against each section line verification and that of individual depots. In the summary sheet, sanctioned strength and actuals on roll both in respect of ISAs and stock verifiers and also the requirement based on Programme should be separately shown.

3.4 Number of ISAs and stock verifiers required for completing the programme should be worked out on the basis of mandays prepared as per the proforma and shown separately in the summary sheet. The programme so prepared should

positively be submitted to FA&CAO Stores by the 15th of March with a review of the previous years work and other relevant aspects. It is to be ensured that the programme is returned to all the units with due approval of FA&CAO for taking steps to implement the Programme, positively by 30 eth of March.

3.5 In implementing the Annual Programme, arrears or throw forward work, if any, of the previous year should as far as possible be taken up first and completed at the earliest possible time.

3.6 The programme should be extracted Division wise indicating department and unit due for verification during the year with the probable month of verification and copies thereof sent to the respective DRM and HOD at the beginning of the year by the Concerned Divisional ISA.

Note : For the guidance of ISAs particularly ISA/Concerned Division/ depot.

3.7 Although the Annual Programme is not a confidential programme, for effective control and better supervision ISAs responsible for executing the programme is required to ensure that :-

a) The provisional mandays as provided in the Programme are not known to the store holders. This is necessary to prevent the 'go slow' tendency when due to various changes, mandays as provided are not actually required to complete the work.

b) ISAs should keep themselves well posted with the changes and developments in different stock holding units since the previous verification, so that while allotting programme, mandays may be regulated. Please refer para No.1.14 v(a) of this Manual.

c) Mandays provided in the programme are to be monitored thoroughly to ensure savings in Mandays wherever possible. These Savings can be utilised in various other activities. The S.V. branch having enough scope to extend its activities in various spheres both in stores depots and in other stock holding units.

3.8 Concerned Divisional ISAs/Depot ISAs should deal with programme :

a) should review the SV's Field Books occasionally/periodically to ensure that mandays spent or booked are justified by the outturn and this will also provide scope to judge the quality and capability of respective SVs and to take measures for improvement, wherever possible.

b) At the close of the month the programme Register should be posted by the ISA himself which provides him a scope to review and to keep himself posted about the progress of work. In case of verifications in Progress at the end of the

calendar month, number of Mandays taken till that date may be compared with the work done and number of Mandays allotted to review the work to be done at the remaining Mandays.

3.9 CONTROL AND SUPERVISION :

The strength of ISAs and ASVs with all the Units attached to the Hqrs. unit are controlled and supervised by AAO (SV&IC) while the ISAs and ASVs attached to other units are controlled and supervised by the concerned WAOs, construction AOs/SAOs.

3.10 BASIS OF VERIFICATION :

The stock verification of stores either held in a stores Depot or with executive subordinate/office should invariably be conducted with reference to the annual programme approved by the FA&CAO. The verification of units not contemplated in the annual programme and also special verification of stores with the custodian at the request of the controlling officer may also be carried out with the prior approval of the FA&CAO (WS) provided sufficient mandays are available to accommodate such special checks and the regular annual programme is not affected.

3.11 MAIN STEPS OF VERIFICATION :

- i) Voucher collection.
- ii) Physical verification.
- iii) Voucher check in respect of receipts and issues and checking of balancing errors.
- iv) Preparation of stock verification sheets duly comparing the inventory summary with the ledger balances.

3.12 PREPARATION OF NARRATIVE REPORTS IN RESPECT OF THE FOLLOWING ASPECTS AND FUNCTIONING :-

- a) Efficiency of stores keeping.
- b) Security arrangements.
- c) Examination of maxima and minima for items in stock with reference to pattern of Consumption of Stores.
- d) Review of imprest, scrutiny of overstock.
- e) Review of un-operated items.
- f) Review of assests lying idle.
- g) Review of local purchases.
- h) Review of surplus stores.

3.13 (a) POSTPONEMENT OF VERIFICATION :

A.S.Vs who have been allotted verification of stores with various Store holders generally obtain postponement advice from the storeholder on flimsy grounds. Normally, the ASVs are expected to give about 48 hours notice to the store holder to enable him to prepare himself to present the stock in his custody for stock verification. While attending to the Divisional offices for collection of vouchers, the ASV is also expected to approach the divisional officers and apprise them of the proposed verification so that in the event of storeholder being engaged on some other important/urgent activities, he could get a letter from the divisional officers proposing a suitable alternative date.

whenever store holders request for postponement of verification, inspite of issue of timely intimation by the SVs, the reasons for such requests should be examined to ascertain whether the custodian is avoiding verification. If the examination reveals any peculiar features such as abnormal arrears in posting or likely heavy discrepancies, the matter should be reported to the controlling Accounts Officer under a confidential cover. All cases of requests for postponements by the store holders themselves are not acceptable unless the same are authorised by the divisional officers or atleast by the Assistant officers.

(b) RE-VERIFICATION :

Subsequent request for re-verification of the stocks (after regular verification in the ward/unit has been completed and stock sheets drawn) on the ground of non-production of entire stocks at the time of verification should not be entertained, since reverification involves additional work and expenditure. To obviate such a contingency, Code provides vide para S-3249, for obtaining a certificate from the custodian to the effect that all stocks of a particular item have been shown to the stock verifier. Notwithstanding this, the stock verifier will also see that nothing is left unverified in respect of the stocks included in the stock sheets in terms of para S-3234. Therefore, only in extraordinary cases, where departmental officer makes a special request to the Accounts Officer and on his personal satisfaction that a reverification is absolutely necessary, the same is ordered. In such cases the stock sheet pertaining to reverification has to be dealt with in conjunction with previous verification stock sheet, unless the results of the previous verification have been withdrawn.

(C) WAIVAL OF VERIFICATION:

In certain cases if the stock verification is not completed within the year, it becomes a violation of paras 3202 & 3203 of stores Code with the result GM's sanction is to be obtained with FA&CAO's concurrence in each case. This all the more gets aggravated when some of the senior subordinates report that the records are taken away by Vigilance/S.P.E. or the stock holders

suddenly report sick etc. resulting in postponement of stock verification for 2 to 3 years. To get right matters, the following procedure should be strictly followed and not compliance should be viewed seriously(as per CE/SC's Ir.No. W.501/GI of 11-4-1980) :-

1. **Whenever the stock verification schedule is not adhered to, timely intimation should be given to FA&CAO and GM(W) at DEN's level with reasons for postponing stock verification and by mutual consultation another date should be got fixed up so that the stock verification is completed within the stipulated period.**
2. In case of eventualities like Sr. subordinates reporting sick, meeting with some accidents etc. the matter should be immediately reported to the concerned **DEN**, who **should arrange for the Accounts Stock verifier to take ground stock of the various materials under the custody of the senior subordinates in the presence of the incharge Sr.Subordinate, so that further transactions could be booked upto date without any complications.** The regular incumbent when he resumes duty, should arrange for reconciling the last booked entries of the various items of materials with the ground stock taken over by the incharge subordinates.
3. **In case where records are taken away by Vigilance, SPE etc. the Senior subordinates should ensure that extracts of last book balances of the entries of various items made in the various records/registers are taken, before parting with the same.** Further transactions can then be carried out in New ledgers, based on which stock verification can be done by the ASV. This is a "must", as cases have been reported where the records have been taken away/handed over before opening new registers duly carrying forward the last entries of the balances of various items on the day of handing over such records/registers. Though this may have been done for want of time or under the impression that the extracts could be taken from vigilance branch whenever required at a later date such action has resulted in the stock verification getting delayed with adverse comments from G.M.

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3.14 NON-PRODUCTION OF OLD LEDGERS :

Some store holders may not be able to present the old registers in connection with T&P/Dead Stock etc. The ASVs, while carrying out the physical verification should give an opportunity for the store holder to produce the old registers. In such cases if the new ledgers/registers are attested by any Gazetted officer for the reason that old registers have been misplaced or lost, the same can be considered as authentic and the results of stock verification could also be incorporated in the new register/ledger made available by the storeholder. The ASV should also request the concerned officer in charge of the unit to certify the

correctness on the front page of the Dead stock/T&P register to the effect that the complete verification of the stock has been taken and the balances as indicated against each of the items are correct.

3.15 DEFERRING THE VERIFICATION :

If the records of accounts required to be maintained for stores, tools and plants etc. are not ready or postings thereof are in arrears, the verification should be deferred and a report showing extent of arrears and reasons thereof should be submitted to the controlling officer by endorsing a copy thereof to the Accounts Officer concerned for further necessary action.

3.16 ITEMS EXEMPTED FROM STOCK VERIFICATION :

a) Such of the items of materials which are liable to be damaged during verification like cables in drums, wire, wire ropes, electrical articles and other fragile articles should be exempted from verification. In such cases, it is the duty of ISA/ASV to ensure that competent authority's sanction exists for exemption from verification of those materials. Further, as the executive officer in whose custody such materials remain will be held responsible for the correctness of the ground balances of those materials, a certificate should be obtained by the ASVs from the concerned executive officer that the ground balances agree with the book balances.

b) The verification staff should also examine the correspondence in regard to the short receipt of the cables drums etc. when opened out for the execution of the works in the past and report such cases promptly to the Accounts Officer concerned. Moreover, they should record the particulars of such items with the figures of their respective book balances only in the Field Book and the stock verification sheet. **The S.V.sheet which should be prepared in triplicate should clearly indicate 'Exempted Items' from the accounts verification.** All the three copies of the stock sheet should be forwarded to the Accounts Officer concerned who will arrange to forward two copies to the executive officer concerned with a request for return of one copy duly certifying that the ground balances agree with the book balances indicated thereon.

c) All the quantities of stores lost in theft, flood, fire etc, or issued on loan account and all shortages noticed in the consignments received through Rail have to be **treated as if in stock** for the purpose of arriving at the actual stock. However, in all such cases it is obligatory on the part of the stock verifier to affix his initials against the relevant entry in the manuscript register opened by the custodian and certified by the stock verifier with his initials after satisfying himself of the bonafides of the transaction.

3.17 Frequency of Verification :

The Stores, whether in a Stores Depot or with a department, should be verified by accounts Stock Verifiers as per the following periodicity (3301-S)

(1) Materials-at-site of works once in a year.

(2) Stores with Imprest Holders once in two years.

(3) All tools and plants once in three years.

(4) All materials in a depot whose accounting is brought under computerisation are verified as under :-

i) Category `A' Items : All items having an annual usage value of Rs.10 lakhs or more ---**once in SIX months.**

ii) Category `B' Items : All items having an annual usage value of Rs.1.5 lakhs and above, but below Rs.10 lakhs-----**once in a YEAR.**

iii) Category `C1' Items: All items having an annual usage value of aboveRs.25000/ but below Rs.1.5 lakhs----- **once in TWO YEARS.**

iv) Category `C2' Items : All items having an annual usage value of Rs.25000/and below ---**Once in Two YEARS.**

v)`D' Items : All items that have had no issues for twelve months and over ----- **once in a YEAR.**

(5) Provisions in Catering Department, Subsidised Hostels and Hospitals ---- once in FOUR months.

(6) The T&P items and equipments supplied to Catering Department, Subsidised Hostels, etc. --- once in a YEAR.

(7) Dead stock, T&P Items, equipments, etc. pertaining to Hospitals -- once in TWO years.

(8) Bed Rools under CTI/Bed Rolls -----Once in a YEAR.

GENERAL RULES AND PROCEDURE OF STOCK VERIFICATION OF STORES.

3.18 VOUCHER COLLECTION : Voucher Collection is the process initiated by ISA/ASV of collecting Receipt Particulars drawn by the Custodian/Unit proposed for verification from the Associate Stores Depots for the consumables and Tools & Plants and Dead Stock; from the concerned DEN/DY.CE's Office for the particulars of Class-I materials received from the Firms, from the associate Scrap Depots for the particulars of Reclaimed Items for the period from the date of last verification to till date. Complete Voucher collection should be done by the nominated ASV as per the guidelines of S.V. manual for all the units irrespective of the programmed mandays.

Voucher collection for all the units should be done by the ASVs only.

a) Stock verifiers should visit Divisional Offices for collection of voucher particulars and then proceed to the units. During their visit to the Divisional offices ASVs should enquire about the non- existence/existence or otherwise of the stock units/holders, so that the journeys to those stations, loss of ASV mandays and payment of T.A. can be avoided.

b) The date of collection of Voucher Particulars for check should be reckoned as the date of commencement of verification and the same should be continued to be shown in the column provided for in the monthly diary till the check is completed. However, in respect of checks involving less than 4 days the vouchers collected for a group of store holders and time spent may be shown separately.

3.19 (A) TEST CHECK OF VOUCHERS :

a) In the Capital Stores Depots, 2% of total issue transactions for any three months from the date of last accounts verification of stores for each group of stores should be compared with acknowledgement copies of the Issue Notes received from the indenter. Cases of inordinate delay in acknowledgement of receipts should be reported.

b) In the case of revenue and other charged off stores, 25% receipts and issue transactions for any **THREE months** from the date of last accounts verification or from the inception of the Depot should be checked with the postings recorded in the Ledgers. While collecting the vouchers for Revenue, the stock verifier should also collect particulars of supplies relating to Bamboos, Bullies, Bamboo Matting, Rafters, Chips stones, etc. from the Bills/Masurement Books available in AEN's office.

c) In the case of **Material-at-site accounts, cent percent check of receipt transactions since last accounts verification** and 25% issue transactions of any three months from the date of last accounts verification or from the inception of the Depot should be checked with the postings recorded in the Ledgers.

d) Scrutiny of works registers at the Divisional offices with a view to collect the complete details of works, sanctioned amount etc. entrusted to be executed by the store holder. The details should be collected and submitted to this office alongwith the completion certificate and reports. **The S.V. should ascertain from the Divisional office whether a particular custodian whose MAS verification is to be taken up has any sanctioned works and MAS account in his jurisdiction.**

e) **Cent percent Receipt particulars from the date of last verification or from the inception** of the depots should be collected from the Divisional offices and the same should be checked with the postings recorded in the numerical accounts maintained by the custodian and 25% issue transactions of any 3 months from the date of last accounts verification or from the inception of the Depot should be checked with the postings recorded in the ledgers. Transfers from Revenue to MAS and vice versa should also be checked cent percent.

(B) REVENUE/CHARGED OFF STORES :

a) In respect of stores under Revenue account, 25% of Receipt vouchers for any 3 months from the date of last verification or from the inception of the depot should be collected from the Divisional office. The details of direct supplies of items such as Bamboos, bamboo matting, ballast, sand, lime etc. for which payment is arranged through bills based on the measurement books should also be collected from the Divisional offices, to ensure their accountal with the custodians. Similarly 25% of issue transactions for any three months from the last accounts verification should be checked.

b) In the case of Dead stock, T&P and plant and Machinery all transactions for one year immediately preceding the date of verification should be checked with the postings recorded in the ledger. In case of Dead stock verification of stations, separate stock sheets are to be prepared for commercial and operating items.

c) In the case of Dead Stock, T&P and Plant and Machinery, all transactions for one year immediately preceding the date of verification should be checked with the postings recorded in the ledger. The verification staff should also test check 5% of the entries since the last verification posted in the adjustment Register to ensure that the same is correctly carried out and posted in the relevant account. The check is invariably intended to ensure

and detect these store holders are not deliberately making fictitious adjustments to tally the ground balance with the book balances during the process of inspection or just prior to inspection and reverse the same later after the inspection by any inspecting official.

d) Transfer of materials between store holders of the same department or different departments is done only when material is urgently required that too under specific sanction/approval of the controlling officer. Frequent transfer of materials are probed into at the time of stock verification.

e) The number of vouchers / items checked and the months selected in the case of issue vouchers should be indicated in the Field Book. All the irregularities noticed as a result of the check of vouchers and numerical accounts should be rectified through the medium of adjustment Register.

f) The stock verifiers should record in the Field Book full details of the Receipt vouchers collected from the Divisional offices before proceeding for verification besides the months selected and the number of issue vouchers checked for each verification undertaken by them. The stock verifiers should also ensure while selecting the months for collection of vouchers particulars that the months chosen are for the valuable, attractive, pilferable, costly and non-ferrous items where heavy transactions exist.

g) The irregularities noticed from time to time during the verification which are meant to be brought out in the narrative report should be recorded at the end of each day in the Field Book itself. In case of detection of serious irregularities the same should be reported to the Accounts office under a special Narrative report Part- I for further action by this office.

3.20 PROCEDURE OF VERIFICATION:

a) On being posted to a unit, the stock verifier should consult the programme of work for the duties he is required to perform. After having given one day's prior notice in the case of depots and one week's notice in the case of other departments in writing to the store holder of the category/group to be taken up for verification, he should select the items of the category/ group he desires to verify each day.

b) Immediately after going to a depot/unit for verification the stock verifier should go round the various wards go-downs and yards where the materials are stacked and ensure that all the materials can be verified easily and if not so, necessary instructions should be given to the stores holder for arranging them in a systematic manner.

c) Before commencing the physical verification, all the DMTR/Ledger /Records available with the custodian should be examined to see if the postings are upto date and there is no arrear in posting of records. If there is abnormal arrears, physical verification should not be undertaken and instead a detailed report bringing out the quantum of arrears in posting should be submitted to Accounts officer concerned to pursue the matter and advise the store holder to complete the postings early and advise the accounts office.

d) On visiting a unit for verification, ASVs should first take the inventory of pilferable and consumable items like kerosene, paints etc. before assessing the quantum of work involved, arrangement of materials, availability of labour, availability of weighing facilities etc. and examine whether the check can be completed within the time allotted and submit justification for extension of man-days, whenever considered necessary, on the lines suggested above, well in advance of the expiry of the time allotted for the check in question.

e) The stock verifier should enter in his Field Book (3213-S) Register of verification) the name of the Depot, its section/ward, date of commencement of the verification, group/category, nomenclature and P.L.No. of the item he proposes to verify. Book balances should, on no account, be entered in the field book until after the stocks have been actually verified and entered in the column provided for in the Field Book. If for some reasons or the other, all the items already copied out in the field book cannot be verified on the day proposed and some items are left to be verified on the subsequent date/dates, the stock verifier should note down the unverified items in the Field Book again on the date of actual verification and give reference to the pages concerned.

f) After the necessary particulars have been entered in the field book and he is satisfied that the stores are properly cared for and classified, the stock verifier should begin to verify each particular item of stock in detail. He should never accept book balances as correct but should verify all stores in stock unless special orders to the contrary have been taken from the Stores Accounts Officer.

3.21 It should be ensured that the nomenclature, classification and unit of account for stocks in the numerical ledgers are in accordance with the published price lists and the articles verified agree with the description given in the numerical ledgers. If any doubt arises as to the correctness of the classification specially in the case of Loco, Diesel, Carriage and Wagon, S&T (including Microwave), Electrical, the specifications or drawings of the same should be obtained for comparison. If any doubt still exists in the mind of the verifier regarding identification of an article of stock in question, the assistance of the Technical personnel of the Department concerned may be sought. A list of items where technical assistance is necessary is to be prepared by the stock verifier and sent to the concerned unit requisitioning the technical personnel for identification. On such identification, necessary certificate should be

obtained on the Field Book as to the correctness of the Nomenclature/description of the inventory recorded by the stock verifier.

3.22 Stores should be verified in the presence of the ward keepers/stores representative of the custodian, if the stock holder himself does not attend the day-to-day verification. In the event of the stock holder's representative attending, the day to day stock taking, categorical authority in favour of the authorized representative should be obtained from the stock holder as mentioned below in a letter form.

"Shri------(designation) is authorised to attend the day to day stock verification on my behalf, who will present all materials stores to the stock verifier for physical verification, sign the Field Book on my behalf, which will be accepted and countersigned by me. The results of verification as arrived at and the day to day certificate as recorded by my authorised representative shall be binding and acceptable to me".

Remarks like broken, damaged, cracked as noticed during stock taking are clearly noted in the Field Book against the relevant item and got accepted by the stock holder. No item is left unverified and on completion of verification a final certificate is obtained from the stock holder in the following lines:-

"This is to certify that the entire stock of all the items of stores in my custody has been fully produced to the stock verifier and verified by him correctly in my presence / in the presence of my authorised representative. All receipts and issues prior to verification have been completely posted in the ledger accounts. All receipts during the course of verification have been taken into cognizance by the stock verifier and noted in the Field Book. The results of verification are accepted as correct."

3.23 Verification staff should record in **INK/BALL PEN** the details of survey carried out directly into the field Book and not on bits of paper. The stock verification staff should not over-write the verified results recorded in the field Book. All such corrections, if found necessary, should be written scoring out the entry already made with attested initials and date against each such scoring with brief reasons. Frequent scoring of verified results should be avoided. while recording the inventory of stores, **the stock verifiers should ensure that correct description and location of the materials also is recorded in the Field Book, viz. Almirah/ Strong Room/ Godown/ Sidings/ Yards/ Kms/ Telegraph posts, etc.**

3.24 Weighing machines/scales should be tested with sample weights and adjusted atleast once during each day before weighment of any articles. The same should be recorded in the Field Book duly indicating the number and type of the weighing machine/scale.

3.25 The stock verifier should personally count, weigh, measure all items of stores he proposes to verify with the assistance of stores Khalasis, where necessary. All details of verifications, i.e. count, weight or measurement should be recorded in the Field Book direct and it should be seen that no stock of items under verification is lying in any other part of the godown or obscure corner. **The stock verifier will not only be responsible for verifying what is shown to him but will also be responsible for seeing that nothing is left unverified.** The stock verifier should also ensure that, after verification of each item, the same is placed in its original location.

3.26 The stock verifiers should also examine materials under issue and Receipt. If the materials under verification happen to be there, he should see that, covering issue notes for materials taken out for issues, have been duly posted in the ledgers: if not the quantities in the issue racks should be added to the stock figures. The materials in the receipt rack should similarly be checked with the receipt order under acceptance. If the relevant receipt orders be posted in the Depot ledger, the materials should be added to the stock figure or alternatively, the receipt order should be initialed in token of their having been checked. If any articles are found lying without any covering vouchers, they should invariably be brought on books, barring exceptional circumstances, which should be recorded in the Field Book.

3.27 Stock verifier should ensure that the transfer of balance from one ledger to another bears the cross reference and the dated attestation of the stock holder. Transfer of balance from one page to another in the same ledger should be cross checked by the stock verifier himself to ensure correctness. Items with **NIL balances from the previous verification to the current one should be got closed by the stock holder.** Stock verifier should record the total number of closed accounts certified duly giving only ledger folio reference in his Field Book and in the completion Report. In respect of issue of new item for replacement stock verifier should test check account of the released items. Items of brass, copper, pipes, pipe fittings and items of domestic use and commercial utility demand special attention.

3.28 DEPARTMENTAL STOCK VERIFICATION :

Stock verifiers should check up and report whether departmental verification by the departmental officer has been carried out or not as per the codal provisions.

3.29 Measurement and Weighment :

The following instructions may be adopted as it is convenient in an effort to avoid waste of time and to turn-out maximum work in minimum time.

(a) Weightment Vs. count : A stock verifier should not waste time in counting large quantities of small articles when a fair result can be obtained in a short time by weightment or measurement. In such cases 5% or 100 Nos. of the articles, whichever is less, should be counted and weighed, and the weight of the whole stock then be taken and reduced to count by weight of the sample count. When weightment is made, the maximum quantities which a scale can weigh, should be weighed each time.

(b) Measurement Vs. Weightment : Measurement or average weightment to arrive at the total approximate weight of stocks of an article **should be resorted to only if there are heavy balances on hand**. To arrive at the average weight, at least 2% in the case of Iron and 10% in the case of other materials or stores should be weighed. Such stocks should then be measured length, area, or cubic contents. The measurement of entire stock should then be taken and reduced to weight by the help of the data furnished by the sample quantities measured and weighed. If the weight thus arrived at is approximately the same as the book balance, the latter should be accepted as correct. If, however, a heavy difference is disclosed thereby, all figures for measurement and weightment should be carefully rechecked and an additional two percent or ten percent as the case may be weighed and measured.

The method adopted for ascertaining the average and actual weightments or measurements taken in each case should be carefully recorded in the field Book.

(c) VALUABLE ARTICLES : (INCLUDING NON-FERROUS ITEMS)

In the case of valuable articles such as ingots of copper, tin, brass, gun-metal, antimony, anti-friction metal, aluminum, etc., the whole stock should always be **weighed** regardless of WHAT THE BALANCE MAY BE **ON BEAM-SCALE ONLY**.

(d) VERIFICATION OF HEAVY ARTICLES :

The weight of heavy stores, such as large iron and mild steel plates, rounds, flats, channels, rolled steel beams, etc., which can not be easily handled or weighed should be arrived at very carefully taking the measurements of such articles calculating the cross sections and then using appropriate formulae or conversion data. For verification of released items, **where there are no prescribed sectional weights and weightment facility in the unit, the materials can be taken to the nearest private weigh-bridge in a departmental lorry and net weight may be arrived at. The programme of outside weightment should be intimated in advance to the IPF of the section in advance.**

(e) VERIFICATION OF FLUIDS :

The stocks of different kinds of fluids are maintained either in (i)LITERS or (ii) KILOGRAMS. The fluids are held generally in containers like portable cylindrical drums, tins, stationery cylinders and vats whose cubical capacity is susceptible of calculation by adopting proper measurement. The following formula should be used to ascertain the cubical contents of the containers.

(i) FORMULA FOR CYLINDRICAL CONTAINERS :

Area of the base x length or height of the cylinder.
Circular base = $\Pi r^2 \times H$. where $\Pi = 22/7$; r = radius.
 h = Height/breadth.

(ii) RECTANGULAR CONTAINERS :

LENGTH X BREADTH X HEIGHT.

In the case of verification of fluids, whose unit of accountal is in liters, the cubical contents, i.e. the part up to which the container is filled with fluid, should be calculated in cubic decimeters to find out the contents in liters taking one cubic decimeter is equal to one liter.

3.30 In the case of fluids, whose unit of accountal is in kilograms, the cubical contents of the containers should be calculated in cubic decimeters upto which the container is filled with fluids and reduce in the first instance to the weight of distilled water at the rate of one kilogram for one cubic decimeter and these resultant weight multiplied by the specific gravity of the fluid in order to arrive at its weight.

3.31 Goods supplied by well-known firms of commercial standing may be accepted as per quantity marked thereon

3.32 The items of stock comprising all categories of pipes and fittings should be carefully checked as to their bore, size and other descriptive particulars. These should be carefully laid out and the individual sizes, etc. carefully checked. The couplings on one end of the pipe line should be securely screwed and the measurement should be taken of the actual/length of the pipe excluding projected portion of the coupling to each pipe. The particulars of all individual measurements should be suitably recorded in the Field Book.

3.33 WASTE COTTON : This is exempted from verification.

3.34 BALES OF CLOTH : Inventory of bales of cloth should also be taken with reference to the markings on the bales. It should be ensured, prior to verification, that actual cloth packed in bales accords in description with that shown in the bin card.

3.35 SURVEY OF DEPOTS AND YARDS :

In order to ensure that any stocks not in the books are not Overlooked, a survey of large depots and yards should be made so that all materials lying about stacked or unstacked are properly accounted for during the accounts verification. If there is any material in stock for which no accountal exists, it should be examined as to how the materials in question came into stock and steps taken to account for such materials promptly through the Books of the depots or department (3219-S).

Surveys involving heavy balances that could not be completed in One operation should be very carefully handled. Distinctly separate stacks should be progressively built up with the parts of stock verified. The complete particulars of such survey should be progressively recorded in the Field Book.

3.36 The items of castings are stocked in bulk and accounted for in weight under categorised headings. The verification of these items should be conducted for each category of stock of castings separately. Whenever irregular procedure of accounting by numbers continues, a special report should be sent to the Accounts Officer (Stores). It should also be seen whether the castings bear "SCR" markings wherever practicable.

3.37 Stencil mark on materials should be done by the storeholders. These stores are Deadstock Tools and Plants, P.Way stores including Rails/sleepers and other fittings of all classes i.e., class-I,II,III and released P.Way materials. A system of marking will ensure easy identification of the custodian while conducting stock verification and also ensure proper, timely and correct accountal.

3.38 VERIFICATION OF BELTING IN MACHINE ROLLED COILS LEAVING NO SPACE IN BETWEEN THE LAPS :

The diameter of the hole in the middle (in centimeters) plus the outside diameter (in centimeters) multiplied by the number of laps in the coil and the result multiplied by 0.01571 will give the length of the belting in meters.

3.39 TIMBER VERIFICATION :

The Ward Keeper/Officer-incharge of the Carriage and Wagon Shop will maintain a Register in which the measurement of the logs will be entered after they had been inspected by a responsible officer, serially numbered and measured. The logs, as issued, will be noted in the Register and the balance on hand should be verified as per programme.

a) by actual count, reconciling the numbers painted on the logs with those shown in the Register,

b) by actual check of measurement of 10% of the logs in stock.

In this connection, it may be noted that Teakwood and Hard wood logs are received duly inspected by the Forest Officer and in certain cases by the Inspecting Engineer of the RITES Department. The particulars of serial number of the logs and also the length and girth in centimeters are furnished to arrive at the cubical contents of each log. The receipts will be compared with the invoiced quantity. (Wagon wise statement, etc. attached to the Inspection Notes). The Depot Officer will conduct Test Check of ten logs (approximately 10%). During such test checks, the length will be measured from end to end.

The girth will be measured in the middle of the log, where hammer marks are found chistled by the Forest Department. By adopting the formula,

$V = L (G/4) \times (G/4)$, the cubical contents are arrived at.

For example: Length = 300 cms. Girth = 136.

Therefore : $300/100 \times 136/400 \times 136/400 = 5548800/16000000$

Volume in : = 0.347

Cubic :

Meters: :

In respect of Hardwood Bottom Boards, Deodar sleepers and scantlings made from the Logs in the Workshops, verification should be done using the formula, length x breadth x height, either in centimeters or in millimeters according to convenience in order to arrive at the volume in cubic meters. The unit of account of timber is in cubic meters.

Similar procedure may be adopted by Stock Verification staff, while verifying Timber and Scantlings.

3.40 PETTY AND CONSUMABLE STORES WITH TRAFFIC DEPARTMENT:

Petty consumable stores (except kerosene oil) as stated in the prescribed schedule in the custody of the subordinates of the Traffic Department need not be verified by the Stock Verifiers, as these Stores are supplied in accordance with fixed scales and in very small quantities.

3.41 DUNNAGE :"Charged off" sleepers, cast iron pots, rails, etc.used in Stores Depots or with subordinates on line, to stock materials on hand, need not be verified as it is not always practicable to remove these from under the materials stacked thereon and as their detailed verification is too costly in time and money to be commensurate with the value of the material. It should, however, be seen that only materials otherwise unserviceable are used for such purposes. **Any case of use of class I and serviceable materials should be reported to the controlling officer and to the Accounts office for taking necessary action.** Dunnage Account should be maintained by the custodians where some large quantities of materials are used as dunnage. ASV should check the existence of the dunnage Account. If class I materials are used as Dunnage, it should be a part of the class I Account.

3.42 SIMILAR TYPE OF MATERIAL UNDER DIFFERENT ACCOUNTS:

Inventory of similar type of materials borne on different accounts viz. capital, revenue, MAS etc. with the stock holder is undertaken completely and set off against each account, at the time of effecting adjustments in their respective accounts. The net difference i.e. excess or shortage should be adjusted in the account which is being verified.

3.43 SCHEDULE ITEMS :

Schedules fixed for stationery and clothing items and their proper accountal should be reviewed to ensure that the system in force is adequate to prevent accumulation of excess stock and also that the excess stocks, if any, are returned to stores depots. Where the revision of the schedule is necessary, it should be suggested as such by including in the narrative reports.

3.44 REVIEW OF PREVIOUS SV SHEETS AND DEPARTMENTAL SV SHEETS AND MAS ACCOUNT RETURNS:

A) The verification staff should review the Accounts SV sheets of the previous periods to see that the same have been forwarded to the controlling officer concerned duly explaining the cause of discrepancy. Further, they should also examine the departmental SV sheets to ensure that the discrepancies have been correctly posted on the bin cards/ledger accounts and also the discrepancies have been correctly explained. It is also necessary to examine that the regular departmental verifications are carried out as per the rules in

vogue. A detailed report on the irregularities noticed during the review should be made out through the narrative report.

B) MAS Account quarterly and Half-yearly returns are to be submitted by the store holder. While quarterly return includes only those items for which there have been receipt / issue transactions during the quarter Half yearly return is for all the items at the end of September and March every year.

]3.45 Guidelines for Recording the inventory in the Field Books and for doing other work by ASVs:

Printed Field Books with progressive serial numbers are issued to the verification staff who should enter all the details of the verification as shown thereon (3213-S). It is also necessary that all the field work done by the verification staff is entered in the Field Book with regard to the physical verification done, the physical quantity verified and recorded in the Field Book should be got attested by the stock holders on the same day of the verification. The name of the custodian or his representative, whose signature is appended in the Field Book should be written in Block letters.

1) All completed Field Books should be returned to the verification section for record and the dates of the return being recorded in the Register of Field Books. At the close of the financial year, the register of Field Books should be over-hauled to see that no Field Book is lying with the verification staff after completion. The completed Field Books should be preserved carefully since they may have to be produced as evidence before the court of law, should an occasion arise.

2) Recording of physical inventory of the materials should invariably be done directly in the Field Book whether the ASV is recording in office / depot / yard or along the Track. It should not be recorded on any loose sheet / white paper even for convenience sake. All details of count/weight/measurement etc., should be carefully recorded in the Field Book. In the exceptional circumstances like drizzling, heavy breeze etc. the ASV may record the inventory on a separate sheet. But on coming to a shelter or the exceptional circumstances are over, he should record the inventory so recorded in the separate sheet in his Field Book.

3) A man day of the ASV should start with the recording of name of the unit / custodian alongwith the date of the day as first entry in the Field Book.

4) Allotment of serial numbers to the items recorded in the unit Should be per day and the last entry for the day should be underlined with RED INK.

5) Physical inventory should be as far as possible be recorded legibly, clearly duly filling up all the columns. In case of any mistake, that should be corrected

with proper initial of ASV and rounding off the particular figure. Lot of care should be taken while recording the inventory with the presence of mind. ASVs should first satisfy themselves thoroughly and then record the inventory finally. He should not record the inventory first hastily and then observe thoroughly.

6) Physical inventory of the materials should be **recorded location- wise irrespective of the classification, nomenclature and type**. Item- wise inventory should not be recorded i.e. If an ASV started the physical inventory in the yard or along the track or in a separate store room, he should completely record the inventory of all the items which are lying at that particular place / room from end to end.

7) Description of the item i.e. correct nomenclature should be recorded in the consultation with the custodian or as shown in receipt vouchers in case of doubt.

8) The particulars of physical inventory, movements trolley/road) of ASV with date and name of the unit should always be written in the Field Book page meant for the purpose, but not on the top or at the bottom of the page where empty space is provided.

9) While recording the physical inventory location-wise, the totals of each serial number of item should be done immediately to ensure the correctness of inventory and to carry forward the same figure to final summary.

10) ASVs should not record description of the material and book balances in the Field Book before commencement of ground inventory. Here it is to clarify that the procedure of stock verification is to record the ground inventory location-wise first and then certification of ledger accounts duly conducting voucher check and comparing the ground inventory with the Book balances. Any deviation from this is against the procedure.

11) It is not necessary to record mathematical formula while verifying the paints & oils and measurement of Rails for each and every item of such cases if the same are repeated. If the formula adopted is once recorded, it is sufficient.

3.46 CLOSED ACCOUNTS VERIFICATION :

On learning either from the divisional office while collecting vouchers or on visiting the station that a particular office of a custodian whose stores are due for verification has been wound up, the stock verifier should check the closed stores accounts of the said unit, wherever the books are available. This information can also be obtained from the divisional offices.

While verifying the closed accounts, it is to be seen --

- a)** that all the items have been closed duly making all accounts "NIL".
- b)** that the transactions transacted after the last stock verification to the closure of accounts should be verified with their usage/issue/acceptance.
- c)** that all the left over materials were either transferred to other units, or handed over to other custodian or sent to Scrap Depot. It should be certified that nothing is available with the custodian.

3.47 TEST CHECK BY ISA:

The test check of the work of stock verifiers by ISAs is required to be conducted by engaging the stock verifier to the minimum extent possible, so as to enable him to carry out the verification Work on hand.

The stock verifier should book minimum time on account of test check. They may however indicate in the 'How engaged' column of their diaries about the test check as well as the details of verification carried out by them book the day against the check on hand.

3.48 CLAIMS CASES:

The cases of claims, thefts, frauds, losses may also be dealt with on the lines indicated below. Stock holders should maintain a manuscript register in which the following particulars of claims should be indicated.

- i)** Stock holder's reference to claims.
- ii)** Divisional office reference.
- iii)** R.R. number.
- iv)** wagon number.
- v)** Description of materials.
- vi)** Quantity as per RR/Invoice/ Receipt voucher.
- vii)** Quantity actually received.
- viii)** Quantity for which claims are preferred.
- ix)** value.
- x)** CCO's reference.
- xi)** Particulars of final disposal and
- xii)** Remarks.

It may be ensured that stock holders maintain the above register and the quantity under claims is not adjusted as shortage. However, the particulars of such claims not settled may be included in the Narrative report.

3.49 COMPILATION OF BALANCES :

a) Since the numerical accounts with the custodian are finally charged off and posted daily with the appropriate transactions and the final balance being struck simultaneously, the survey figures of the ground balances are normally equated against the latest balances on the cards/ledgers unless the amendment to this balance is necessitated by the posting of arrears, etc. which should be duly considered by the verification staff and appropriately taken note of to assess the true position of the card/ledger balance.

b) In all cases of arrears of posting, proper care should be taken to have all the arrears posted and the card or balances in the ledger brought upto-date. But in cases where this could not be done without loss of time, compilation of the survey should consist of the addition or subtraction from the actual ground balance, the total quantities covered by such unposted issue or receipt vouchers as have respectively been either transacted before or after the commencement of verification. However, when the arrears of postings are very badly heavy, the stock verifier should make a report by telegram to the Stores Accounts Officer as well as to the Executive Officer concerned. He should defer the work of stock-taking of the items where posting is in arrears till the records are completed.

c) While such issue operations as have already been transacted prior to the commencement of verification and have remained unposted, could be accepted as 'UNCHARGED ISSUES' and added to the verified ground balances, similar other cases also of loans, breakages, disputed stores, transfers, short receipts, etc. as have correspondence and authorities to support could be '**accepted as on hand**' and added to the verified ground balance to obviate avoidable adjustment of discrepancies in the stock card / ledgers. Similarly, to avoid adjustment of unnecessary surpluses in the stock cards/ledgers, such cases of unaccounted receipts, found mixed up with the regular stock, should be deducted '**as under correspondence**' or as '**receipts not accounted for**' from the figures or gross inventory on the strength of the relevant records, etc. which should be carefully noted and attested. Cross references should be given in the records of the ground balances to facilitate future checks for accountal, etc. It should also be stressed that ASVs should examine carefully cases of loans within the same station in the periods just prior to stock verification to ensure that there are no fictitious transactions. Similarly, local transactions reversed after last verification should be examined critically.

d) In the case of protracted verifications, the stock verifier should carefully note the current balances on the stock cards while commencing verification and, if possible, may underline such balances, so that the extent of postings of vouchers

since the commencement of the survey could be gauged and suitably dealt with in the figure of survey on completion, if necessary. Particulars of all correspondence, record, vouchers, etc. should be suitably noted in the Field Book and attested by the verification staff. The inventory balance under these conditions should be so compiled and the vouchers so appropriately taken note of as to depict the determination of the correct stock position.

e) The stores may, suiting the exigencies of the circumstances, be held under different heads of account, viz. Ordinary, special, safe- custody, fabricated, manufacture, purchase, reconditioned, revenue or M.A.S. etc. Though it is expected that the items of stores held under different stock heading and accounted for in different cards/ledgers, will be kept distinct and apart from each other, yet, if for some reason or the other, this storage arrangement is not complied with, the entire stock of the item under survey should be subjected to verification and from the total gross inventory, the balances against the various cards/ledgers and stock headings should be appropriately allocated depending upon whether one or any or all the categories are due for verification.

f) Normally, the surveyed balances should first be set off to the stock under works and the balance of the surveyed quantity should be set off against ordinary revenue, duly adjusting the discrepancies, if any. In case of survey balances relating to various MAS accounts, which are not separately and distinctly kept, the total surveyed quantity of any item should be so arranged that their discrepancies (the shortage/excess) should be adjusted against the major works which bear the higher cost.

g) Certain items of stores, e.g. fans, dynamos, armatures, switch gears, panels, insulators, bulbs, etc. are sent to Electrical Department for testing, numbering, etc.. At times, the stores issued as samples to dealers as also to the Railway chemist and Metallurgist for testing purposes, are recorded by the custodian in a Register and it is expected that the verification staff should enquire such dealings and take suitable notes thereof while compiling the final figures.

h) The numerical cards, Books of accounts, vouchers, records, Registers, etc. handled by the verification staff during the course of verification should be suitably initialed with designation and date, and recorded in the Field Book. All such explanatory notes and references recorded in the Field Book are essential indications of the required cognizance taken of the admissible documents by the verification staff and their systematic and methodical way of working.

i) All the heavy discrepancies (**discrepancies over 2% in quantity over the total transactions since the last verification or the value of discrepancy is Rs.25,000/- or more.**)detected during the course of day-to-day verification shall be brought to the notice of the depot official in the prescribed form(Heavy discrepancy Memo) holding-up the adjustment for 48 hours enabling the

custodian to look into and possibly deal with the same suitably. The stock verifier also should investigate on the spot and make efforts to find out the cause thereof. Such items should, however, be adjusted on the expiry of the time allowed i.e. 48 hours.

j) In all such cases, Heavy Discrepancy Memo should be prepared in the quadruplicate, one copy should be handed over to the store holder/depot officer, one copy to be sent to ISA of the division/depot, one copy to be sent to the divisional officer in case of division and one copy to be retained as office copy of the verification staff. The verification staff should investigate into the heavy discrepancy independently and submit the results of the investigation to the Stores Accounts Officer/ISA of the division/ISA of the depot as the case may be clearly indicating the adjustment particulars there on i.e. ground balance and book balance. The ISA of the division/depot should examine such reports received from the stock verifiers and after their investigation, if any, with records of the store holder/ Divisional offices should submit a detailed report to the Stores Accounts Officer without delay. Similarly, the ISAs in Hqrs. stores accounts to whom the stock verifiers are attached should investigate such heavy discrepancies on receipt of the report from the stock verifiers in the Hqrs. verification section. The investigation of heavy discrepancies should not be delayed on any account. All items, that could not be verified or not presented for verification for any reason should be reported suitably to the Accounts Officer(Stores).

k) In order to prevent substitution and ensure correct and specific accountal and verification of stores items according to the relevant stock particulars, the stock verification staff should detect cases of **lump account** to regularise inaccurate and faulty accountal. In splitting up lump account, it should be seen that the original entry of the lump account is closed by transfer to accounts of different sizes, with the marginal remarks 'Account split up according to sizes. etc. The individual split up entries involved in the lump account should be recorded in terms of their description, sizes, etc. in the ledger accounts.

3.50 Posting of verification results in the card/numerical ledgers:

After the actual stock figures of an item of stores have been ascertained and accepted by the ward keeper/custodian, the result of verification should be posted in the card/numerical ledgers as follows, duly initialed and dated with abbreviated designation, the actual balance as verified should be certified in the Books (in words also invariably in the case of stores other than computerized depot stores). The results of verification should be posted leaving one line after the last entry in the numerical ledger. If any irregularities are noticed during the course of voucher checks undertaken after the physical verification, the same should be rectified through the medium of adjustment Register (form G-77-B) and the results posted on the line left blank in the

respective accounts simultaneously rectifying the result of verification originally recorded. The verification staff should then prepare adjustment or supplementary stock verification sheet giving reference to the original stock verification sheet and item number, where necessary. In cases where more than one adjustment in the adjustment Register of a particular item is involved, the net result of such adjustment should be posted in the Books indicating serial numbers of the adjustment Register. Differences between priced Ledger and Numerical Ledger balances relating to pre-mechanization period not rectified should be probed. It should also be ensured that the errors in the transactions and numerical ledgers are investigated and adjusted concurrently.

a) If there is no difference, the remark 'stock verified correct' should be affixed on the card or numerical ledger against the correct balance written in words duly initialed and dated by the verification staff with abbreviated designation.

b) In case where the ledger balance and actual balance are 'NIL', the verification staff should only initial and date the entries with abbreviated designation.

c) If the difference be an excess, i.e., the actual stock figures are greater than the book balance, the difference will be struck in the Field Book in **BLACK INK**. The actual stock figure will be entered in the balance column both in figures and in words and the difference between actual stock and book balance is **posted in BLACK INK** in the Receipt column of the numerical ledger. The date of posting will be recorded in the column for 'DATE', '**TO EXCESS IN STOCK**' will be written in the column for '**PARTICULARS**', the stock verification sheet No. and serial item No. of the article in stock sheet will be noted in the '**VOUCHER COLUMN**'.

d) The same procedure will be adopted as stated in sub-para (c) above, while recording the shortages, except that in the '**PARTICULARS**' column, '**BY SHORTAGE IN STOCK**' will be written, and the figures in the Receipt column will be shown in **RED INK**.

e) In case where the numerical ledger card balance is in **RED INK**, representing credit balance, the adjustment of such card balances / ledger balances is carried out by entering the entire actual balance in the balance column both in figures and words in **BLACK INK**. on the same lines, in the Receipt column of the card/ Numerical Ledger, the entire survey balance/ actual balance plus the credit balance will be posted. In the '**PARTICULARS**' column. '**TO EXCESS IN STOCK**' will be written. In the date and voucher column, the date and stock sheet No. and serial number of the item in stock sheet will be furnished duly initialed and dated with abbreviated designation.

f) In case where the ground balance is NIL and card/numerical ledger balance is credit balance, the adjustment of credit balance is carried out on the same

principle as indicated in (e) above. The NIL balance is entered in **BLACK INK** in the balance column of the card/numerical ledger. The **RED INK** credit balance on the card/ledger is entered in the Receipt column on the same line in **BLACK INK** as excess filling in the date voucher and particulars column as already indicated affixing dated initials by the verification staff.

3.51 On completion of the verification of a category/group of stores, a completion certificate in Form S.3250(a) should be obtained from the custodian concerned to the effect that all stores pertaining to that category/group have been truly and correctly presented for verification and duly verified. This certificate should be submitted to the Inspector of stores accounts(programmes) duly signed by the stock verifier along with completion Report.

3.52 At the close of stock verification, the store holders furnish a certificate stating that to the best of their knowledge all stocks in their custody have been presented for verification and there is no materials left behind for verification inspite of furnishing the certificate, the store holders prepares departmental stock sheets to cover up the shortages pointed out in the stock sheets. The stock holder is supposed to have a Register indicating the location in which the materials in his custody have been kept to enable him to locate the same at any time without any difficulty. The store holders do not follow the correct procedures and blindly give a certificate that there are no materials left behind for verification. It is a fact, that the store holders are intimated well in-advance about the S.V. programme and also given an opportunity in case of any heavy discrepancy giving 48 hours notice for a thorough investigation and to locate the causes for the discrepancy in stock. Even the store holders have ample time to check the locations, store rooms when the stock verifier conducts voucher check, balancing and preparing the final summary of the inventory . The store holders very often take the notice given by the stock verifiers in a casual manner but fail to furnish convincing reasons for the discrepancies. Any lapses / omissions on the part of the store holders are brought to the notice of the concerned controlling officer in the form of special reports so that remedial action could be taken at appropriate levels. The controlling officers have to take note of all such reports and call for the remarks of the concerned store holder for any pending reports.

3.53 (a) A completion Report in form S3251 duly filling in the various particulars is called for in the form should be sent in original along with statements/reports/certificates, etc. to the accounts office.

(b) After completion of the S.V.Programme, every ASV should endorse a **Certification on the first page of every ledger that “S.V.programme of – (Category of verification to be mentioned i.e. D.S/T&P or Revenue or MAS) for the year – (programming year to be mentioned) is completed.”** and should record his signature. Besides this, the ASV who completed the verification should write his name in **Block letters** also.

3.54 A statement showing the items **not operated for over one year** has to be prepared daily in triplicate in form AC-183/B from such entries in the Field Book(S-3213) as have indications of the date of last transactions therein. All the copies should be submitted to the Stores Accounts Officer along with completion Report/certificate, etc.

3.55 A statement showing the verified items **having a ground balance in excess of maximum** limits shown in the card/numerical ledger should be prepared in triplicate in Form S-2532. All the copies should be submitted to stores accounts officer along with completion certificate/completion Reports, etc.

3.56 A statement of **NIL items which have not been operated for one year and over** should be prepared daily in triplicate, and the same should be submitted to the Accounts Officer(Stores) along with the completion Report/certificate, etc.

3.57 On completion of verification of stores held under Material-at- Site account, a statement showing the full details as required in the form has to be submitted along with the other certificates on completion of the check.

3.58 The Accounts Stock Verifiers should normally prepare three copies of stock sheets, except in the case of capital Depots and Fuel verification for which different procedure exists and is stated in the respective chapters and hand over only one copy to the custodian and other two copies are submitted to the Accounts Officer alongwith other certificates ,reports etc. for necessary action.

3.59 Stock Sheets for stores depot verification should be serially numbered for each class of stores and in the case of other verification for each account separate series being also used for new /second hand and surplus stores (If two or more stock verifiers are employed in verifying the same class of stores at the same time each of them should have his own series of numbers).Para 3257-S.

3.60 INSTRUCTIONS FOR PREPARATION OF STOCK VERIFICATION SHEETS: (A)

- (i) Stock sheets for different categories of stores should be clearly marked so.
- ii) Entries should be made in the stock verification sheets in Form - S-1260 for every article found in stock whether actual and book balances agree or not in the case of stores held under capital suspense; and for discrepant items only in the case of other stores.
- iii) The stock sheets should be so prepared that all quantities shown in the Field Book are clearly traceable into the stock sheet. This should be done by giving cross references in every case to the Field Book No. and its page reference and item number.

- iv) Brief remark such as 'AVERAGE WEIGHT', 'MEASUREMENT', 'BOOK BALANCES ACCEPTED', should be indicated in the stock sheet again all items that have not been verified in detail.
- v) The items in stock sheets should be copied neatly legibly leaving one line between two entries on a stock sheet.
- vi) Each stock sheet should be signed by the stock verifier and by the subordinate in-charge of the stores verified. The name of Stock verifier who has done the verification and name of the custodian alongwith his Date of Retirement should be clearly written on each copy of the stock sheet.

vii) **The stock sheet should be clearly numbered as mentioned below:-**

Stock sheet No.ASV/initial of ISA or ASV/Prog.No./Year/total No. of stock sheets. eg. ASV/SSN(Shamshuddin)/025/2000-2001/1/5 last. All ISAs/ASVs should follow the above mentioned method while giving the number to stock sheets.

viii) **Number of copies of stock sheets to be prepared are as follow:-**

- a) **Capital stores depots-----2 copies.**
- b) **HSD oil verification-----5 copies.**
- c) **In case of all other verifications-----3 copies.**

ix) ISSUING OF STOCK SHEETS:

Whenever the S.V.Programme of an unit is completed, Stock sheets for the discrepant items should be prepared and issued on the custodian. A copy of the stock sheet is also sent to the concerned Executive Officer to call for the remarks from the custodian and forward the same to the stock verification section duly examining the same before forwarding it.

Whenever the stock sheets are forwarded to the Executive Officers, the date of issuing stock sheets should be clearly mentioned on the copy of the stock sheets in addition to the Programme year and date/month of completion of s.v.programme. **It is to clarify that both the Executive and Accounts should take the date/month of issuing the stock sheets as basis/criteria for including it in the Monthly Progress Report for showing the Outstanding Position of the stock sheets (but not the programme year).**

(B) RULES ADOPTED FOR VALUATION OF STOCK SHEETS :

All Accounts stock sheets are to be priced at Book average rates as prescribed in 2515-S. In capital stores depots the instructions contained in para 3256-S and 3258-S are to be followed with particular reference to pricing of discrepancies. During the course of voucher collection, the ASVs should also note the rates mentioned in the vouchers received in the Divisional Office alongwith debit summaries, in order to adopt the same rate while pricing the stock sheets of other than capital stores depots. where the ASVS could not obtain a rate for the items of other than capital stores depots, they should adopt the rates obtained from P.L. section or latest market rates, whichever is available.

3.61 ADJUSTMENT OR SUPPLEMENTARY STOCK SHEET:

Stock verifiers may, in some cases, come across a stock of item on a date subsequent to their verification of that particular item. Quantities thus found, should be entered on a separate page of the Field Book and the quantities posted in the numerical ledgers under the remark, "To further stock taking". Cross reference in the two pages of the Field Book dealing with the items should be recorded.

An adjustment stock sheet should then be prepared, which should be allotted the consecutive serial number. Book balance should not be entered in the stock sheet. The quantities subsequently found, need only be shown in the 'Actual stock' and Difference column on the date of the subsequent notice. Clear reference to the original stock sheet should be recorded on it.

During the course of voucher checks, instances may come to light where the balancing errors and unaccounted receipt vouchers relating to the period prior to the last verification by the stock verifier are noticed. All such lapses should be forced through Adjustment Register (G-77-B) and posted prior to the stock taking adjustment carried out by the stock verifier in the last verification and the stock adjustment already carried out should be corrected by encircling the original one and adjustment stock verification sheet for the same period should be prepared for the resultant difference. Reference to the original stock verification sheet and item number there of should be invariably given on the adjustment stock verification sheet thus prepared. The same procedure would apply in case of errors detected during the course of voucher check under the verification on hand, taken up after physical verification and adjustment of books.

It is to clearly mention that after completing the voucher check only, ledger accounts should be adjusted. Stock Verifiers should Review the completed work (ie.physical inventory, voucher check and balancing of ledger accounts) once

again before adjusting /certifying the ledger accounts. As far as possible ASV should not use Adjustment Register and resort to the preparation of supplementary Stock sheets.

3.62 a) DAILY MATERIAL TRANSACTION REGISTER :

It is the basic record for all the transactions effected day to day. All receipts and issues of stores are to be entered in the DMTR. No direct postings of ledger/ tally card is done for any of the categories of stores. All transactions must first appear in the DMTR and then transferred to the ledgers/tally cards giving simultaneously a cross references in the DMTR in the relevant column. The DMTR is a very important initial record. The DMTR Register will be written up daily in duplicate but if there are no receipts or issues on any day, it **will not be necessary** to fill in the date and show a 'NIL' entry. **The DMTR Book should be specially printed with mechanised serial numbers on one side only. It should be maintained separately for each financial year.**

The physical receipts and issues will be entered one after the other as they occur in serial order assigning each entry a serial number.

A line must be drawn across both the pages under the last entry on each date to prevent subsequent entries being made.

This Register will show all transactions of new serviceable, second-hand and unserviceable materials including released materials.

Temporary issues for repairs or on loan etc. for which no permanent entries are required to be made in the corresponding ledgers are also to be shown in the DMTR, with a suitable remarks and again crossed out with a suitable remark with date when returned to the stores. The entries in this register are to be checked and signed daily by the store holder.

In terms of clause 2(8) of GM/SC's Circular no. NIL dated 17-8-1982, all the entries in the DMTR are to be made in duplicate and the duplicate being the carbon copy, should be sent at the end of every month to the divisional office to enable the authority to conduct internal check to locate any serious irregularity which needs timely action.

The items of Receipt from stores depots will have to be distinctly marked by circling the serial numbers of the relevant items in DMTR in order to facilitate the divisional office in identifying the items to be checked with the Stores Monthly Summaries.

A combined Field Book of Receipts and issues in a handy store note book shall be maintained by each store holder and his sub-ordinate on line. Whenever materials are received alongwith the line the store holder and his

assistants in whose jurisdiction the material is received, will verify the receipt and make necessary entries in his Field Book. These Field Books will be brought once a week from the Field to store holder's office for posting in the DMTR, thereby ensuring that the transactions done by the sub-ordinates working under the store holders are correctly brought to account. Simultaneously cross references are to be made in the Field Book and the DMTR.

b) OBSERVATIONS TO BE MADE WHILE CHECKING THE DAILY MATERIAL TRANSACTION REGISTER AND LEDGER ACCOUNTS:

- i) Whether the DMTR has been maintained in a printed book with mechanized serial numbers, whether entries in this Register are in chronological order according to the date of receipt and whether quantity received short or in damaged and broken condition have been indicated in appropriate column of the Register and whether necessary action has been taken in such cases.**
- ii) Whether the submission of stores Return is upto date. Serial number of DMTR is to be assigned from 1st April to end of 31st March of every year for the transactions transacted during that particular year.**
- iii) Whether the ledger postings are free from erasures or overwritten figures/ corrections and whether the ledgers are free from balancing errors particularly in respect of critical items, non-ferrous items or items of domestic use.**
- iv) All corrections must be attested. Doubtful cases should be checked up carefully.**

It is to be seen whether satisfactory arrangement for the correct issue of stores for bonafide purpose exists or not. It is also to be ensured that proper arrangement exist for correct weighment of materials both at the time of issue and receipt.

- v) Are there any cases of over indenting of stores or avoidable indenting of stores (this is to be determined by the trend of consumption, balance on hand, estimated work completed but stores relating to that work remaining in stock, work abandoned etc.).**
- vi) whether uniform is issued to staff who are eligible for the same under the rule and whether proper acknowledgement is on record in regard to distribution of uniform.**
- vii) Whether arrangement exists for correct and timely accountal of containers i.e. empty bags, barrels, drums and other containers.**

- viii)** Whether issue to the contractor relating to critical items like cement, steel etc. is commensurate with the progress of work and agrees with the quantity of respective item as in the estimate for work concerned.
- ix)** Whether there is any excess issue to the contractor over and above the estimated quantity.
- x)** Whether any materials have been issued to the contractor not provided for in the estimate and thereby extending temporary and undue benefits to the contractors.
- xi)** Whether proper arrangement exists for correct accountal of released materials and whether arrangement exists for disposal of scrap items as per extant rules.
- xii)** In respect of issues to other sub ordinates within the Division or outside the Division it should be ensured that such issue transactions are supported by proper authority and clear acknowledgments exist for such transactions. It is also to be ensured that verified copies of relevant issue notes have been received back and pasted with the block foils and there is no discrepancy in quantity acknowledged and the quantity as on the block foils of the voucher.
- xiii)** Whether in respect of consumable items like k.oil, dry cell battery etc. the sanctioned scale is justified by actual requirement/consumption or not and whether in respect of item of domestic use sufficient control exists to prevent misuse.
- xiv)** Whether condemnation and scraping of tools and plants have been done under the orders of and by the proper authority and whether condemned articles, where necessary have been returned to the nominated stores depot. Such of the articles which do not have scrap value or cannot be used or utilised locally are to be destroyed under the orders of the proper authority to prevent the scope for unauthorised replacement of new item by a scrap one.
- xv)** Transfer entry from one ledger account to another or from one ledger to another should be cross checked and to ensure that such transfer entries are free from ulterior motive.

It is to be ensured that materials issued on loan or for temporary use are for bonafide Railway work or purpose and is supported by the sanction of competent authority. Separate loan issue register must be maintained so that proper watch can be made on these issues whether the same are being returned or not.

3.63 INSTRUCTIONS FOR THE GUIDANCE OF LINE STOCK VERIFIERS AND ISAs :

- i) Immediately following the receipt of the programme, the stock verifier concerned should advise all the custodians (T-Form) mentioned therein of the probable dates by which, he would proceed with the verification of the stores held by them; subsequent changes in the proposed programme should also be advised to the custodians without any loss of time. The letters of advices should be copied to the controlling officer of the custodian as well as that of the stock verifiers. This procedure is to remind the custodians to be in readiness for admitting verification and to inform the controlling officers of the custodians of the impending stock verification. This would to a large extent, minimise the incidence of frequent postponements sought for by the custodian on the ground of non- intimation of the S.V. Programme in advance.
- ii) whether a voucher book is maintained for recording the Receipts/issues at the first instance for transcription into DMTR later, whether the DMTRs are posted current and upto date and what are the places where the materials pertaining to him are being held. If the postings in the daily material transaction registers are in arrears, the stock verifier should make a request in writing that it should be brought upto date to enable him to close the books. Therefore **the S.V. should close the DMTR by drawing a line with a colour pencil or red ink just below the last entry in the book.** The S.V. should initial below such a line with date and time.
- iii) Then the S.V. should commence taking the inventory and record the particulars in the field book in the form of a running inventory giving details of the location and date together with the method adopted for arriving at the ground stock each item-wise. Wherever necessary, the s.v. should ensure that the custodian also records the inventory of the stocks simultaneously and that at the completion of inventory of stocks at a location, the particulars as recorded by him should be reconciled with those of the custodian, in token of acceptance, the initials of the custodian should be obtained in the field book.
- iv) All the materials inventoried on a day should be summarised at the close of that day, from the time of commencement of the stock verification, the stock verifier has to control the receipt and issue transactions to ensure correct assessment of the actual stock for comparison with the book balance. Ground stock need not always be the actual stock, if some materials are received during the course of verification and if that stock is kept separately in the presence of the stock verifier duly obtaining his initials on the relevant voucher, this need not be included in the ground stock, but materials already received and not accounted for in books on

the date of commencement of the verification are necessarily to be taken note of while determining the actual stock ; so also the materials issued during the course of verification from unverified stock. Apart from this, the custodian may claim to have issued some materials before the arrival of the stock verifier. In such cases it is obligatory on the part of the stock verifier to insist on documentary proof. After satisfying this aspect, he may admit the transaction and in token of his acceptance, he should affix his initials with date on the relevant issue voucher.

- v) Then the relevant vouchers relating to the quantity received but not accounted for in the books, quantities issued during the verification from unverified stocks quantities claimed to have been issued before the arrival of the stock verifier pending accountal, quantities received during the verification and the quantities issued on loan account are to be called for by the stock verifier and in token of having taken such transactions into account for arriving at the actual stock, he should not only affix his initials with date on the face of the relevant vouchers but also indicate the particulars of such vouchers in the field book in the context of determination of actual stock from the ground stock.
- vi) All the quantities of stores lost in theft, flood, fire etc., issued on loan account and all shortages noticed in the consignments received through Rail have to be treated as if in stock for the purpose of arriving at the actual stock. However, in all such cases it is obligatory on the part of the stock verifier to affix his initials against the relevant entry in the manuscript register maintained thereof and if such a register is not there, he should see to it that such a manuscript register is opened by the custodian and certified by the stock verifier with his initials after satisfying himself of the bonafides of the transaction.

c) OVER- HAULING OF ACCOUNTS AT THE STOCK HOLDERS' OFFICES/ DEPOTS/ON LINE :

The ISAs /ASVs deputed for overhauling the accounts at the stock holders offices / depots on line should carry out their duties as stated below :-

- a) Examination of Maxima and Minima for items in stock.
- b) Review of imprest.
- c) Scrutiny of overstock.
- d) Review of unoperated items.
- e) Review of assets lying idle.
- f) Review of local purchase.
- g) Review of surplus stores.

3.64 VARIOUS TYPES AND CATEGORIES OF STORES AND THEIR SYSTEM OF ACCOUNTAL :

a) STOCK ITEM : Held in stock at Stores depot and these comprise of stores for which there is a regular turn-over with constant demand. The depots also hold stock of emergency stores for which there may not be a constant demand, but are required to be kept to meet emergent procurement of stock items is made by COS. Certain workshop manufactured items also form part of stock items. All stock items are initially received by the depot receipt branch and after initial inspection and documentation in various receipt registers, items are sent to the respective depot ward for stocking. Stock items are issued to various indenters on specific requisitions.

ACCOUNTAL : Stores depots maintain numerical Ledger Cards for all categories of stores held in stock in a stores depot. Presently, numerical Ledger Cards are being gradually replaced by Bin-Cards. All transactions relating to stores and stores depots are required to be correctly documented in the aforesaid cards. Issue transactions are supported by issue vouchers.

b) NON-STOCK ITEMS : These are stores which can be readily purchased and supplied to consumers direct instead of stocking in the Store depots. Procurement is made by COS against requisitions from the various consuming departments.

ACCOUNTAL : The stock-holding units maintain numerical ledger account for all types and categories of non-stock items, held by them mainly for day to day Repairs & maintenance work. Issue transactions are required to be supported by Issue Note, M.A.(material accepted) Note, Issue Tickets etc. All transactions are required to be documented in the Ledger Accounts maintained by the Stock-holding sub-ordinates for individual items. part of charged -off stores held by sub-ordinate stock holding units.

c) CHARGED-OFF STORES : Charged-off stores comprise items of consumable stores such as cotton waste, jute, oil, Grease etc. which stock-holding sub-ordinates holds in stock for repairs and maintenance. Other petty stores for patch-work repairs to Buildings etc. and stores obtained for specific work, Tools & Plants also from The cost of such stores are charged off to revenue.

ACCOUNTAL : Stock-holding subordinate is required to maintain numerical ledger accounts for all types and categories of charged-off stores. All receipts and issues are required to be documented in the Ledger Accounts supported by receipt/issue voucher.

d) IMPREST STORES : Imprest is a standing advance of certain specified stores held in stock at Running sheds, Train-examining stations etc. Such items may be stock items as well as non-stock items. In respect of imprest items of stores, imprest quota is fixed for each subordinate by the respective departmental authority. The monetary limits for each Imprest holder as fixed or as may be revised from time to time require the formal approval of DRM/HOD once every year. Imprest items are not for any specific work. Stock holding subordinates receive imprest items from the nominated stores depot.

ACCOUNTAL : Each imprest holder is required to maintain numerical ledgers showing all receipts, issues & balances of Imprest materials. Generally, imprest numerical ledgers are in Loose-leaf card, one sheet being used for each item and the authorised Imprest quota and authority therefore is required to be indicated in the loose-leaf card with other relevant particulars viz. correct nomenclature, unit of accounting, rate etc. All transactions are required to be supported by proper vouchers.

e) MATERIAL-AT-SITE : Materials, other than petty consumable stores, obtained for specific works are required to be kept entirely outside the accounts of any other category of stores. Such stores are separately requisitioned for, despatched to the site of works, accounted for and consumption watched through a suspense head, the MAS account relating to the work concerned. Procurement of such stores is normally made through the stores department. Materials obtained by transfer or by manufacture for any specific works also come under the same category. While all receipts and Issue transactions of such materials are required to be properly accounted for, the MAS return is prepared and submitted by the subordinate every quarter, viz end of June, September, December and March every year. All transactions documented in the returns are required to be supported by proper vouchers.

f) PLANT & MACHINERY :

- i) Sub-ordinates of the respective departments are required to maintain distinctly separate Inventory for all items of plant and Machinery held in custody. In the Inventory each item under one description should have a separate page, with the details of the Plants and Machinery, make and maker's serial number etc. Locally assigned unit, asset number should also be indicated in the folio in addition to the other required information.
- ii) Procurement of Plant & Machinery items is made either through COS or manufactured and supplied by railway Workshop, on specific demand or those obtained from other completed works. Any plant so long it is not transferred to other stock-holding subordinates under proper authority or

not finally scrapped by the competent authority and sent to the nominated scrap stores depot under D.S.8 vouchers are required to be borne on the Inventory.

- iii) Custody stores, although held by a ward-keeper working under the Store Dept. do not form part of the stores held by a Stores Depot, borne under "Capital Suspense". Stores under this category chiefly consist of items obtained for the mechanical dept. for the construction of Rolling Stock Sanctioned under Capital/Revenue Programme. The stores are directly received and paid for, the cost of stores is at once debited to the works concerned. Since the stores so procured are not immediately consumed in full, instead of the same lying in the workshop until they are required, the Stores Dept. keep them in safe custody, exclusively separate from other stores, maintaining proper Numerical Accounts in regard to all receipts & Issue transactions relating to such stock.
- iv) Custody stores are required to be verified annually by Accounts Stock Verifier. Results of verification are required to be adjusted/Certified in the Numerical ledger Accounts maintained for such stores. Stock sheet is required to be prepared only for the discrepant items as in the case of other "charged-off" category of stores.

Method and technicalities of verification are the same as for items verified in Stores Depots.

3.65 ARRANGEMENTS FOR CUSTODY AND PROTECTION OF STORES :

The verification staff are required to comment in their narrative report if proper arrangements exist for the safe custody and proper storage of materials against unnecessary avoidable deterioration from the weather or any other cause. With this object they should examine the existing arrangements to see :-

- (a) That the godown floors are "Pucca" or cemented and in case of subordinates on lines where such godowns have not been provided, that no stores are stacked on the ground and that unserviceable sleepers or rails have been used as dunnage in the case of heavy materials which cannot be stacked in racks or bins.
- (b) The racks or other suitable arrangements are provided for storing hand tools, petty and consumable stores.
- (c) That the items of common domestic use are always kept under lock and key (soap, matches, towels, dusters etc. are instances of this nature).

(d) That in the case of materials stacked outside the godowns such as sleepers, rails, crossings etc. enclosures have been provided to the watchman appointed to watch the same.

(e) That proper arrangements exist for locking the godown and keeping the keys in safe custody.

(f) That adequate arrangements exist for fire protection i.e. fire extinguishers are kept handy and at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked. Some staff members are trained in using such equipments.

(g) That inflammable stores are never stocked near combustible items i.e. waste cotton, sleeper or other wooden fittings are not stocked near petrol or oil.

All the points noticed for inclusion in the Narrative Report should be made out and to be recorded in the Filed Book as and when noticed. Recording the same on bits of paper should invariably be avoided.

3.66 PREPARATION OF STOCK SHEETS BY VIGILANCE STAFF:-

As per the Rly. Board letter No. 66(RS)/G/779 dt. 3-1-67 and FA&CAO/WST/SC Lr. No. A/SV/1/5/Pt.iv. dt. 19-9-81, **the stock sheets could be prepared by the Inspectors or Officers of Police/Vigilance Departments in the same manner as departmental stock sheets.** The ISA/ASVs, whenever they are called upon to associate with the investigating officials, they **should obtain the specific approval from the controlling officers.**

3.67 EQUIPMENTS/MACHINERY ISSUED FOR REPAIRS :

All the Equipments/Machinery issued for repairs should be separately noted in a separate register while marking the transaction with a pencil in the original ledger account. **If the item is not returned or brought back in the unit with in a reasonable period of 3 months, it should be booked as short in the ledger account** and the same should be reflected in the stock sheet. During the course of stock verification, ASV should verify the date of issue for repairs specifically and act accordingly as per the above guidance.

3.68 NARRATIVE REPORTS :

a) All the irregularities in procedures adopted by the custodian are to be brought into the Narrative Report. If the irregularities are not mentioned in the report, the same will continue upto the next verification and so on. The Narrative Report will save the stock verifiers from the complications when any frauds are noticed subsequently by higher authorities. The standard of the stock

verifier/ISA will be reflected in his Narrative Reports. The custodians should be insisted to submit their replies for Narrative Reports before closing the stock sheets. It is also necessary that a separate Monthly Progress Report should be prepared showing the details of Narrative Reports issued against the units and its position of closure/clearance. It is observed that no un-due importance is being given to the Preparation of Narrative Reports, issuing of the same and watching the progress of obtaining the remarks from the custodians. The Narrative Reports have the same importance as the Stock Sheets have. The Administration can initiate action against the custodians and also can effect recoveries from the custodians based on the Narrative Reports. Thus, the stock verifiers should be insisted to submit the Narrative Reports as per their observations made in the unit during the course of verification based on the following guidelines.

b) The verification staff should bring out, in the form of Narrative Report, in triplicate, the following points when checking stores depots/offices/stations/workshops, etc.

- i)** Irregular stacking of materials.
- ii)** Materials in yard unprotected from climatic effects; and portable items left unsecured.
- iii)** Inadequate safeguard against pilferage and thefts and chowkidar arrangements.
- iv)** Inadequate fire precautions and indiscriminate stacking of combustible items in close proximity with inflammable items of stores.
- v)** Materials deteriorated in stock due to inadequate precautions and the lack of use of anti-corrosive paints etc.
- vi)** Irregular procedure followed in the accountal of Receipts and issues.
- vii)** Uneconomic handling of stores and transactions in not arranging and working off stocks so that articles received first are issued first and fresh receipts are not dumped on the existing stock(FIFO).
- viii)** Haphazard issue of stores leaving uneconomic residual pieces, bits of quantities of stocks that could not be issued as serviceable items of stores.
- ix)** Posting errors in vouchers detected during prescribed percentage checks and special checks.

- x)** Maxima and Minima quantities not fixed and shown against each heading; and where fixed and shown, the stocks held are in excess of the authorised maxima.
- xi)** Errors in balancing the posting, etc. as also the balance struck and carried forward and posted through the adjustment Register.
- xii)** Balances of stores lying unoperated for one year and above.
- xiii)** Accounts exhibiting NIL balances for six months and over.
- xiv)** Items of stores lying unaccounted for.
- xv)** Non-maintenance of Dead Stock & Tools and Plants Register and History Book and Log Book.
- xvi)** Ledgers, stores cards, etc. are not free from suspicious entries and adjustments or alterations are frequent and that the corrections of entries are irregular and unauthorised. Some of the types of transactions to be looked for, are indicated below:
 - (a)** Compensation of shortages from first receipts or already issued materials to an adjacent workshop in collusion.
 - (b)** Wholesale omission to account for workshop Manufactured items or DGS&D supplies.
 - (c)** Less despatch of return stores than shown in the advice note for returned stores vouchers.
 - (d)** Less accountal of released materials of dismantled items or less issues of material than shown in the issue ticket.
 - (e)** Wholesale omission of posting advice notes of returned stores in Depot.
 - (f)** Covering shortages against theft or missing reports issued subsequently giving back dates when shortage occurs.
- xviii)** The Ledgers and stores cards are not well-maintained and the transfer of balances, etc. are irregular and unauthorised.
- xviii)** Lump Account changed and split up according to the sizes and stock particulars.

- xix)** Incorrect classifications, loans and unauthorised issues to be noted and reported, and
- xx)** Instances of thefts, claims, damages, short receipts to be noted and reported.
- xxi)** Stocking of date expired medicines and non-maintenance of Register of Assets by Medical units.
- xxii)** Non-utilisation of Plant & Machinery such as Lathes.
- xxiii)** Accumulation of scrap at way side stations.
- xxiv)** Non-assignment of numbers of costly items, if original machined numbers are not visible or not furnished on the costly items.
- xxv)** Utilisation of S.T. Sleepers for fencing at wayside stations on a large scale. Usage of ST sleepers as fencing is totally prohibited.
- xxvi)** Non-balancing of the ledgers for provisions at catering units daily.
- xxvii)** In case of broken, damaged or otherwise unserviceable stock, including those relating to claims, thefts, etc. either included in survey or otherwise, the same should be shown distinctly in Narrative Report.
- xxviii)** Taking lesser weight while accounting for Released items and accounting for in weight or units in violation of instructions.

CHAPTER IV

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VERIFICATION OF STORES DEPOT

4.1 Set up of Stock Verification unit in the Stores Depot :

In every major capital stores depot sufficient Number of ISAs/ASVs have been posted for carrying out the inspections, special checks, inventory analysis and physical verification. After getting the approval of the FA&CAO(W.S) for the programme of work to be undertaken during the year, the yearly programme sheets consisting of the details of the verification to be carried out together with the Number of days allotted for each programme are prepared and furnished to both ISAs and ASVs. The depot ISA should work in close co- ordination with the depot officer and ensure that day to day problems of ASVs in the matter of verification of stores are discussed and sorted out with the depot officer then and there so that any wastage of mandays on this account can be avoided. Depot ISAs will also be responsible to see that the yearly verification programme of the depot is completed in time. In order to have control over the programme of verification, he should also note down the progress of verification work in the copies of the programme sheets furnished to him.

4.2 (A) Points to be examined before physical verification :

- 1) Obtain all bin cards/tally cards of the items to be verified from the ward on the date of verification in the morning.
- 2) Ensure that all the receipt and issues postings are upto date on the date of verification.
- 3) Ensure that the labour staff allotted for verification are sufficient and that the scale, crane and other facilities are available for verification, where necessary.
- 4) Check up the scale to ensure that it is in proper working condition.
- 5) Ensure that stores are kept under proper bins and racks duly painting the P.L. Nos. on them to facilitate easy identification of stores in stock.
- 6) Have a complete survey of the ward to ensure that the stores taken out of the bins/racks and disturbed stacks are put back in their proper places.
- 7) Ensure that a stores representative is available to witness the stock verification.

- 8) Ensure that as regards the computerised items, the receipt and issue vouchers relating to the date of verification are not posted on the bin cards till the verification results are posted (This is necessary because the computer code number for stock verification adjustment precedes the computer code No. of receipt and issue transactions for the day).
- 9) Ensure that as regards computerised items the ward keeper does not keep with him any pending voucher which ought to have been posted on the bin cards before accounts verification. If there are any such pending vouchers, details of the vouchers not released upto the date of verification should be noted down in the field book and reported thereafter through narrative report to the concerned Accounts Officer for further necessary action. Ensure that the bin card balance is tallying with the Transaction Register (TR) of the previous month.

(B) FREQUENCY OF VERIFICATION :

All materials in a depot whose accounting is brought under computerisation are verified as under :-

Category `A' Items : All items having an annual usage value of Rs.10 lakhs or more. --- **once in SIX MONTHS..**

Category `B' Items : All items having an annual usage value of Rs.1.5 lakhs and above, but below Rs.10 lakhs. ----- **once in a YEAR.**

Category `C1' Items : All items having an annual usage value of above Rs.25000/ but below Rs.1.5 lakhs. ----- **once in TWO YEARS.**

Category `C2' Items : All items having an annual usage value of Rs. 25000/ and below. --- **Once in TWO YEARS.**

`D' Items : All items that have had no issues for twelve months and over. ----- **once in a YEAR.**

4.3 Recording of Field Book :

The items selected for verification should be entered in the field book duly furnishing the details such as name of the depot, nomenclature, PL No., Card No., date of verification, unit of account etc. **The book balances should on no account be entered in the field book** unless and until all the stores for

the day's verification have been actually verified except in small cases. Complete details of the verification i.e. location, count, weight or measurement should be recorded in the field book duly indicating the quantities verified in each bin or rack, stack and on each occasion/day. The signature of the Ward Keeper or Stores representative should be obtained at the conclusion of physical verification on the same day. The ASV should also sign the field book with date.

4.4 Physical verification of stores :

The physical verification of stores should be done in the presence of the concerned DSK/Ward Keeper of the concerned ward. It should be ensured that materials produced for verification should conform to the description as shown on the bin card/tally card. Any case of differences, doubts and disputes, incorrect identification of the materials etc. **should be resolved by verifying with the specification, drawing etc. or by obtaining services of technical staff of the concerned department.** ASVs should not themselves classify any materials since they are not technically competent. The physical verification should be done either by count, weighment or measurement as the case may be according to the unit of account of the item concerned. Ordinarily there should not be any difference in the method of verification to the one adopted at the time of receipt of material. Stock Verifier is personally responsible for the accuracy in the physical verification.

Each stores depot is placed under the control of Gazetted Officer of the stores department, who is responsible for:

- (i) the prompt service of the territory served by the depot under his control;
- (ii) ensuring efficient maintenance of the stock of stores held by the depot and safe custody thereof;
- (iii) the correct tally of such stock at any time with the balances as shown in the depot ledger;
- (iv) the correct and timely preparation of all initial documents and postings thereof in the ledgers and other subsidiary registers;
- (v) the submission of relevant vouchers and other documents to the EDP center through the associated Accounts office on the prescribed dates;
- (vi) the disposal of surplus and scrap materials etc (S-2233 to 2237 and 2302-S).

4.5 A stock verifier (not to speak of ISA as he must know) apart from his knowledge about the technicalities involved in stock verification of depot stores, must have a fair idea about the depot set up, depot working procedure and rules.

The work in a stores depot consists of :-

- a) Receipt and inspection of stores.
- b) Storage and issue of materials.
- c) Despatch of materials.
- d) Maintenance of 'Numerical' ledgers.
- e) Recoupment of stocks.
- f) Disposal of surplus stores and scrap materials.

4.6 True Issue : True issues means only issues to home line indenters against regular routine demands and to recoup imprest stock. True issues therefore exclude depot transfers, issues to non-recurring capital works, sales, adjustments and other non-recurring issues.

4.7 Minus balance in Ledger Card : This implies excess in stock i.e. stores not borne in ledger (non-accountal or short accountal of receipt) but issued by preparing issue note and the same posted in the ledger card.

4.8 Unit Piling : This is a system of compact stocking of materials/stores in so many deep to a row and so many rows to a layer of the stores, or in cases of small items, a system of packing in bags uniform quantities of the items in convenient weights or number (generally based on average quantities for one issue). This system helps in ascertaining the existing stock at a glance at any time.

4.9 First in First Out (FIFO) : Location and the method of stocking material should be such that the stock could be worked off in the order of their priority of receipt in the depot. In other words, issues should be made from earlier receipts and not from fresh receipts.

Accounts stock verifiers should check erroneous classification of unauthorised stores & surplus stores, arrangement for custody and protection of stores. ASV should also survey the depot premises and yards for unaccounted stores and should ensure the accountal of such stores.

4.10 Authority to sign. Issue Notes : 1324-S. All issue notes except those debited to suspense, may be signed by the ward keeper provided the issues have been made on proper requisitions placed on the stores department. All other issue notes including "Write Back" issue notes should be signed by a Gazetted Officer of the stores depot. **Book transfer vouchers are also required to be signed by a Gazetted Officer.**

No employee below the rank of an assistant DSK (at present DSK) may sign gate passes and the person preparing gate passes should initial them (1351-S) Gate Pass after being used should be scored across to prevent misuse.

Vouchers are to be posted in the ledger cards in the following order (1410-S).

4.11 Receipt Vouchers :-

- a) Accounts Stock Verification Sheets (S-1341).
- b) Dept. stock verification sheets (S-1260).
- c) Book transfers (S-1259).
- d) Purchase orders and their adjustment memos.
- e) Depot transfer receipts (S-1320).
- f) Advice note of Returned stores (NS-11).
- g) RE9Bs.
- h) R.Rs.

4.12 Issue Vouchers :-

- a) Requisition-cum-issue notes (S-1313).
- b) ordinary issue notes (S-1319).
- c) Depot transfers (S-1320).

Accounts stock sheets should be posted by the stock verifier himself before any transactions for the date on which the verification was made are posted in the ledgers.

4.13 R.O. Numbers : Receipt order numbers, commonly termed as R.O. Nos, are separate series of number allotted by the respective ward of the stores depot to the various receipt vouchers dealt with by the ward. In terms of para. 1255-S the R.O. numbers should be a separate serial for each class/group of material in a ward and in each class there should be a separate serial for each kind of receipt vouchers. The R.O. numbers is also required to be posted in the depot ledger card in addition to the Receipt vouchers number.

4.14 Vouchers posted as minus receipts : The following vouchers are posted as minus receipts in the ledger cards:-

- a) Depot transfer issue notes (posted as minus receipts in the issuing depot and plus receipt in the Receiving Depot).
- b) Book transfers : In the ledger cards from which transferred the vouchers will be posted as **minus receipts**.

- c) deficiencies in stocks and all other transactions to debit of "stock Adjustment Account" will be posted as minus receipts and accounted for accordingly (e.g. shortage in Accounts stock verification sheets or in Dept. stock verification sheets).

4.15 Depot Ledger Cards : In the stores depot ledger section, separate sets of stock cards are maintained under each class (group) of stores, the stocks being classified according to whether they are new' `second hand' or `repairable' and `finished', `part finished' or `rough'. Each stock card is generally in two parts. One called the Numerical ledger card and the other the recoupment card for recording recoupments. Each ledger card should bear the initial of the supervisor of the ledger section on the right hand top corner. ISA/SV while noting the balances for stock verification should see that the card bears the initial of the supervisor of the ledger section. This is necessary to prevent unauthorised replacement of N.L. card whatever may be the reason or motive behind. (This rule is equally applicable in respect of all units where loose leaf ledger cards are maintained e.g. in the stock holding units under the Mechanical Dept. viz. LF, C&W).

Procedure of Stock Verification of Stores at Stores depots by ISA/ASV:

4.16 Allotment of Work : The depot ISA is responsible for utilising the stock verifiers fully without any wastage of time /mandays and it is the duty of the ISA to allot verification work to the stock verifiers on the basis of the approved Annual Programme of verification. ISA is also responsible for the issue of Field Book to the stock verifiers making necessary entry in the Field Book Register. As per the practice followed on this Railway. the ISA concerned is required to attest each Field Book at the cover page with his dated signature. this practice is applicable in respect of field books issued for verification on line as well.

4.17 Intimation to the Ward : One day's prior notice in writing is required to be given to the DSK/Ward keeper of the group of stores, that is to be taken up for verification and the stock verifier himself will have to ensure that the items of stores intended to be taken up for verification on the following day are actually in verifiable condition. If the items are not in verifiable condition so as to complete the verification fully, verification should not be taken up. If situation so demands, the position may be brought to the notice of the Depot Officer through the ISA incharge.

4.18 Entering in the Field Book : If the items intended for verification on the following day are in verifiable condition, the stock verifier should then enter in his field book the name of the depot, the ward, group, codified number, unit of accountal and nomenclature of the items in the relevant columns of his field book.

Book balance should on no account be entered in the field book until after the stocks have been actually verified and the stock verifier must not accept book balance as correct but should himself verify all stores in stock unless special orders to the contrary have been taken from the Stores Accounts Officer.

4.19 Commencement of actual verification : The S.V. should note the date of verification in his field book and begin to verify each particular item of stock in detail in the presence of the concerned Ward Keeper or some one specifically authorised in writing to attend verification on behalf of the Ward Keeper. **At no stage, stock verification should be conducted without the authorised representative of the stores department.**

The stock verifier should ensure correct count, measurement / weighment according to the unit of account of each and every item under verification, recording details in his field Book. (Assistance of stores coolie/khalasi may be taken where necessary). Specific marks of identification, size, dimension and other particulars as in the nomenclature of the respective item of stores, already noted in Field Book should be particularly checked and compared with the stores under verification to ensure that both tally. It is also to be ensured that the nomenclature of the respective item and unit thereof are in accordance with the published group list.

It is required to be kept in mind that the stock verifier is personally responsible for the accuracy of the verification and that **he will not only be responsible for verifying what is shown to him, but will also be responsible for seeing that nothing is left unverified.** Care should therefore be taken to locate all the stocks for assessment of the correct ground balance of stores. Storage bins, racks, godowns, sites of stacks should therefore be carefully searched to avoid the possibility of left over materials/stores.

As far as possible scales should be carefully adjusted at least once during each day before weighment of any article.

In the course of verification, the stock verifier may come across cases of substitution or mix up of articles which should be carefully sorted out, separated and arranged to be restored to their respective bins.

4.20 Reclassification : If materials under verification are borne in the books as new or second hand but are found to be actually other- wise the entire quantity should be shown on the stock sheet as described in the numerical ledger with suitable remarks as to the condition of the stores which should also be recorded in the field Book. In no case should the stock verifier either himself transfer or ask the depot staff to transfer any material to scrap. The concerned ISA will take further action in such cases in the course of scrutiny of stock sheets when received back with remarks. In important cases however according to monetary value involved, cases may be reported to the Stores Accounts

Officer/Accounts Officer/SV even before return of stock sheets with explanation.

General instructions regarding Depot verification and guide lines for the verification of certain items of stores.

4.21 Materials under issue or receipt :-

a) For ensuring accuracy of the actual ground balance it is the duty of the Stock Verifier to examine materials under issue and receipt. If the items under verification happen to be there, he should see that covering issue notes for materials taken out for issues have been duly posted in the depot ledger. If not posted, the quantities in the issue racks should be added to the stock figures.

b) The material in receipt racks should similarly be checked with receipt orders under acceptance. If the relevant Receipt Orders have already been posted in depot ledgers, the materials should be added to the stock figures or alternatively, the Receipt Orders should be initialed in token of their having been checked. If any articles are found lying without any covering voucher, they should invariably be brought in to books, except under exceptional circumstances, which should be recorded in the field book. This inter-alia means that the S.V. should initially take the ground stock of entire quantity of an item actually available and thereafter consider what is to be added or deducted should be done with clear, complete and intelligible remarks.

4.22 Incomplete count or weightment : If it is not possible to completely finish the count or weightment of an item taken up for verification during the day, the counted or weighed portion of the material should be kept separately from the total balance in the godown in such a way that there remains no confusion.

Stock Verifier should note the particulars of individual measurement or weightment of the items under verification in his Field Book. Under no circumstance individual measurement or weightment should be noted in any other paper and only the sum total is noted in the Field Book. Rough working sheet if necessary to be prepared should be initialed by S.V & attached to the relevant page of the Field Book.

4.23 Guide line for verification of certain items :

a) Methods adopted for verification should be intelligently applied, so as to ensure maximum outturn at the minimum cost both in respect of time and labour. In carrying out verification of heavy stock balances, the S.V. should adopt average method such as weightment Vs. count, measurement Vs. weightment following the instructions contained vide paras 3237-S & 3238-S and the

method adopted in each case should be carefully and intelligibly recorded in the Field Book.

b) In the case of valuable non-ferrous articles, such as tin ingot, Copper, Brass, Gun Metal etc. the entire stock should always be weighed beam scale regardless of what the balance may be or the time involved. The time spent should however be justified by the volume of stock verified.(3240-S)

c) Items under group 90, i.e. steel section comprising of large iron and M.S.Plates, Channels, M.S.Rounds, Beams etc., Which cannot be easily handled or weighed may be verified by measurement of such articles and then using the appropriate formulae/authorised sectional conversion data and the sectional weight arrived at. The conversion data adopted and authority for the same should be recorded in the Field Book.

d) Items of stock in original packing from reliable firms need not be opened but their contents as marked in the packing may be accepted with suitable remarks in the Field Book and the Stock Sheet.

N.B. In case of doubt, complete verification should be undertaken.

e) Items comprising identical stocks stacked in orderly manner and in well arranged condition need not be disturbed. Such stocks can easily be counted at the site, counting the number of deep to a row or number of rows to a layer of the stores and the total stock worked out. Details however should be recorded in the Field Book. Stock verifier should however take precaution and inspect the formation of stack, contents of the rows/tiers making up the stack and satisfy himself before resorting to such method of verification.

f) G.I. or M.S. Pipes or any other category of pipe should be verified according to diameter (not circumference) in the unit of running meter. Number of pieces measured should also be recorded with their individual length. It may so happen that some of the pipes are with socket at one end. (it should be ascertained whether the nomenclature is with socket or separate account exists for the sockets). In respect of such pipes the socket should be securely screwed down to the last thread and measurement of the over all length of the pipe from end to end taken and recorded. If, however, the socket cannot be screwed down to the last thread care should be taken in taking measurement of the pipe length only.

g) Broken, damaged or otherwise un-serviceable stores or rejected materials should not normally be included in the ground stock. If however, such items form part of the book balance duly supported by documents (which should be checked by S.V.) the quantity should be included in ground stock but shown distinctly separate from the regular stock with suitable remarks both in Field Book and in stock sheet. This equally applies in respect of stock verification carried out on line.

Items of stock in the unit of sets should be carefully examined and verified taking into consideration all the components that make the set. If necessary, the original receipted challans may be checked up, to ascertain the details of components which should be recorded in the Field Book.

4.24 NON-FERROUS ITEMS : Non ferrous items like copper, tin, brass, gun metal, antimony etc. in any form should be subjected to actual weighment on beam scale, details of the number of pieces weighed and the weight arrived at on each weighment and the totals should be recorded in the Field Book. In order to avoid mixing up of the verified stock with unverified quantities or vice versa, the verified stocks should be kept separately from the unverified stocks with some distinct marks. The ward strong rooms should be opened and closed in the presence of the ASVs and ASK/Ward keeper by sealing the doors daily till the physical verification is completed.

4.25 STEEL SECTIONS : Before commencement of verification, the ASV should call for the tally register to find out the total quantity of receipts from the date of last verification and the method adopted for tallying the receipts in respect of the steel items proposed for verification. ASV should ensure that the difference in quantity attributable to the employment of a method other than that used for billing each consignment is brought on to books in terms of para 780-S. The steel sections will generally consist of channels, M.S.rounds/ square, flats, plates, angle telegraph channel, joints and beams. The physical verification of these items should be made first by taking the measurement of lengths and then the total lengths reduced to weight by applying the prescribed conversion data.

4.26 UNPACKED GOODS : In the case of articles received from up country and if the cases received are intact, the weight or number as given in the advice of despatch may be accepted as correct. Indigenously manufactured goods packed by well known firms of commercial standing may also be accepted as per weight or number marked thereon in cases where it may not be advisable or convenient to open the packages to make a cent percent check. Loose or broken packages should however be verified in full (3244-S).

4.27 ITEMS OF STOCK IN SETS : The items of stocks accounted in sets should be checked with reference to their components. The relevant charts and drawings should also be consulted apart from seeking the technical advice, if needed.

4.28 ITEMS OF STORES ISSUED IN WEIGHT AGAINST REQUISITION IN NUMBER : ASVs should with a view to preventing fraudulent practices of overcharges in weight, test check the weight shown on the issue notes as equivalent to the numbers issued. A report on the result of this test check should be submitted to the Accounts officer concerned.

4.29 RE-ARRANGEMENT OF STOCKS : All materials taken out of racks, bins etc. by the ASVs for verification should be put back into the racks and bins duly arranging them properly by the concerned Ward Keeper.

4.30 Weighment Vs. Count (Small articles with unit of account in number & Stock involving large quantity):

Entire stock need not be counted 5% or 100 Nos. of the articles which ever is less should be counted and weighed and the weight of the whole stock taken is reduced to count by weight of the sample count. When this method is resorted to, the maximum quantity which a scale can weigh should be weighed each time.

4.31 Measurement vs. weighment : This method may be resorted to when heavy balance is on hand 2% in the case of iron and 10% in the case of other materials or stores should be weighed and the stock so weighed should then be measured by length, area or cubical contents. Measurement of the entire stock to be verified should then be taken and then converted to weight with the help of the data obtained from the sample quantity measured and weighed. If the weight of the entire stock thus arrived is approximately the same as the depot book balance, the depot book balance may be accepted as correct. If, however, heavy difference is noticed, all figures for measurements and weighments should be rechecked and an additional 2% or 10% as the case may be, should be weighed and measured to ensure the correctness of the data furnished by the sample quantity measured and weighed.

While verifying electrical materials liable to damage, a detailed verification need not be resorted to. The executive authority in whose custody the materials remain will be held responsible for the correctness of the ground stock. A certificate to that effect is required to be obtained by the stock verifier and recorded in the field Book. Stock Verifier must not however avoid inspecting the ground stock to satisfy himself that the same will be approximately equal to the Book balance.

There are certain small items particularly in P.way depot e.g. Cotter, Pins, Fastenings. They are stocked either in bins or bags containing uniform quantity (number), which is indicated/painted in each bag. Stock verifier need not waste this time in checking the contents of each and every bag. The S.V. should pick up bags at random and carry out actual check of at least 5% of such full bins and bags and if found correct the SV should accept the quantity in other bags as correct, otherwise the entire stock will have to be checked in detail. The S.V. should however make sure that all the bags, bins etc. really contain the correct material.

4.32 Verification of Liquids/Fluids in Drums :

- i) While the drum is full with original seal intact leaving no scope for any doubt, quantity as per the clear original marking on the drum may be accepted, provided the quality of oil is also indicated by the supplier on the body of the drum. In case of doubt the supplier's original challan, if possible has to be connected and checked up to remove such doubt.
- ii) When the drum is partly filled : Oil in 200/210 Lts. Capacity drum partly filled.

Area of the base X height of Oil = Volume of Oil
Cross section of the drum being circle, its area should be πr^2 i.e. $22/7 \times \text{Radius}$ (Radius = 1/2 of diameter)
e.g. Diameter of the drum = 56 cm.

Height of Oil = 20 cm.

Its volume will be $22/7 \times 56/2 \text{ Square} \times 20 \text{ Cubic cm.}$

$$= 22/7 \times 28 \text{ Square} \times 20 \text{ C.Cm.}$$

$$= 49280 \text{ C.Cm.}$$

$$= 49280 \text{ Milliliters.}$$

$$= 49.280 \text{ liters.}$$

Note: 1000 cubic centimeter = one liter.

In all cases volume will be Base Area X Height.

Area always depends upon the shape of the container. In case of verification of fluids which are stocked in units of kilograms, their volume should be multiplied by specific gravity of the items verified to get the result in weight.

Belting in machine rolled coils leaving no space in between the laps : (Unit of account is in meters)

Take the diameter of the hole in the middle (in centimeters), add to it the outside diameter (in centimeters). Next multiply by the number of laps in the coil and the resultant multiplied by 0.01571. This will give the length of belting in Meters.

4.33 Verification of Timber (Logs) : The stock will have to be actually counted, compared and reconciled with the register of logs. 10 percent of the logs will have to be actually measured and reconciled with identical entries of measurements in the log register.

Apart from being of different species and sizes, logs may be round and square. On receipt in the depot, each log is assigned depot serial number, there

being separate serial for each species of log. A log register is maintained by the depot ward. In this log register separate pages are allotted for the respective species of logs viz. Teak, Badam, Sal, Hardwood etc., (for each species separate P.L. No.). After inspection of each log as regards quality, when finally passed for acceptance, the particulars of measurement are recorded in the log register against the respective log serial number. Any item of log rejected, the relevant log serial in the log register is clearly indicated with remarks "rejected" and measurements for rejected logs are not to be recorded in the log register. Even if recorded, through oversight or otherwise, cubical content of rejected logs are not supposed to be recorded. Log may be to the required quality but girth may be below the required specification. In such a case too cubical content is not supposed to be recorded.

4.34 Procedure of Verification : Initially, take the stock of the logs at random, as the same are in the yard, recording in Field Book the details of species, log number, P.L. number and category viz. round or square. At this state, measurements need not be taken. After taking the entire stock in a similar manner, the stock verifier should reconcile the same, carrying out cross checks with the details recorded in the log register. Each and every entry in Field Book should be reconciled. Discrepancies, if any, noticed should be sorted out. stock verifier will thereafter select 10% of the logs in the yard for verification by actual measurement. In the matter of selection as far as possible, logs of all species and types should be included in the verification. The S.V. should clearly indicate the logs so selected for actual verification in details in the field book and measurements should be neatly recorded.

Cubical content of round log : Formula $V = L (G/4)^2$

where V=volume, G=girth, L= length, should be applied. Length should be taken from the cut extending farthest in to the length from the butt end, to the nearest cut at the top end. Girth should be measured at the mid length of the log excluding bark, knot or any other abnormality at the point of measurement. If the thickness (girth) is not uniform throughout the length 3 or 5 measurements are to be taken and average figure has to be arrived at. While measuring length in feet, fraction of a foot over 6" should be taken as one foot and below the same omitted. If under such circumstances measurement of girth is taken over the knot an allowance $\frac{3}{4}$ per foot or 6.25 cm. per meter should be deducted.

e.g. (a) Length of round log = 6.08 meter (L)

Mid girth taken as 1.72 meter (G)

Cubical content will be $L (G/4)^2$

i.e. $6.08 (1.72)^2/4$ i.e. 6.08 meter x .43m x .43m = 1.124 cum .

(b) Square log : Length x Breadth x thickness

L = 7.01 meter, average breadth 45cm and average thickness 30cm

Cubical content will be 7.01 m x .45m x .3 meter = .946 cum.

(In respect of Sq.log there should not be any difference in breadth and width at any stage of the log).

Actual stock so taken and the cubical content worked out, should be reconciled with the measurement recorded in the log register against the respective log serial. If they agree, cubical contents of the other logs as in the log register should be noted in the Field Book against the respective log serial number already noted, assuming that the same are correct. The Numerical Card balances will then be certified as correct. In the event of shortage or excess, the same is to be adjusted in the relevant Numerical Ledger Card. Before certifying or adjusting the ledger balances it should be ensured that in respect of individual log (as per log register) there is no compensating error or log as actually issued is still borne in the log register as in stock. It should also be specifically ensured that no rejected log has inadvertently or otherwise been included/considered in the verification.

Other Procedures ie. acceptance of the results by the Ward Keeper, obtaining of certificate consideration of logs under receipts/issues, preparation of stock verification sheets, distribution of stock sheets etc. are similar to verification of any other stock item in the stores depot.

N.B. : Due to heavy stock or any other practical reason or difficulty, verification of each and every species of log, so to say the entire stock of all species of logs may not be possible to be verified within the year or in a specified time. In such a case, verification by each species of log may be carried out separately, ensured that no log of the same species is omitted or over looked.

4.35 Acceptance of result of verification by Ward Keeper :

The stock found by count or measurement or weightment should be noted in the appropriate column of the Field Book used for verification and the initials of the stores representative is obtained in the Field Book against the item in question in token of his acceptance of the correctness of the entries made therein. The ward keeper should also furnish a certificate to the effect that entire stock of a particular item (this may be done referring the particular item serial numbers as in the Field Book) have been fully shown to the stock verifier and correctly verified by the latter.

4.36 Posting of verification results in the BIN Cards :

After ascertaining completely the actual ground stock of an item and obtaining the acceptance of the ward keeper in the Field Book, the result of verification should be posted in relevant Bin card maintained in the Ward.

a) In the event of no discrepancy, the balance in the relevant ledger card will be **certified** as "**Stock verified correct**".and initialled by the stock verifier stating the date of verification. This will be **in black ink**.

b) In the event of an excess i.e. the actual stock more than the ledger balance, the difference will be struck in the relevant column of the Field Book against the concerned item and the quantity of excess posted in the receipt column of the Bin card endorsing the remark " To excess of stock" quoting the relevant stock sheet number and the date of posting, in the columns for 'particulars ' 'voucher' and date respectively. Balance in the Bin card will then be struck adding the excess to the book balance. The S.V should initial the entry. These will be **in black ink**.

(c) The same procedure as in (b) above will be adopted while recording shortages except that in the 'particulars' column the endorsement will be 'By shortage in stock' S.V.D and the quantity of **shortage** will be shown in the '**receipt column in red ink**' and the balance struck reducing the book balance.

4.37 Preparation of Stock Verification Sheets :

The Stock Verifier should **daily** prepare **in duplicate by carbon process stock verification sheets** in the prescribed form (1260-S) **for all items of stores**, the verification of which has been completed that day, irrespective of any discrepancy or not. The stock verification sheets should be prepared directly from the data already recorded in the Field Book and space of one line should be left between two entries on the Stock Sheet. The respective columns of the stock sheets should be clearly and completely filled in to avoid the possibility of rejection by the E.D.P due to incorrect description, codified number of the depot, ward, stock sheet number, card code, unit etc., and stock sheet for different groups, categories and qualities should be clearly marked. Only the book balance and actual balance of the respective item found during verification should be furnished in the stock verification sheets. Signature of the Ward Keeper should be obtained on the stock sheet in token of his acceptance of the correctness of the quantities of actual stock noted against the respective items. Difference between book balance and actual stock should be shown only in the Field Book but not in the stock sheet. Noting down the stock sheet number in Field Book, the S.V. should sign the stock sheet.

The stock sheets should be prepared for each of the items verified irrespective of the fact whether there is any discrepancy or not in the case of verification of stores under capital 7100.

The stock sheets which are issued by PL section due to mistake in computerisation should be sent to DCOS for rectification and necessary action. **It should not be included in ISA's Monthly Progress Report. However, ISA/ Depot should ensure that necessary correction is carried out for the mistakes.** With the computerisation of the items held in stock in the Stores Depot and with the regrouping of the stock items into various groups on this Railway, the 'Class' as such has become defunct. The stock sheets should, therefore, be numbered on the basis of the verification of each group of stores irrespective of the number of days taken in the completion of the verification of the group in each ward of the Stores Depot, each page of the stock sheet being numbered as 1/1, 1/2, 1/3 and so on, till the completion of the verification of the group and the word 'Last' be added to the number of the last page of the stock sheet. This page numbering should be indicated against the words, 'South Central Railway' in the stock verification sheet form (S-1260) for Depot verification.

The various categories of stores given under para-114 to 118 of the Stores Code have been allotted one digit Code numbers for being indicated in the Stock Verification Sheets.

CATEGORY OF STORES.	code no.
Ordinary Stores (New)	1
Ordinary Stores (Second-hand)	2
Ordinary Stores (repairable)	3
Moveable Surplus	4
Dead Surplus	5
Special stores	6
Emergency Stores	7
Surplus Stores	8
Rough	9

Similarly, unit of account is also assigned Code Nos for being same indicated in the appropriate column of the Stock Verification Sheet(Form S-1260) of the Depot.

While preparing the stock sheet for each group in a Ward, the following codal data, as is applicable, should be filled in the respective cubical, provided for in the Form S.1260 (Depot verification).

Accounts Stock Verification	Card Code	Stock sheet Number	Allocation
i) ORIGINAL	41	0001 to 0499	20-7181-8,
ii) ADJUSTMENT (3259-S)	45	0500 to 0999	-do-

After completing the allotted series for each group, numbering will be commenced again from the first number. On the first April of every year, fresh series will start, beginning with the first number.

Numerical Code with 2 digits is assigned for all the stores depots as detailed below :

D E P O T	C O D E	R E M A R K S
ACOS/ELS/BZA	05	The ward No. in two digits as assigned by the Depot office should also be written. The date of voucher will consist of six digits viz. two for day, two for month and two for the year. The date of the stock verification sheet is the date on which the stock is verified and not the date of preparation. The practice of giving two dates on a stock sheet should be strictly avoided.
ACOS/GUNTAKAL	07	
ACOS/GOOTY	06	
DCOS/G&S/MFT	22	
DCOS/M&E/LGD	11	
DCOS/GSD/UBL	33	
DCOS/MSD/UBL	44	
ACOS/S&F/SC	66	
DCOS/W&S	88	
PS/SC	99	
ACOS/DIESEL/KZJ	77	
ACOS/SD/LGD	12	
ACOS/DSL/BZA	08	
ACOS/CRS/TPTY	55	

It is also reiterated that:

- i) Eight digits PL Code No. is invariably shown in addition to the description of Stores in the Stock Sheet.
- ii) Stock Verification Sheets are prepared in duplicate, one copy of the stock sheet complete in all respects is made over to the Priced Ledger section duly completed in all respects.

- iii) Original copy of the Stock verification sheet is handed over to the ISA of the Depot who will file them group-wise to facilitate scrutiny of the remarks offered for the discrepant items by Stores Department when the decoded machine statement No.2 is received by him.

In order to ensure that correct numbers are assigned, a manuscript Register should be maintained in the following proforma, wherein separate pages are allotted for each Ward:

CARD CODE NO.	WARD NO.				

DEPOT NO.					

GROUP	SV sheet	Date	Name of	Field	Date and initials
	Number		ISA/ASV	Book No.	of ASV / ISA

Apart from the annual programmed verification at the depots, it is also necessary to undertake physical verification in terms of para- 2538-S, which reads as follows:

a) Change of the unit of accountal, such as an alteration from weight to number, number to cubical contents, etc :-

In such cases, in addition to the obtaining of the previous concurrence of the Stores Accounts office, the actual stock should be verified by the Accounts Stock Verifier in the existing unit and the proposed unit and any discrepancy discovered under the existing unit should be adjusted before the account in terms of the new unit is posted in the ledger.

b)The splitting up of an existing item of nomenclature of heading into further items or headings or the grouping of the existing item of nomenclature or headings into a single item or heading should be done in the presence of an ASV.

(i) CUSTODY STORES: These stores chiefly consist of items obtained for the Mechanical Department for the Construction of Rolling Stock sanctioned under the Capital or Revenue Programme. Directly, the stores are received and paid for and the cost is at once debited to the works concerned. Stores Department should keep them in safe custody, duly maintaining the numerical records properly by the Stores Department. They are to be kept in separate enclosure in the Bin or stacking place allotted to each P.L.No.

As and when the stores are required, they are drawn on the authority of Pink Issue Ticket (S-1510) prepared as prescribed in paragraphs 1510-S and 1511-S.

The custody stores are to be verified annually by the Accounts stock verifiers and the **Stock Sheets are prepared in triplicate (1260-S) for the discrepant items only.**

(ii) SCRUTINY OF NUMERICAL LEDGER : While posting the results of stock verification in the numerical ledgers, the Stock Verifier concerned should look into and carry out test check in respect of the following aspects:-

- i) that the numerical ledgers are maintained in proper order:
- ii) that there are no unattested corrections or over written figures in the ledger cards:
- iii) In the event of heavy differences (H.D.Memo) in stock between the balance brought out in the ledgers and as found by actual verification, the Stock Verifier should try to find out the cause thereof and bring individual case to the notice of the concerned ISA for further necessary action. Unusual differences in any item, presenting doubtful features should be brought to the notice of the Depot Officer with details without any loss of time.
- iv) that the ledgers are free from irregular balances or any other irregularity, such as credit balance in quantity, adjustment carried out without being supported by any voucher, incomplete heading or any other incompleteness in quoting voucher reference, R.O. number etc. or the absence of top initial in each card by the incharge of the ledger section.
- v) To find out if there is any material in stock for which no transactions appear in the ledgers for more than one year and any item of unnecessary purchases. All such items should be listed indicating as far as possible the balance and the date of last transaction. It is also to be seen that the stocks are not in excess of the maximum.

4.38 NUMBERING OF DEPOT STOCK SHEETS : Stock Verifier should be very careful while putting the Stock Sheet number on the stock sheet, since only codified digit indicating depot code, ward code and the number of stock sheet is to be correctly shown. It is always desirable to consult the depot ISA in this regard so as to avoid any error or confusion. SV should not forget to incorporate the number in the registers maintained by ISA for this purpose and to prepare the AC-300 form correctly.

4.39 Procedure to be followed in dealing with the Requisitions Received from Various Indenters :

All requisitions are received in a centralised section in the Stores depot. On receipt, these are entered in the requisition register. In addition, in the case of requisitions from workshops, a separate register is kept for each important shop or group of small shops of the local workshops. In some of the Railways, division-wise requisition register are maintained. The date, under which the requisition is posted, should always be the original date of the requisition. This system is convenient to locate the requisition.

Scrutiny of the requisition is done by ledger section on the following three basic aspects, before any action is taken for issuing materials.

- i) Whether the requisition is signed by the competent authority.
- ii) Whether chargeable head of account and certificate of funds availability are furnished.
- iii) Whether the requisition is made out on the basis of one item-one form.

A check is also made whether Price list No. and description are correctly furnished.

In some of the Railways (Stores depots) quantity to be issued is also authorised by the ledger section. In case of raw materials, it is to be checked, whether the stores have not already been reserved against work-orders placed on workshops.

After a thorough check, the requisitions are forwarded to the respective issue wards within 24 hours of the receipt in the ledger section.

The issuing ward will remove the materials and send them to despatch section or hand over the materials to the authorized representative. Before issue/handing over to the despatch section, the Depot store keeper will prepare issue notes and number the same. Then, entry is made in the issue register. six copies of the requisition are prepared by the indenters and five copies are sent to the depot, retaining the 1st copy with them. Issue note particulars are entered in all the five copies and distributed as under :

2nd copy retained in the ward for record.

3rd copy depot stores accounts through ledger.

4th copy depot stores accounts through ledger, who forwards the same to the divisional Controlling Officer of the consignee with advice of transfer debits.

5th & 6th copy sent to indenter along with the materials.

The consignee/indenter acknowledges the 5th copy as a token of having received the material in full and return it to the stores depot, who pairs the same with the 2nd copy, retained in the ward, to ensure that the materials have been received by the correct party.

The consignee/indenter forwards the 6th copy to his controlling officer, who checks it with the 4th copy, retained with the advice of transfer debit received from the Depot Stores Accounts. He accepts the debit and returns the bill to stores accounts.

4.40 Accountal of Issue Notes :

Requisition in form S.1313 are prepared in six copies by the indenter. Copies No.2 to 6 are submitted to the feeding depot, duly retaining the 1st copy as office copy for record. In the stores depot action is taken as under :

2nd & 4th - After completing the process, these two copies are forwarded to ledger section. In the ledger section, the issue particulars are posted in the depot computer and the two copies are sent to stores accounts, who forwards 3rd copy to Main frame computer for updating the transaction register. Stores accounts prepares Advices of transfer debit summaries received from Main frame computer. This advice of transfer debit along with the 4th copy, is sent to the controlling officer of the indenter, retaining the 3rd copy for record, on receipt from computer.

5th & 6th - These two copies are sent to the indenter along with the materials. Indenter acknowledges the receipt of material and returns copy no. 5 to the stores depot. This is paired with copy No.2 and retained in the ward. If copy No.5 is not received, the matter is taken up with the indenter and his controlling officer to ensure the return of the 5th copy.

Indenter, after noting the issue particulars in his record, forwards copy No.6 to his Controlling officer, who pairs the 6th copy with copy No.4 received by him along with the Advice of transfer debits from Depot Stores Accounts. Copy No.6 is utilised for the purpose of verification of debit summary and for accepting the debit.

Merits of this Procedure :

- i. By getting back the 5th copy from indenter, Depot gets the confirmation that the material has been received by the correct party.
- ii. by getting the 6th copy from the indenter, the Controlling officer is satisfied that the materials, requisitioned by his subordinate, have been received and accounted by him promptly.
- iii. Stores accounts forwards the 4th copy to the Controlling officer, along with the Advice of transfer debit every day. The controlling officer compares it with the 6th copy received from his subordinate. If 6th copy is not received from his subordinate, he immediately takes up with all concerned.
- iv. Depot Stores Accounts officer also watches the acceptance of debit by the Controlling officer.

These various checks at the Stores depot, Stores Accounts and also by the Controlling officer of the indenter ensure that the materials indented are received by the genuine consumers.

De-Merits : Even after issue of several reminders, copy No.5 is not returned to Stores depot. This adds unnecessary clerical work and waste of precious time for the supervisors and Depot officers to ensure that the materials have been received by the correct party.

Raising of debits - Stores Accounts are sending Advice of transfer debits along with copy No.4 of the issue note daily to the Controlling officer. He allocates the summaries and posts them in the allocation register or works register as the case may be. The copy No.4 received with the summaries should be paired with copy No.6 received from his subordinate (Indenter).

In the Stores Accounts, daily summary for the last date of the month is prepared in triplicate, which forms the monthly bill of credits or debits. Two copies are sent to the Controlling officer concerned for acceptance, allocation and return one copy to Stores Accounts.

Controlling officer, after verification, accepts the debits, duly furnishing the allocation number and returns the bill to the Stores Accounts of the Stores depot.

Thus, debits are posted in the allocation/works register in the controlling office.

4.41 Accountal of Materials received from the Stores Depots by the Indenters :

- i) The controlling officer's specimen signature is sent to the depot for record. The signature in the requisition is verified with Depot record as to the genuineness of the indent.
- ii) When materials are despatched through Rail, copies No.5&6 are sent to the indenter who has to return copy No.5, duly cknowledged within a reasonable time as a token of having received the material correctly. If it is not received within a reasonable time, the issuing ward will send reminders for the return of copy No.5. If it is still not received, the matter will be taken up with the controlling officer.
- iii) When materials are to be handed over to the authorized representatives at the depot, the authorisation letter, duly attesting his signature and his photo identity card, are to be verified before issue.
- iv) The indenter, on receipt of the material, enters the issue note particulars in his record and forwards copy No.6 to his Controlling officer. The depot ensures the prompt receipt of copy No.5 back from the indenter duly acknowledged.
- v) Copies No.3 and 4 are sent to Stores Accounts, who forwards the copy No.4 along with advice of transfer debit daily summary to the Controlling Officer.
- vi) The Controlling officer tallies copy No.4 with copy No.6. If everything is in order, he allocates to the correct head and enters the same in his register. On receipt of the bill from the Stores Accounts at the end of the month, he furnishes allocation particulars on the bill and accepts the debit and returns the bill to the Stores Accounts.

4.42 Procedure of handing over the materials through bearer and preparation of Gate Pass :

Normally, materials are despatched through goods/parcels. Only in extra-ordinary cases, materials are handed over to the messenger of the indenter who is duly authorised by the competent authority to collect the materials.

In the depot, the authorisation letter of the messenger and his photo-identity card are checked, before action is taken to deliver the materials. Then, issue notes are prepared and the materials handed over to the messenger with copy No.5 and 6, duly obtaining his signature on copy No.2, as well as, on the issue register for having received the material.

No material is allowed to go outside the gate without a gate pass. Gate pass is prepared in duplicate by the ward in from No. S- 1349, which shows.

- i. The number of men with their ticket numbers.
- ii. Number of packages
- iii. The number and date of voucher against which the material is sent.
- iv. Whether Railway or private property.

Persons preparing gate passes should affix their initials, before submitting them for signature. Only Depot store-keeper/Gr.I is authorised to sign the Gate Pass (para 1350S)

At the gate, materials are checked with the Gate pass by the security staff. The gate passes are collected for the day and sent to the Depot Store-keeper the next day for counter check. The gate pass after a check is returned to the Security staff.

All gate passes should be scored across in order to prevent their misuse and then filed by the security staff.

4.43 MONTHLY INSPECTION OF RECEIPT SECTION OF STORES DEPOT BY ISA/ASV :

In a Stores Depot the receipt Section, commonly called the Receipt section deals with the actual receipts of materials and all documents relating to receipts. Receipt section is independent of the stocking wards and all materials received in the stores depot are generally stacked properly in the receipt Section. Materials under receipt should on no account be mixed up with existing stock of stores in the depot. To avoid double handling, damage or deterioration of stores due to repeated handling, heavy items of stores and large consignments of stores may be unloaded directly in the ward concerned but kept distinctly separate from the rest of the stock already taken to books. Direct unloading of materials under receipt in the stocking ward must invariably be done being witnessed & acknowledged by the concerned Ward Keeper to avoid subsequent dispute.

In terms of para 1225-S the receipt branch of the stores depot is required to be inspected by the ISA/SV every month to see and report that there is no abnormal delay in acknowledgement of materials including these received without documents and there is no delay in handing over the material on to ward keeper after acceptance.

In terms of para 2438-S & 2139 -S, if materials are not received within the reasonable period after receipt of documents or short receipts, suitable action has to be taken to investigate the missing or short consignments.

The entries in the progress register of purchase are complete and bring out the following :-

- i)** Cases of inordinate delay in the accountal of materials received in the depot.
- ii)** Cases in which materials have not been received within a reasonable period after the receipt of the relevant documents.
- iii)** Materials received in advance of the receipt of the relevant documents but not taken to stock by operating stock adjustment account in terms of para 1217-S.
- iv)** That the sample Register is maintained by the Receipt section as required under the rules and the provisions of para 1222-S are followed in this respect.
- v)** that the register pertaining to rejection of materials at the time of supply is properly maintained and necessary action is taken for the return of rejected materials. If there is any delay on the part of the Supplier for lifting the rejected material, ground rent has to be levied as per the procedure.
- vi)** that all other registers required to be maintained are being properly maintained by the receipt section of the depot.
- vii)** other matters relating to receipts that attract notice requiring the attention of the Depot Officer.

4.44 The following Registers should be inspected by ISA/ASV.

a) Weighment Register (S-1215):

The Depots maintain a Weighment Register to record weighments of all receipts. It is to be ensured that the weighment is filled up promptly by the Receiving section. Any irregularity in the recording in the Weighment Register is to be brought out in the Report to be submitted focusing the attention on the possible adverse consequences arising out of such deviations from the procedure. It has to be seen that placement memos are passed on to the Stores Depot and that all wagons covered by placement memo are accounted for in the Weighment Register.

b) Receipt Register (S-1219):

Different sets of Receipts Registers are maintained for different types of Stores received. This embraces the several kinds of receipt contemplated in para 1218-S. Reference of the serial number in Weighment Register should be quoted in this Register. The verification staff should ensure and satisfy themselves that all the items recorded in the weighment Register find a place in the Receipts Register as well. R.O.s are being prepared after the inspection of the materials received in the Depot which are signed by Gazetted Officer of the Inspection section of the Depot. RO reference should be quoted in the Receipt Register. The Ward Keepers to whom the materials are handed over are required to record his initials in the Registers in token of the acknowledgement of the correct receipt of the materials as per the RO. The verification staff should see that this is done in all cases.

The verification staff should exercise scrutiny to ensure that :-

- i) There is no abnormal delay in the accountal of the materials received in the Depot, including the materials received without documents.
- ii) There is no delay in handing over the materials from the receiving section to the concerned Ward Keeper after inspection and acceptance by the Depot Officer.
- iii) In the case of the materials not received within a reasonable time after the receipt of the documents or short receipts against orders placed, whether suitable action has been taken to investigate the missing or short consignments in terms of para 2122-S and pursued further till finalisation.
- iv) The entries in the progress register of Purchase Orders are completed and cases where the firms have abnormally delayed in effecting supply against the delivery dates stipulated in the order and in case of delay in returning the materials sent for testing or approval etc. reasons are brought out to the satisfaction of the controlling officer.

4.45 Role of Progress Section and Unloading Section in the Receipt Section:

- i) To arrange for the weighment of all the wagons, when they are fully loaded and later on, after the stores are unloaded and to record the same in the relevant register. Tare weight is also noted in the register.
- ii) When materials are received through trolley, truck, lorry, cart etc., they should be weighed and recorded in the weighment register.

- iii) Linking up materials with relevant vouchers, invoices etc. is to be done as quickly as possible. Materials are to be stacked in the appropriate place of the Receipt Section.
- iv) This section staff has to sign the delivery book of commercial department for having taken over the material.
- v) In the case of short receipt, an entry should be made in the delivery book with the consent of the Goods supervisor and a certificate to that effect should be obtained.
- vi) If packages are damaged/tampered with or in disturbed condition, consignments should be weighed in the presence of commercial and RPF. Staff and qualifying delivery remarks are recorded in the delivery book. After this only, the Railway Receipt is surrendered and open delivery is requested through a memo within 48 hours.
- vii) The section should ensure that damage and deficiency message is got issued by the commercial staff in all such cases of deficiency.
- viii) During the open delivery, contents booked are checked with challan or packing slip.
- ix) An open delivery report is prepared and signed by commercial, stores and RPF. Staff. A copy is collected for preferring a claim.
- x) Claims should be preferred without loss of time.
- xi) Claims also should be preferred in case of non-receipt of materials, atleast after two months but before six months from the date of booking.
- xii) Finally, the materials should be handed over to the Receipt and Inspection section and the entry in this register should be closed and also the entry in the wagon/consignment register, giving the DRR No.

4.46 Precautions to be taken while exercising Quantity and Quality Checks at the time of Receipt and Inspection of materials :

i) Quantity Check : Packages should be opened without delay and contents checked thoroughly. In case of shortages/damage/breakage, supplier should be advised immediately. In case of valuable consignment, it is always better that a panchanama is prepared for shortages.

Receipt note is issued for quantity actually received, it is undesirable to delay the opening of the consignments. The packages are not generally watertight and if moisture has entered and damaged the material, supplier cannot be held responsible.

Suppliers may not accept shortages, if they are advised after unduly long period. Quantity check should be 100% . Fragile items should be checked carefully. The custodian of the Receipt section is responsible for quantity checking.

ii) Quality Check : Depot officer should check the quality of materials personally, if they conform to order description and specification. If necessary, he can have them tested by the consignee/CMT of the Railways. If there is a need, testing can be done by approved agency. No material can be accepted without thorough testing and checking.

c) REJECTED STORES REGISTER:

- i) Materials received against various purchase orders should be got inspected by the Inspection Branch of the Depot, and rejected if they are not in accordance with the specification given in the order. The firms should be advised immediately to remove the rejected materials. All such rejected materials should be removed from the receiving section and should be placed separately. The verification staff should see all cases of rejected stores and report inordinate delays in the removal of such stores by the Firms.
- ii) The verification staff shall ensure that the ground rent charges wherever due, have been recovered and credited to the Railways account. In cases where ground rent charges have been waived, it should be ensured that the sanction of the competent authority has been obtained in terms of item No.1.38 of part-G Stores Matters of S.O.P.
- iii) IRS. Condition 1502 clearly states that the consignee has got the right to get inspected and passed by any of the inspecting agency. Even DGS&D has got a right to inspect and reject the materials, which was earlier have accepted that the consignee's right of rejection is absolute and unqualified.

Normally, consignees are expected to inspect the supply as early as possible and in case of rejection, it should be done:-

- a) (In case of DGS&D contract) within 45 days of actual delivery (but in most of the contracts, it is specified as 30 days).
- b) (Indian Telephone Industries) within 30 days of actual delivery.

- c)** (Railway Orders) as early as possible.
- iv)** In respect of materials pre-inspected at the firm's premises, inspected during manufacture or before delivery or despatch at contractor's premises the consignee will issue communication of rejection, within 90 days from the date of actual delivery thereof.(para 1502 & 1504 of IRS conditions).
- v)** When the materials are rejected by the Depot Officer, the material is lifted and sent to Rejection Section along with the file. This Section immediately sends an advice in the prescribed form No. S-764 to the supplier, purchaser and concerned Accounts Officer, inspecting officer, giving details of the reasons for rejection and advising the Firm to remove the rejected materials within 14/21 days from the date of receipt of letter.
- vi)** If the supplier does not remove the rejected materials within the stipulated period, he will have to pay ground rent at Rs.1.00 per day for articles less than 2 cft or 50 kgs in weight. Rs.5/- per day for bulkier and heavier items.
- vii)** In addition, inward freight charges and incidental charges, in terms of para 2203 of IRS conditions, are to be invariably recovered from the defaulter Testing charges are also recovered. Advice should be sent to the concerned paying units of the Accounts Office to make the recovery from any of the outstanding bills including advance payment, if already made to the party.(As per 2328-S, incidental charges are charged at 2 percent, in the case of direct sales of normal stocks).
- viii)** As per Code para 762-S, in cases where full or part payment has already been made to the supplier, the rejected stores should not be delivered to them unless:-
 - a)** the rejected supply is replaced by an equivalent quantity of acceptable material or
 - b)** it is confirmed by the Accounts Officer that the supplier has refunded the amount already paid.
 - c)** the purchaser authorises the removal,after taking adequate steps to safeguard the interests of the Government.
- ix)** For stores where pre-inspection has been done at the supplier's premises/works before despatch and which are rejected by the consignee, it has to be ensured that a joint inspection has been carried out by the consignee with the representative of the inspecting agency, before rejected materials are returned to the supplier.

x) Where stores have been despatched by rail are rejected, the following procedure should be adopted :-

The supplier may take the rejected goods, either at the station where they are rejected or at the station from which they were sent. The supplier shall pay the carriage charges on the rejected consignment at Public Tariff Rates from station of despatch to the station where they are rejected. If he selects to take back the goods at the station from which they were despatched, the goods will be booked to him freight-to pay at Public Tariff Rates.

- xi)** Railways may explore the possibility of booking the rejected material by road, 'if to-pay booking' is acceptable to road carriers. If this is found to be not possible, then Railways may book the rejected stores on 'Freight-paid' basis, properly documenting and monitoring the recoveries towards packing, freight, etc., of replacements.
- xii)** In the case of rejection of supply against DGS&D contracts, the consignee, who rejected the material, will intimate the contractor, the details of such rejected stores as well as the reason for their rejection and that the stores are lying at the consignee's premises at the risk and cost of the contractor. The consignee will also call upon the contractor, either to remove the stores or to give instructions as to their disposal within 14 days and in the case of dangerous, infected and perishable stores within 48 hours failing which the consignee will either return the stores to the contractor or dispose of at his risk and cost. The consignee will intimate the Controller of Accounts the quantity of stores rejected to enable him to recover from the contractor the freight paid. The Controller of Accounts is also informed of the incidental charges, if any, recoverable from the contractor.
- xiii)** Copy of Rejection advice should be endorsed to Director of Inspection, who inspected, Local representative of Director of Inspection, the consignee, DGS&D and COS Office.
- xiv)** On receipt in COS's Office, of the Rejection Memo (S-764), containing the details of the rejected material, a Gazetted Officer should scrutinize the form and differentiate between the really serious cases and those of less importance. Serious cases are to be entered in the Rejection Register (S-765), while the latter are to be filed. This is an alphabetical register of commodities, showing the names of firms, who have been found to be unreliable in the supply of that particular commodity. If some firm's name has been recorded in this register in comparatively quick succession, the matter should be taken up with the Firm.

d) SAMPLE REGISTER : 1222-S

The Stores Depots are required to maintain a Manuscript Register to record the receipts and disposals of samples received from the firms. During the monthly inspection, the verification staff should review the Register and ensure that the unremoved samples after supply are taken to stock through departmental stock verification sheets in terms of para 1222-S.

The Depot Officer is required to inspect the Register once in a fortnight to see that there is no avoidable delay between the receipt of material in the Depot and its account in terms of para 1221-S. The verification staff should report cases of non-observance of these instructions highlighting cases of in-ordinate delay in account.

e) CLAIMS REGISTER:

The verification staff should call for the Claims Register and examine the action taken by the Depot authorities to finalise all pending claims with the Commercial authorities and report cases of inordinate delay. They should promptly report cases of claims not preferred in time or just become time-barred.

f) RETURNED STORES:

All stores previously issued for the services of the Railway and no longer required on a work are to be returned to the Stores depot by the executives and accounted for in the Returned Stores Section, which forms part of the receiving section. On receipt of the Railway Receipt and Advice Notes in the stores depots direct from the consignor, the serial number being entered at the same time on the right hand top corner of the Advice Note in RED INK. The Register should show the following particulars.

- i) Serial Number.
- ii) Date of receipt of advice note in the depot.
- iii) Number and date of the advice note.
- iv) Number and date of R.R.
- v) Wagon Number.
- vi) Designation of subordinate returning stores.
- vii) Particulars of stores returned.
- viii) Date on which stores are received in the depot.
- ix) Receipt order number and date.
- x) Date on which stores are posted in numerical ledgers.

Materials received in wagon loads are entered in the Wagon Register.

On receipt in the depot, the stores are checked with the Advice Notes received direct from the parties returning the stores and the date of receipt noted in the Register against the column provided. The quantities actually received are also entered in the Advice Notes and in the Register of Advice Notes against the column 'QUANTITY RECEIVED". In case of differences between the actual receipt of materials as against the quantity mentioned in the advice note of returned stores the Depot Officer will bring such differences to the notice of store holder returning the stores for necessary action. The stores are then put up to the Depot officer for inspection, who after inspection, classifies such stores as either second-hand serviceable stores or scrap as the case may be. The second-hand serviceable stores are handed over to the ward, holding such new stock by the Returned Stores Section of the Depot. The verification staff should see that the materials actually received have been taken into account.

All returned stores received in a depot are to be accounted for within 14 days from the date of receipt. In the event of any stores not arriving within 14 days after the receipt of the Advice Note, the Depot Officer should report to the Chief Commercial superintendent(claims) and also to the party returning the stores. The verification staff should ensure that all advice notes of Returned Stores are registered in the G.27 Register, irrespective of the fact that the material against such advice notes have been received in the depot or not.

In case the stores are not received within 30 days, the Depot Officer will treat them as lost in transit and take action in terms of instructions contained in paras 2128-S to 2139-S. On certain occasions, stores are received well in advance of the receipt of advice notes from the parties returning the stores. In the event of no reply from the subordinates returning the stores within a week, a special report will be sent by the Depot Officer to the Divisional Officer concerned. The Depot Officer will wait for 14 days, and if by that time the advice notes of the returned stores are not received, the Depot officer will treat the stores as excess found in stock and account for them through Departmental Stock Verification Sheets, according to the classification of stores. The Depot ISAs should collect every month the particulars of DS.8s (for the materials returned to stores depot) from the Register maintained by the P.L. section and ascertain whether they have been correctly accounted for. Any in-ordinate delay in the accountal should be reported to the Accounts Officer.

g) Materials Received without documents.(S-1217)

Whenever any material is received without the accompanying documents, the Yard Foreman should enter all relevant details in the Wagon Register (S-1215) and immediately report such cases with full details to the Receipt Section and obtain the papers, if they are in that section. If they have not been received from the parties concerned the Receipt Section should enter such cases with full particulars, as far as available, from the Railway Receipts in a manuscript register (S-1217) and if the documents are not received within three days from the receipt

of the material, a letter should be addressed to the party concerned calling for the documents, copy of such letters being sent to his immediate superiors and divisional officer. The cases should be pursued till the documents are received and the stores are properly disposed off or if there is delay of over a month or if material is to be issued urgently or the party sending the material cannot be traced, the stores should be taken into stock by credit to stock Adjustment account.

h) Purchase order Register :

In the receipt section, these registers are maintained Section wise/category wise/material wise. This register shows the complete picture of the position of purchase orders. During the verification, it should be noted that how many P.O.s are outstanding and the reasons thereof.

4.47 STOCK VERIFICATION OF MATERIALS IN RECEIPT SECTION :

Apart from inspection of the stores depot receipt section as provided vide para 1225-S, ISA/ASV is required to carry out actual physical verification of the materials under receipt in the Receipt section of the stores depot. In such a verification, the peculiar features are the absence of Book Balance, since no numerical Ledger card is maintained for items under Receipt. The purpose of the check being to ensure that materials received in the Depot and are yet to be put into stock by granting receipt note and by allotting R.O. No. by the ward concerned are actually available in the Receipt Section. For the purpose of carrying out the check, the SV/ISA should have clear idea about the process of procurement of materials and their delivery to the Receipt Section, as well as about the related records and documents till the delivery of materials for the wards. This check may be conducted half yearly.

Physical Inventory of the Rejected Stores need not be recorded .

4.48 SURPRISE CHECK OF STORES AT GATE :

ISA/SV attached to depots are required to conduct surprise check at the gates of workshops/stores depots, of materials despatched in departmental vans/lorries or through special messengers etc., by workshops and stores depots, with a view to see that the materials and stores are taken out only by authorised party and covered by proper vouchers. **The prescribed number of checks to be conducted by the ISA is 5 times per month.** At the conclusion of each check, a report should be prepared in the following proforma and the signatures of all concerned are obtained and submitted to WAO. Special features, if any, noticed should be brought out in a special report.

REPORT OF SURPRISE GATE CHECK OF ISSUES CONDUCTED AT

-----BY -----ON DATE-----

SL No.	Issue note No./Gate Pass no.& date.	Description of material.	unit	quantity as per Voucher.	quantity as actually Found being Passed out.	excess
-----------	--	--------------------------------	------	--------------------------------	---	--------

1.	2.	3.	4.	5.	6.	7.
----	----	----	----	----	----	----

shortage	Indenter's Designation.	Name of the party taking out The material and his signature.	Remarks
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8.	9.	10.	11.
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SIGNATURE OF RPF STAFF.

SIGNATURE OF ISA/ASV.

4.49 ISSUES IN DEPOTS :

During the checks conducted in Stores Depots, it may be observed that issues are not made in heavy quantity in the fag end of the year reduce the stores balances compared to issues from April to November. Further those materials are not physically moved from the stores depots and only paper transactions are being done. This system is contrary to codal provisions. If the procurement is made according to AAC, which should be reviewed periodically by the Stores Officer and unit Accounts Officer to reduce the balances and such irregularities should not be allowed to occur.

4.50 SELECTION OF BIN CARDS FOR STOCK VERIFICATION :

In Depot verification, it is observed that ASVs have no access to pick and choose the BIN CARDS of their choice and ask the Depot Store keeper to present the materials for verification. This system, if it is in practice, is contrary to the CODAL PROVISIONS. Accounts stock verifiers/ ISAs whenever they go for verification of stores in the wards should select any

of the BIN CARDS which are due for verification as per the category and available in the respective wards and conduct the stock verification after giving prior notice. If there is any hindrance or objection to this by the Depot Store Keepers, the same should be intimated to the concerned ISA/WAO for taking appropriate necessary action to make the arrangements for conducting stock verification as per the procedure.

4.51 Steel : Heavy quantity of steel is being received by the depots/custodians in wagons and they are sometimes being unloaded near the workshop which uses the materials. While acknowledging the receipt of the materials, acknowledgement is made on sectional weight basis which has the tolerance of 2% to 16% as per SAIL's letter depending on the material. The workshop which uses this material is utilising the item without any indent and once a while it regularises the intake by issuing a challan for heavy quantity. This aspect is contrary to the codal provision. The consuming department should place indents for approximate quantity required for the 2nd and 3rd shifts etc. and draw their material in advance during the working hours of the Depot.

PROCEDURE OF WITNESSING RECEIPTS AND ISSUES OF NON-FERROUS SCRAP:

4.52 Witnessing Receipt of Non-Ferrous Scrap :

All non-ferrous scrap for stock is accepted at M&E Depot, Lallaguda and MSD/Hubli. All consignments of scrap are covered by an Advice Note of Returned Stores (Form S.1539/DS8/SR.15). When scrap is received without Form S.1539, the quantity received must be classified and after verification duly witnessed by Accounts Stock Verifier, is taken into account in the Depot Register of Receipts, leaving the voucher column blank to be filled on its receipt. If the Form S.1539 is not received within 3 days, the Depot will prepare a departmental stock sheet finalising the transaction by Credit to Stock Adjustment Account. The blank portion of the voucher column can then be filled in with the particulars of the same. Non-ferrous scrap should be weighed on beam scale only irrespective of the quantity. All weighments must be personally witnessed by the Accounts Stock Verifier/RPF representative and the details with reference to the relevant vouchers carefully recorded on form AC-155. It should be seen that all details of weighment and vouchers are entered in the Receipts Register by the Stores representative. The verification staff should initial with date and abbreviated designation on the Advice Notes of Returned Stores (Form S.1539/DS8/SR-15) against the Receipts witnessed by them.

The Form AC.155 prepared and signed by Accounts Stock Verifier should be countersigned by the DSK of the Ward.

When the Depot completes the postings in the Receipts Register for each day, the entries should be checked and compared with the details entered in Form AC.155. While checking the Register of Receipts, it should be ensured that each transaction of receipts is assigned the Receipt Order Number and vouchers are released to Section Officer (Accounts) for feeding into the computer and there is no undue delay in assigning and releasing the same to the Stores Accounts Office

4.53 Witnessing Issue of non-ferrous scrap :

Issue of non-ferrous scrap to workshops and others on Issue Notes should also be witnessed by the Accounts Stock Verifier and details of issues should be entered in Form AC.155 immediately after each transaction.

All weighments must be on beam scale and must be witnessed and the vouchers initialed and dated both by the Accounts Stock verifier and the Stores Representative/RPF.

A 'Register of Issues' of scrap will be maintained by the Depot and the entries made therein should be checked and compared with the details entered in Form AC.155 by the Verification staff, who should initial the entries in the Register.

In case of direct transactions, where scrap is directly transferred inter-departmentally by the shops without actually returning the scrap, the verification staff should enter such transaction in Form.AC.155 under remarks "Direct transaction, material not seen" and also endorse the voucher likewise. Such direct transactions should be examined with reference to the Work Orders to ensure that such materials are required for manufacture of components in Foundry in the case of scrap, and see that they are free from any, prima facie, irregularity and that the needs warranted a direct utilisation. Repeated transactions of this nature should be brought in the Narrative Report.

4.54 Review of Imprest holding by Stores :

The Railway Board's letter No.77/RS/IC/165/15 dated 30-11-1977 enjoins that in addition to Stock Verification by Accounts Department, Depot Officers should depute their Senior Subordinates periodically to the Imprest holders regularly to review the Imprest holdings with reference to approved sanctions to identify surplus or overstocks and ensure that Divisional Officers have reviewed the imprest lists of 'A' category items once in 3 months, 'B' category items once in 6 months and other items once in a year. For this purpose, the imprest sanctions should be computerised and distributed to the divisional Officers. The Stock verifiers during their Accounts Verifications, should high-light the

aspects, such as excess holdings of Imprest or non-moving stock and advise the Divisional Officers to review their imprest and to return the overstock or surplus stores to the Stores Depot.

4.55 PETTY PURCHASES:

The verification staff should undertake the check of petty purchases section during the course of their monthly inspection of Receipts and Returned stores section.

The ISA in-charge of the depot stock verification unit is responsible to ensure that the monthly inspection of the Receipt Section. The ISA should send a copy of his report to the Depot Officer with a copy to FA&CAO/WS and during subsequent inspections he should ensure that proper and adequate action has been taken by the depot on his previous reports

4.56 PURCHASE SUSPENSE:

This suspense account is maintained in order to account for the materials purchased for Railways through various procurement procedures. The Purchase suspense is credited on receipt and accountal of materials in depots through Receipt Note. The debit to this account is in the form of payments made to the suppliers. In case of advance payments, this account is first debited and as and when the Receipt orders are received, the credit is posted and advance payment is linked.

The ISAs/ASVs attached to Stores depots can help in clearance of outstanding under this suspense head by closely monitoring the accountal of materials received by the depot authorities. ISAs/ASVS during their check of Receipt Section, should observe that there is no abnormal delay in the accountalof materials received in the depot. If there is any violation of existing procedure or abnormal/deliberate delay without taking proper action, it should be brought to the notice of FA&CAO/Stores for taking necessary action.

CHAPTER - V

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DISPOSAL OF STOCK SHEETS

5.1 Scrutiny and disposal of Stock Verification Reports : Scrutiny of remarks offered by the stock-holder in respect of discrepancies reported through stock sheets issued by stock verifier or ISA or reported through departmental stock verification sheets is an important phase of work assigned to the ISA.

There is no rule relating to scrutiny of stock sheets. Paras 3262-S & 3263-S contain broad guidelines for the scrutiny of explanations offered for the discrepant items reported through stock sheets. In fact, scrutiny of stock sheets is a matter of prudence on the part of the ISA, who must keep in mind the following facts:

- 1) knowledge of materials/stores and their utility/use.
- 2) know the unit of account of materials/stores and the method of receipt issue and account of the different materials.
- 3) knowledge about the scope for domestic use and of the commercial utility of different materials.
- 4) knowledge about the utility of different scrap items of stores.
- 5) know the method of stock verification of items of stores in stock sheets under scrutiny.

5.2 Guidelines :

While scrutinising stock sheets, the ISA should see the following after ensuring that the stock sheets have been countersigned by the competent authority as per schedule of powers.

- i) The explanations recorded against discrepancies represent facts.
- ii) The explanations are clear intelligible and definite. Wherever necessary, documentary evidence should be called for.
- iii) That independent explanations have been furnished against individual discrepancies. In exceptional cases where sufficient justification exists for clubbing up of items of similar nature and use having scope for issue of one for the other or account of one in the ledger account of another may be admitted (i.e. understanding of the possibility of cross-issue or cross-posting is vital).

- iv) Adjustment between dissimilar items should not be considered. Adjustment between analogous items where sizes only differ may be admitted up to 2% of the transactions since the date of last verification, accounts or departmental. Any bigger difference must be taken up and if necessary, the ISA should check up the stock-holder's records to ensure the correctness and appropriateness of the explanations offered by the stock-holder. This is a guiding principle and not a rule to be applied without **considering nature of the item & its nature of transaction.**
- v) Large differences in respect of items accounted for in numbers should not be accepted as a matter of routine, even though the same may be within the normally acceptable percentage limit admitted on retail transactions.
- vi) Shortages arising out of the neglect of the sub-ordinate holding charge of stores or of any other staff, the amount of loss involved has to be regularised by recovery from the staff at fault (Amount so recovered with the particulars of recovery should be noted in the register of recoveries maintained for the purpose).
- vii) Shortages arising out of breakage, leakage and similar other reasons in respect of which no staff is considered responsible will have to be written off by the competent authority duly concurred by the associated accounts where the value of loss exceeds Rs.1000/-. **Memorandum of sanction for write off should be endorsed to Accounts and Audit. A Register of Sanctions is to be maintained giving the details of all the written off cases.**
- viii) In the course of scrutiny of stock sheets any serious irregularity noticed or any other shortcoming in the method of receipt and issue accountal or any other procedural defects noticed should initially be brought to the notice of the Divisional authority with comments/observations, suggesting remedial measures and the correct procedure to be followed. Wherever necessary, serious or important cases are to be brought to the personal notice of the DRM/HOD according to the nature of the case. A separate Register has to be maintained for recording such Serious irregularities detected during the course of working of S.V. section as per the provision of 368-AI.

5.3 Accounts Notes :

All discrepant items for which satisfactory explanations have not been offered by the executive should be incorporated in an Accounts Notes grouping all items of similar nature, where identical information is required. In this regard instructions contained vide paras 3266-S and 3267-s should be followed.

In cases, where , on scrutiny, the explanations furnished are considered as satisfactory and acceptable the stock sheet concerned may be closed with the approval of Accounts Officer concerned and closure advice issued keeping the executive unit informed of the same. While issuing the Accounts Notes and Reminders, ISA who is dealing with the stock sheets remarks should always communicate the particulars of items closed based on the Remarks furnished by the executive so as to enable the Executive to know and to record the items closed in their copy of the stock sheet. This will also facilitate the concerned ISA to know the pending items immediately on a cursory glance when he opens the stock sheet for a cursory glance.

5.4 MONETARY POWERS TO CLOSE THE ITEMS OF STOCK SHEETS :

1) ISA/Sr.ISA who is dealing with the stock sheets can close the items whose value is upto Rs.1000/- directly based on his discretionary powers. While using the discretionary powers, ISA /Sr.ISA should always ensure the interest of the Railway finances and the items closed by his discretionary powers are always subjected to further scrutiny or check by the controlling officer.

2) The following are the monetary limits where the discrepant items of the stock sheets can be treated as closed by the authority concerned mentioned against each.

Monetary value of each item. to close the item.	Competent authority empowered
Upto Rs.1000/-	Sr.ISA/ISA.
From Rs.1001/- and above.	Assistant Accounts Officer/Senior Accounts Officer/Workshop Accounts Officer.

5.5 CLOSURE ADVICE : Once all the discrepancies have been satisfactorily explained all the closure advices should be sent immediately to the concerned Executive Officers immediately under the signature of Controlling Accounts Officer or concerned ISA/Sr.ISA with the approval of Controlling Accounts Officer **duly endorsing a copy of the same to the concerned custodian also, so that the custodian would also receive the communication of closure forthwith.**

5.6 Nature of Remarks/ Explanation usually furnished in the Stock Sheets :

From experience it has been noticed that discrepancies brought out in stock sheets both excesses and shortages are usually attributed to :-

- a) Retail Issues.
- (b) leakage breakage.
- (c) turn in scale and scale difference.
- (d) receipts or issues omitted from accountal.
- (e) excess found in stock verification, sources of receipt not known.
- (f) issued under emergent circumstances not documented.
- (g) cross issue between two items.
- (h) cross posting in ledger account one for the other.
- (i) short receipt.
- (j) shortage due to theft vide missing report No. so and so.
- (k) found subsequent to verification and taken to stock through departmental verification sheet.
- (l) issued to staff for temporary use not accepted by stock verifier or issued on loan etc.

5.7 While scrutinising the remarks ISA needs to keep in view and consider the following :-

a) Percentage allowance admissible for moisture as provided vide para 3264-S may be generally admitted. **It should however be ensured that the advantage of the allowance is not taken in respect of items received immediately before stock verification. Percentage of allowance should be made applicable to the retail/loose issue transactions only but not for the transactions made in sealed drums/ packages.**

b) **Allowances for leakage in case of Paints, certain oils etc. may be allowed upto prescribed limit based on retail issues from the last verification upto the date of this verification provided sufficient justification exists.** It must be ensured that undue advantage is not taken by the stock holder in such cases. Paints, certain oil and similar other items generally contained in sealed drums or standard container, although accounted for in the unit of liter but issued in full container, no percentage allowance on retail transaction.

c) Percentage allowance is normally admitted for transaction taking place between two stock verification. It may be that at certain stage in between, the

ledger balance becomes "Nil" implying that there was atleast no shortage upto that stage. As such, percentage allowance may be considered if sufficient justification exists only on transaction following the "Nil" balance in the ledger.

d) Shortages arising out of breakage or leakage must be regularised by write off or recovery according to actual situation. Very small amount involved in charged off item may however be ignored. Shortages arising out of theft must be regularised under proper investigation. Similarly, all cases of short receipt or missing stores must be regularised following the extant rules.

e) In respect of items of steel section where due to heavy stock or for any other reasons taking of actual weightment is not possible and verification is done following the method of measurement converted to weight, it should be ensured that conversion ratio adopted is correct and that unusual large quantity of discrepancy is not attributed to measurement difference. **This is very vital in respect of receipt, immediately preceding stock verification.**

f) As far as possible, verification of an item should be conducted in the same way as the receipt and issue transactions have been accounted for by the stock holder. Of course, the accountal unit and the system of accountal as followed by the stock-holder must be correct. If different method is followed, the stock verifier concerned have to submit special report clarifying the actual position.

g) Excess due to non-accountal of receipts or shortages due to non-accountal of issue transactions must invariably be substantiated by the documents which should be checked up, wherever necessary, before finally accepting such discrepancies. Such items should not be dropped as a matter of routine.

h) Hypothetical remarks such as "might have been released but not accounted for", "might have been issued but not charged for" should not normally be accepted without bringing the same to the personal notice of the higher official according to the nature of item and amount involved. Similar action is also called for in respect of items stated to have been subsequently found and accounted for through Departmental stock verification Sheet.

i) Items of issue transactions in respect of which there must invariably be a corresponding releases, shortage, involved in such issue transactions must not be accepted without getting the corresponding released items linked which should normally appear as excess in one or other stock sheet pertaining to the same verification.

j) Shortage involving non-ferrous items, brass, bronze, copper ingot, tin ingot or items like lead, lead-wood, white metal and similar other items having commercial utility and value should not be accepted as a matter of routine. Individual case should be decided on its merit. In such cases, if necessary, the ledger accounts should be checked up before taking final decision and the nature and trend of issue transactions studied to determine the reasonableness of the shortage.

k) While scrutinizing remarks for discrepancies in stock sheet pertaining to P.Way materials under SE(P.way), the ISA should keep in view the circumstances, the situation normally obtaining in such units and the nature of work carried out in such unit. **ISA should have a practical approach and avoid undue rigidity.** This however does not mean that lenient view should be taken even in respect of item of commercial utility and value, items convertible to domestic purpose, items of personal and domestic use etc.

5.8 DO NOT FORGET :

- i) Excesses are more serious than shortage, since they may pave the way for out of the way practice by interested persons.
- ii) ISA's responsibility is not only to comment but also to suggest improvement for constructive purposes.
- iii) Time and energy should not be wasted concentrating on petty discrepancies or discrepancies involving small amounts.
- iv) Even if a stock holder fails to explain discrepancy properly, on the available documents, if evidences are noticed justifying the shortage/excess, ISA may accept the same recording reasons.
- v) To check up the ledger account when in the course of scrutiny of explanations it appears that prima-facie, the same do not represent fact or doubt prevails as to the correctness of the explanations.
- vi) To investigate heavy discrepancies particularly in respect of items of commercial utility and value.
- vii) To ensure that the stock sheet under scrutiny has been prepared by the stock verifier correctly and the date of verification, ledger folio reference etc., unit, F.Book reference, page reference etc. have been properly and correctly shown by the stock verifier in the respective column and that other columns have been correctly filled in.

PROCEDURE FOR THE INVESTIGATION OF DISCREPANCIES NOTICED DURING VERIFICATION.

5.9 Introductory :

In explaining the discrepancies, it should be ensured that :

- a) The remarks represent facts;
- b) The explanations are clear, intelligible and definite;
- c) The remarks against discrepancies are self contained;
- d) Discrepancies which work out less than 0.5% under costly items and 2% under less costly items of the total transactions since last verification can be treated as nominal and explained as such.
- e) The cost of articles found missing due to neglect is invariably recovered from the staff responsible. (Authority 3263-S)

In respect of Capital Depots :

- f) If the discrepancies are due to wrong entry for which EDP center or accounts branch is at fault, the PL section should be advised through letters the particulars of difference to enable them carry out the corrections;
- g) If the differences are due to omission in posting or error in balancing should be got rectified through ARD immediately the mistakes are noticed during comparison of BIN card balances with the transaction Register balances.

Excess may be explained as indicated below :

Particulars to be furnished

a) Materials received but not taken to account	Party sending the material, voucher number date; quantity; how accountal was over looked;
b) Materials subject to fluctuations of weather.	Date and quantity in stock during the previous verification; quantity of material subsequently received.
c) Due to cross issues.	Relevant coverage shown under other similar items.
d) Materials issued but not removed by Indenter.	Party, Voucher number; date; quantity, why was the material not removed, why adjustment D/Note was not prepared to write back the issues.
e) Error in verification.	Description and quantity of the material is correctly included in the verification, reference to folio and item Nos., quantity of shortages adjusted against such items. Has the error since been rectified through departmental verification ?
f) Other causes.	Suitable remarks.
g) Cause of surplus not known.	Defect in procedure, party at fault; action taken to avoid similar discrepancies in future.

5.10 Deficiencies may be explained as indicated below :

Cause of deficiency	Particulars to be furnished.
a) Materials issued but not accounted for.	Party, Voucher No., date, quantity and why issue was not accounted for.
b) Due to cross issues.	Relevant coverage noticed under other similar items ; S.V.sheet folio; item No., brief description and size surplus quantity recorded.
c) Due to fluctuations of weather.	Date of last verification and quantity then verified, qty. of material subsequently received.
d) Materials lost in transit and accounted for under receipt.	Why the papers were not shown to the SV for inclusion in the verified balance as per para 1228-S, what action has since been taken to finalise the loss.
e) Materials escaping verification.	Particulars of quantity, where it was lying and how it escaped verification. How the material has since been taken to account through departmental verification.
f) Loss due to theft, fire etc.	Remarks same as for item (d) above
g) Material sent for metallurgical test to be done by CMT.	--do--
h) Materials classified under a lower class by the stock verifier due to damage or condition and of the material.	Quantity verified as surplus under second hand (or scrap) with Particulars of SV sheet folio item number.
i) Other causes not covered by the above.	Suitable remarks.

J) Cause of deficiency not known. Defect in procedure, party at fault, action taken to avoid similar discrepancy in future including recovery in part or whole of the cost of material found missing due to neglect in terms of para 3263-S.

5.11 Para 3264-S : ADMISSIBLE PERCENTAGE OF SHRINKAGE/DRYAGE :

1. Chalk White		
2. Pumice		Not more than 2 1/2% Moisture
3. Asbestos packing		
4. Coir, Loose		
5. Coir, Yarn		
6. Cotton, Raw		Not more than 5%
7. Cotton, Spun		
8. Cotton, Waste		
9. Gum, Country		
10. Jute, Country		
11. Jute, Gasketing		
12. Log line		Not more than 5%
13. Ropes		
14. String, Sootly		
15. Wool, Worsted		
16. Band, Catgut		
17. Brooms, Goa		
18. Cane, split		Not more than 10%
19. Hides and Leather goods.		
20. Moonj, Ban		
21. Moonj, Raw		
22. Soap		

Stock sheets should be dealt with promptly as delays in finalisation of discrepancies detected through verification may result in investigation into frauds or irregularities being rendered difficult with the passage of time and records not being readily available.

5.12 It has been observed that there is abnormal delay in finalisation of stock verification sheets which also attracts the attention of Audit. Recently heavy discrepancies in stock verification were noticed where the custodians have expired, but neither the stock verification sheets pending against him were cleared nor the recovery for the loss was made. This resulted in the issue of a draft para by Audit. As per the Railway Board's letter no. 96/AC- II/46/1 dated 15-1-98, the stock verification sheets should invariably be finalized within a period of 6 months of receipt by the Custodian. The executives should closely monitor the compliance of the above. Action may be taken against those who fail to comply with the above.

5.13 A register of stock sheets may be maintained by the executives with the following information :

- i) Stock sheet No. and date.
- ii) Store holder.
- iii) Name of the custodian and date of retirement.
- iv) Value of stock sheets i.e. Excess & Shortage separately.
- v) How and when the stock sheet is cleared.
(By reply/write off/recovery)
- vi) Closure advice details issued by the accounts Department.

5.14 The replies for the accounts notes should be sent promptly for finalisation of stock sheets and action may be taken either to recover the loss or to process for write off or submitting clear remarks for the discrepancies, before the stock sheets/Account Notes get older. Six months period prescribed by Board is the upper limit. As such action should be initiated immediately.

Action may be taken to finalise the stock sheets well in advance especially in respect of custodians who are due for retirement as no intimation is being received from executives in respect of stock sheets pending against them. This will also obviate the delay in finalising the settlement dues.

5.15 At the time of transfer of staff from one unit to another, the position of pending stock sheet should form a part of the handing over note.

5.16 In case of retirement of custodians, the Personal Branch should get the "NO DUE" Certificates from the executives and Accounts before finalising the settlement dues.

5.17 A monthly meeting may be held with the executives as well as associated Accounts Officers wherein the outstanding stock sheets shall be reviewed and necessary directives issued promptly.

5.18 The name of the stock holder and his date of retirement should be indicated in the stock sheet to enable the Executive and the Accounts Office to pay special attention to those stock sheets pending against such stock holders who are due to retire within the next one year.

5.19 No intimation is being received from the Executive Officers in respect of stock sheets already pending against those stock holders who are due to retire during the next one year period. This information should quickly be furnished by the Executive office concerned.

5.20 A separate register should be maintained in the Accounts Office in respect of Stock sheets pending against those staff who are due to retire within the next one year. This register should be reviewed every month by the Accounts Officer.

5.21 If initial remarks are not received from the stock holder, within 1-2 months from the date of receipt of stock sheets, the attention of HODs/DRMs should be drawn for expediting the replies. Once the remarks are received, they should be examined by the Accounts office and in case the replies are not acceptable to the Accounts, Accounts Note will be issued to the Executive within 15 days. The Executive should reply the Accounts Notes within 15 days of its receipt. **If the remarks are not acceptable, bipartite meeting should be held between the Accounts officer and the concerned Executive officer to finalise the pending stock sheets. In spite of the bipartite meeting, difficulty is felt in closing the stock sheets, the case should be brought to the notice of the concerned Sr. Divisional Officer/JA Grade Officer nominated in HQrs for review of Stock Verification Sheets.**

The position should be reviewed every month and position put up to DRM/HOD concerned.

PROCEDURE FOR RECOVERY OF VALUE OF STORES FOUND SHORT DURING STOCK VERIFICATION :

5.22 Materials when found short with the custodians due to fraud or misappropriation on the part of the employee, value should be assumed at the market rate or average book rate whichever is more duly adjusting for depreciation plus 7% towards freight and incidental charges plus 12.1/2% for supervision charges over the total cost i.e. prime cost, freight and incidental charges on the analogy of provision of para 2328-S & 2395-S.

Where materials are found short with the custodians due to defective or irregular accounting or negligence to observe the prescribed procedure for custody and account of stores and recovery for such loss should be made from the employee on the value at book rate or market rate at the time of detecting of the shortage whichever is higher plus 7% towards freight and incidental charges.

In respect of ISC items the actual freight from port to the site may be worked out instead of the flat rate of 7.1/2% for freight and incidental charges.

CHAPTER VI

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STOCK VERIFICATION OF DEAD STOCK & TOOLS AND PLANTS & MACHINERY ITEMS.

6.1 All Railway offices at Head Quarters or in the divisions, Railway workshops, Stores Depots, Hospitals, Health Units, Railway stations, are provided with necessary equipments such as Tools and Plants, furniture and fixture , books of reference etc. for day to day functioning. For such articles/equipments in each office an independent holder/custodian of dead stock is required to maintain a record of Dead Stock, in which is commonly known as the Dead Stock Register. All such articles and equipments etc. are required to be verified by the Accounts stock verifier as per the prescribed or approved frequency i.e. once in 3 years and the inventory of dead stock forms the basis of verification by the Accounts Stock verifier. Maintenance of this register properly and correctly is therefore very important responsibility of the respective custodian. It is the responsibility of the stock verifier/ISA to see that.

- i)** The inventory of dead stock has been maintained properly and the Dead Stock Register is opened in the prescribed form.
- ii)** The register has been page marked.
- iii)** The nomenclature of each item of dead stock viz. Plant, machinery or parts thereof, furniture and equipment including house linen, stencils and crockery, rest house equipment, station equipment etc. has been correctly written in the Dead Stock Register.
- iv)** Separate page has been allotted for individual item in the register according to size etc. with sufficient details to identify the quality, size etc. and as well as to render impossible the irregular replacement of an expensive, costly article by that of a lower value.
- v)** Articles like type-writers, bi-cycles, clocks, vehicles of any description etc. having distinct machine number (manufacturer's Make/Model number) are described in the relevant folio of the inventory mentioning make, maker's name & number, type/model etc. This aspect is very important.
- vi)** Individual entry in the register relating to receipt, issue and balance is initialed by the staff making the entry and attested by the official/subordinate holding charge of the items of dead stock, tools and plants etc.

- vii)** The cost of all new or newly replaced items is recorded in the proper column of the relevant folio in the inventory with other relevant details such as P.O.No., supplier name, other conditions of supply etc.,.
- vii)** Proper and complete account is maintained in respect of items of personal use like Brief Case, leather Portfolio Bag, Crockery, Electronic Calculator (including Pocket Calculators) etc.,. There should be detailed distribution with clear acknowledgment from the staff to whom issued in respect of all such items.

General : Where justified by the number of items, two or more registers may be maintained to cover different groups or different sub-units under the same controlling unit.

6.2 Articles sent for repair need not be shown as issues but a note should be entered in pencil showing to whom and when sent and reference to the relevant authority and document under which they are sent.

6.3 Transfer of item from one office to another should be made under proper acknowledgments by the receiving official and wherever considered necessary, the ISA/SV should call for and check up the same to ensure correctness.

6.4 When an article is condemned being broken or becoming unserviceable the same should be reduced from the inventory quoting reference to the Advice Note of Returned Stores (DS-8 VOUCHER) under which it has been returned to the nominated stores depot. It should however be ensured that an article has been condemned by the authority competent to do so. Items like crockery having no scrap value, after condemnation need not, however, be returned to the stores depot as scrap. Such items should be totally destroyed to prevent their irregular use by un-authorized replacement of serviceable and usable items of crockery. It should be ensured that the authority condemning the articles has also recorded his orders as to how the condemned articles are to be disposed of either by returning to stores depot under return stores voucher or by destroying the same. Condemned articles having scrap value (say N.F.content) must not be destroyed.

6.5 Wherever a specific quantity of an item has been fixed by higher authority for an office or a sub-ordinate that quantity should be indicated in the relevant folio of the inventory under the description of the item quoting reference to the authority. During stock verification/inspection, the SV/ISA should ensure that the balance of the item at any time is not more than the sanctioned scale or quota as justified by past consumption and/ or by the trend of consumptions. This is very important.

6.6 While verifying articles like tables, cup-boards, almirahs, racks, stands, boxes etc. the stock verifier should take only the average dimensions of the body of the article omitting non-essential ornamental parts and projections. It should be ensured that individual items with size quality etc. is correctly described and recorded in the relevant folio of the inventory register. If, however, any article is directly received from supplier supported by challan (supply being against COS's P.O.) it should be ensured that the actual article received accord with the description in P.O. and in challan. In such cases ornamental portion if included in challan, the same should be described accordingly with suitable remarks.

6.7 While carrying out verification in respect of items of personal use which after procurement might have already been issued to Officers/Employees and may not be physically available during Stock Verification, the ISA/SV should ensure that account for the respective item is complete with information like type and quality of the item and the source of receipt and that clear acknowledgment is on record for the articles already issued. Such acknowledgment should be considered and the quantity covered by the acknowledgment, treated as if respective items are in stock i.e. forming part of the stock. In the field Book ISA/SV should endorse suitable remark for the quantity covered by the acknowledgment, separately indicating, the actual number/quantity of the item found during verification. The total of the two will be the actual stock for comparison with the Book Balance. Quantity not supported by clear acknowledgment should be treated as "shortage" and adjusted accordingly.

6.8 In the course of verification, the ISA/SV should report if purchase of costly items which otherwise should have been avoided is noticed by him. This should be done particularly in respect of items which are absolutely for personal use e.g. Brief Case, Crockery, costly Pen-stand and similar other items. Office equipments which although used by particular person do not come under this category where also austerity is desirable.

6.9 While verifying Books of reference, or Books held in the office library of different offices/Departments, the ISA/SV should ensure that the catalogue for Books is maintained properly and the system of issue of Books is such that it provides sufficient safeguard to ensure return of Book within the specified time as followed by particular unit/Dept. Holding up of Books issued for undue long period should be noted and reported.

6.10 Items such as bed sheets, linens, napery, mosquito net etc. supplied to Running Rooms, Rest Retiring Rooms, Hospitals if, initially found short during stock verification, should be compared with the Dhobi Account register and the quantity sent for washing should be accepted as in stock. The quantity should, however, be separately shown in the stock verifier's Field Book and added to the actual stock found, with suitable remarks quoting reference to the

Dhobi A/c. Register. If nothing has been sent for washing the stock verifier should incorporate this aspect in the certificate obtained from the stock holder after completion of stock verification all items of dead stock, T&P. etc., placed in the custody of sub-ordinate and then certify or adjust the relevant numerical account on the basis of the actual stock found.

6.11 Before certifying or adjusting the results of stock verification in respect of different items verified, the stock verifier should ensure that the balances in the inventories have been correctly struck and those carried forward from completed folios (or from an old register) have been correctly brought forward with necessary cross reference. Transfer of balances from an old inventory to a new one must invariably be attested by the stock holding sub-ordinate. In respect of HQ or Divisional offices by the official responsible for the T&P./D.S. items and maintenance of the relevant inventory.

6.12 In the event of loss of Dead Stock & T&P Registers or if these Registers are in the custody of vigilance or C.B.I. and the Registers cannot be produced for verification, then the opening balances in the new ledgers should be attested by the incharge departmental officer on each folio for taking the balances as correct and to certify the ledger balances. It is to mention that whenever the ledgers are handed over to the investigating branches, the balances of these ledgers have to be noted in the new ledgers as far as possible, then only the ledgers have to be handed over to them.

6.13 At the conclusion of verification of Physical Stock, following the above instructions, the stock verifier should record the results of verifications in the respective folio of the inventory, preparing stock sheets for discrepant items. Stock sheet reference with date should be recorded in the relevant folio of the inventory register and also in the F. Book against the item concerned. The S.V. should put his clear and dated initial (with year) in each and every folio of the inventory irrespective of any discrepancy or not, in token of verification of the items.

6.14 Out of the three copies of the stock sheets prepared, one copy is to be handed over to the stock holder obtaining clear acknowledgment and the remaining two copies to be submitted to the Accounts officer along with narrative reports, completion reports, completion certificates etc.

6.15 Dead stock, including furniture, fixtures and fittings, tools and plant and machinery in any administrative office, Shops, Sheds, Depots, Medical departments, Schools, Catering units, Canteens, Engineering department, Electrical department, S&T department, offices and Store holders, station buildings, etc. being items of essential equipment forming part of the administrative machinery, assume importance in its own way.

6.16 From the biggest central and divisional administrative offices to small halt stations, each subordinate is furnished with necessary equipment such as tools and plant, furniture and fixtures, Plant and Machinery etc. Every office should maintain in the proforma (Form No. G.2075) an inventory of all articles of "Dead Stock" such as furniture and fixtures, tools and plant and books of reference showing a brief description of the articles and date of their receipt.

The Accounts verification staff should ensure -

- i)** That the items are entered in the Dead stock register in an alphabetical order, separate page or pages being allotted in the register for each item,
- ii)** That description of the articles is clear enough to identify the quality and to render impossible irregular replacement of expensive articles by an inferior ones. In the case of bicycles, typewriters, clocks, electric table fans, calculators and similar articles which are numbered by the Makers, the 'Maker' number need also be recorded in the register.
- iii)** The articles sent for repairs are not shown as issues but a note is kept in the inventory register giving particulars of the R.R. or other documents and to whom and when sent. On receipt of the repaired articles, suitable remarks should be recorded in the register and also on the bill or issue note or challan under which the articles are received back stating that the articles have been entered in the inventory register.
- iv)** Whenever an article is condemned, it should be entered as an issue, reference to the Advice Note of Returned Stores (DS8) under which it has been returned and the write off statement under which its write-off has been sanctioned is given over the signature of a responsible person to whom this duty is entrusted. After condemnation and before being sent to scrap depot, it should be borne in class-III account and stock separately marked as class-III and kept apart from regular serviceable stock of these items.
- v)** All transfers of items from one office to another are made under proper acknowledgement.
- vi)** All receipted copies of issue notes or other receipt vouchers and Advice Notes are sent to the Controlling officer for check with daily summary of issues (S-2103) or Advice of Credits (S-2104) received from the Stores Accounts officer, and
- vii)** The officer verifying the stores departmentally should check this inventory register annually with the actual stock on hand and record a certificate to this effect on the page for each item duly accounting through

departmental stock sheet for any excess/deficiency noticed and explaining the reasons for the same.

While verifying the above items of Stores, the stock verifiers should take note of the following aspects in addition to the General Rules enunciated in Chapter-III of this manual and various codal provisions.

6.17 The verification staff should see that the balances are correctly struck and those carried forward from the completed folios are correctly carried forward with the necessary cross references and errors, if any, should be suitably rectified through adjustment register **(Form G-77-B)**.

6.18 The Accounts stock verifiers should see that on the articles of furniture and fittings, the sizes, and the custodian's designation are clearly marked to facilitate easy identification. As regards Plant and Machinery, the Register may be examined to see that details of plant and machinery, viz. date of purchase & erection, value, source of receipt, life of the plant, capacity, repairing particulars, make and No. etc. are indicated therein.

6.19 During the course of the inventory, the verification staff should carefully note the descriptive particulars of the stock, the marked item number, sizes etc. The figures of inventory should be entered in the Field Book according to the location of the stock.

Frequency of Accounts Verification of Dead Stock, Tools and Plant and Machinery :

6.20 Dead stock and T&P are verified once in **THREE YEARS** generally in accordance with para 3202-S. In the case of Medical Department, it is verified **ONCE** in **TWO YEARS** and **ONCE** IN **A YEAR** in the case of Catering units and all construction units.

6.21 Stationery items, such as pen holders, pads inking and blotting, cushion pins, as trays, trays office, call bells, mats, glass tumblers, paper weights, ink wells and pots, rulers office, etc. are treated as consumable items being supplied as and when required. These, if at all accounted for in the Dead Stock Register, need not be verified.

6.22 Items of **Leather Cash bag** with cash office being perpetually in transit could be verified for the serial numbers, if stated to be in transit from the guard's signature book.

6.23 Tarpaulins supplied to the stations and goods sheds are painted with the distinct number and are recorded at the stations or in goods sheds in the tarpaulin register. The verification staff should check the painted numbers on the

tarpaulins and the size of the tarpaulins and compare the same with those in the register. It is possible for some of tarpaulins and G.I. locks to be in transit being supplied to cover and lock the wagons, in which case, the particulars should be collected from the station records or guard's signature book or such other records maintained in that connection. The receipt of tarpaulins sent to other Railways, and return of tarpaulins received from other Railways, are to be specially watched. A separate register is to be maintained for the transactions of other Railways. Cases of loss should be looked into, to see that proper precautions have been taken by the stock holders. A special report is to be made in respect of tarpaulin transactions in base depots fixed for this purpose.

6.24 PROCEDURE OF MAINTENANCE OF DEAD STOCK REGISTER IN HOD/DIVISIONAL OFFICES :

A custodian (office superintendent) should be entrusted with the work of maintenance of consolidated Register of Dead Stock relating to HODs/Divisional offices.

i) CONSOLIDATED REGISTER OF DEAD STOCK : The transactions relating to receipts should be posted by the custodian in the consolidated Register of Dead stock. The vouchers relating to receipts are ordinarily the issue notes received from the stores department, Transfer vouchers from other offices. Firm's challans in case local purchases and cash receipts in respect of petty purchases. The receipt vouchers should be carefully filed in the Guard file date-wise. The folio references and date of accountal should be indicated in the vouchers in token of having posted the particulars in the consolidated Register of Dead stock. The custodian should also initial date on the Receipt vouchers mentioned above.

ii) Since the materials are to be supplied to various sections, the custodian will make out issue challans in triplicate retaining one copy as office copy. The other two copies along with the materials are to be sent to the concerned section. The nominated section head for maintaining the Dead stock of the section should acknowledge receipt of the materials and return one receipted copy of the challan to the custodian, who will pair the same along with the office copy of the challan. The issues thus made to the different sections are to be posted in the consolidated Dead stock Register, duly endorsing the challans reference to the particulars of date of accountal of issues and Ledger folios.

These issue challans need not be placed in the guard file. It is enough if the used challan books are presented duly paired with the receipted copies of challans.

Thus, the custodian should be initially responsible for the veracity of the entries in the consolidated Dead stock Register and also for the up keep of the Receipt and issue vouchers and the Register.

The nominated section Head is responsible for safe custody and maintenance of the Dead stock in the section. The receipt vouchers, i.e. challans received from the custodian should be entered in the Register of Dead stock. The vouchers should be carefully preserved in a guard file and, the particulars of date of accountal and folio reference indicated in the vouchers with dated initials before they are filed. The section Head is responsible for the up keep of the Register and vouchers.

iii) Materials recommended for condemnation : The custodian should maintain a separate dead Stock Register to account for the receipts and disposal of materials received by him from the sections through challans. The particulars of such challans should be quoted in the Register and like-wise the particulars of date of accountal and folio reference indicated in the challans. These challans should also be carefully preserved in a separate guard file. The officer under whose control the custodian is working should re-inspect the materials recommended for condemnation and wherever necessary he should arrange for reconditioning the same & should be returned to the concerned section through fresh challans which should be accounted for by the custodian as issues in the above mentioned Dead Stock Register likewise, the particulars of DS8s should be quoted in the issue column of the above Register whenever materials are ultimately sent to Scrap Depot.

iv) Materials in Officer's Rooms :

The stenographer attached to the officer is responsible for the safe custody of the materials in the officer's room. He will also maintain the Dead Stock Register similarly.

v) Quarterly check by actual count and rectification of difference :

Materials held in the custody of different sections will be verified by the section head in charge of Dead Stock once in a quarter. The result of verification should be sent to the custodian who will along with the section head investigate into discrepancies if any. If there are no discrepancies a nil verification report should be made out by the section head.

6.25 STOCK VERIFICATION OF HALT STATIONS :

All the HALT STATIONS should be exempted from stock verification. The Man days and TA/DA involved on conducting the verification of these stations is not economical when compared to the total inventory of these stations. Whenever the stations are handed over to HALT AGENTS, the T&P

and D.S. issued to these agents should be listed and handover to the agents under their clear acknowledgement. One copy of that list should be available with Station Superintendent of Serving station which can be inspected by ASV/ISA during their verification of Main stations under which the agent works. If any item handed over to the agents is found short subsequently, the agents should be held responsible for the shortages.

6.26 Items exempted from verification : (Annexure - X)

a) Articles of furniture with certain subordinates which are generally few and in the custody of certain subordinates, whose duty requires them to be constantly or frequently on the move, need not be checked by the stock verifier by actual count as an attempt to verify those articles would cost the Railway more than what the articles are worth. **Yearly balance returns of the tools and plant in their custody will be obtained from them by the controlling Officer concerned and this should be inspected and accepted as correct by Accounts stock verifiers.**

b) Verification of small tools and hand tools in minor workshops, running sheds, pump houses and with P.Way Inspectors, Inspectors of Works, Signal and Interlocking Inspectors, Sanitary Inspectors and other Inspectors need not ordinarily be carried out by Stock Verifiers.

The stock Verifiers should, at the time of verification of other types of stocks with such staff, investigate the system in force for the supply and custody of these tools and see that reasonable care is being exercised in making issues and ensuring that workmen to whom they are issued return them to stores custody when no longer required.

c) Dead Stock Tools and Plant of Low value :

In terms of para 3225-S of when verifying articles of dead stock, tools and plant and machinery, the stock verifiers may use their **discretion to omit from verification articles of low value such as notice boards, name boards, ticket nippers, carriage keys, station seals etc. and concentrate their attention on the check of more important items.** Such of the items so omitted from verification should however be recorded in the Field Book after ensuring that reasonable care is being exercised by the custodian for their accountal, custody, distribution, replacement etc. Though it is not ordinarily the duty of the stock verifiers to verify the articles mentioned at (a), (b) and (c) above, **they should use their discretion and take up full and complete verification, if they suspect any irregularity in any case.**

6.27 CHECK OF SMALL TOOLS AND HAND TOOLS WITH SE(P.Way) AND THEIR GANGS:-

The verification staff should physically verify the small and hand tools available in the Stores/rooms of the SE(P.way) and take into account the stock with various gangs as per the Distribution Register maintained. On comparing the balances thus arrived with the balances shown in the SE(P.way) ledgers, the verification staff should attest each account with a qualifying remark, **"Checked with the distribution statement"**. If there are any discrepancies, the same should be adjusted and necessary **discrepancy statements prepared** and disposed off as usual. The Stock Verification Staff should verify in detail the T&P of two gangs and the particulars of gangs verified should be noted in the T&P Register as a guide for the other Stock Verification staff when they take up the next verification. The T&P items of a particular gang which was already verified in the previous verification, need not be verified again but the other two gangs should be selected for detailed verification in the next verification. Wherever items of loss are made up by recoveries, it has to be ensured that the acknowledgement from Engineering Branch and Accounts is available.

While verifying offices, the system of accountal and issue of stationery observed in the offices has to be examined to ensure that the provisions in the code are not infringed.

6.28 While verifying the linen, uniforms, mosquito nets. etc. at hospitals, running rooms, catering units, etc., as also at St. John Ambulance, the Verification Staff should examine the dhobi Register, wherever such items are stated to have been given for washing. They should be added to the stocks after scrutiny of the Register to arrive at the correct physical balance. It should be seen that the items of uniforms, clothing, cumblies, etc. at the Depots and offices are correctly accounted for the tally cards, books, registers, etc. and that the acknowledgements of the staff for all items issued have been obtained. The Stock Verifiers while verifying the linens with CWS etc. should also ensure the correctness of issue of Bed rolls to passengers, receipt and accountal, correct recovery of hire charges and their subsequent remittances.

6.29 The electrical, telegraph, signal and interlocking equipments and fittings such as ceiling fans and lights, switch boards, electric clocks, telephones, Morse code tickers, signal levers, etc., though part of equipment at stations, cabins, offices, workshops, depots, etc. are centrally controlled by the owning Departments concerned and as such are borne on their "Equipment distribution and Instrument Register" and therefore, ordinarily these items are not borne on the dead-stock Register concerned and no verification at these units is required.

6.30 Publicity and advertisement boards and frames do not form part of the Railway dead stock and non-accountal of the same in the Dead Stock Inventory Register is not irregular. However, at the time of verification of dead stock,

the Stock Verifier should examine the advice from CPRO for fixing of advertisement Boards by various agencies mainly with a view to ensuring that unauthorized advertisement boards are not allowed to be kept.

6.31 Items of private furniture, etc. found in the Administrative Offices, stations, refreshment rooms, canteens, tea-stalls, etc., unless borne on a duly authorised list duly certified by the official concerned and are having private ownership marks thereon, shall be included in the inventory of verification and accounted for as Railway property. **Permanent fittings and fixtures, forming part of the built in equipment of the structures, carriages, etc., indicated in the lay-out site plans, need not be shown in the Dead Stock Register and such omissions need no rectification.** Special attention is required to be paid to items of Stainless thalies and other costly items and similar equipments as well. It should be seen that the nomenclature of the items should be available in the Registers to facilitate direct identification. It should be seen that wherever practicable, "I.R." markings are available on the equipment. Costly items acquired and not put to use, items in perpetual state of repairs pointing to defective procurement, etc. should find a special mention in the Narrative Reports.

6.32 In measuring the articles such as tables, cupboards, almirahs, racks, stands, lockers, boxes, stools, etc., the verification staff should take only the over all dimensions of the body of the articles, omitting cornices and other non-essential ornamental parts and projections. In any case, the sizes recorded and stenciled should practically be accommodated unless the items are palpably measured incorrectly and warrant rectification.

6.33 The verification staff, while undertaking verification of Dead Stock held by any of the Railway Protection Force staff, need not verify the arms and ammunition available in their custody. However, the verification staff should ensure that all empty fired cartridges are disposed off as per the procedure in vogue vide Rly.Board's Ir.No. 75/Sec(Spl)/21/4 dated 12-1-98.(or as per the instructions issued from time to time by Rly.Board/CSC), during the course of their inspections at the RPF Units. Non-observance of the above instructions are to be brought through Narrative Reports so that the DSC/CSC can suitably be addressed.

6.34 Sealed boxes containing Medical Stores found in the "Break-down trains" "Accident Vans" in-charge of ADMO/Assistant Surgeons, etc. may be accepted and entered in the Field Books obtaining the necessary certificates as to the correctness of the contents from the parties in charge of the same.

6.35 While verifying the regular dead stock items held by Sanitary Inspectors, they will have items like cans watering, handles for powrahs, shovels, pick axes, powrahs, shovels, pick axes, pans mortar iron (gamellas), dust bins, buckets, drums, sanitary pans, etc. As these are treated as small and hand

tools and are categorised as consumable items, they will not be subject to normal verification along with other dead stock items. The verification staff nevertheless test check these items with a view to ascertaining the correctness of accountal thereof and the system of receipt and issue, particulars of distribution, etc.

6.36 The items, such as badges, buttons, ticket nippers, notice boards and diagram boards, sprays, scrappers, Burnishes, baskets (cans), oil cans and feeders, rivet benders, cashes, fog- signal, banner flags, small and hand tools, etc. **need not be verified.** but during the course of a **test check, should any disparity arises in the accountal, a comprehensive check should be undertaken and a detailed report made of the irregularities detected.**

6.37 In the Reserved Carriages under the custody of CWS, the fixtures and equipments such as almirahs, meat-safes, electric fans and lights, tumbler stands and rack, call bells, sinks, wash hand basins etc. which are shown in the coaching diagram chart, will not form part of the dead stock. The verification should, however, be confined to such fittings and equipments as are recorded in the respective framed lists. If any discrepancy is noticed in physical availability of items in the framed list, it should be reported in Narrative Report.

6.38 On visiting a station due for dead stock verification, care should be taken **to verify the stock of K.oil first.** The verification staff should carefully scrutinise the K.oil Register and check the balancing entries, vis-a-vis the receipt and Issue postings since the last Accounts verification. The issue postings should be checked in terms of **consumption table** fixed according to the **number of lamps and hours of burning.** The verification staff should examine the schedule of supply in terms of consumption of oils and should bring out in their report instances of unnecessary and unwarranted supplies keeping in view the progressive introduction of electrification of station buildings and colour light signaling. **The stock Verification staff, while undertaking the verification of dead stock and T & P items of stations, should prepare separate discrepancy statement for Commercial portion and Operating portion.**

6.39 TYPES IN PRINTING PRESS :

Verification of types in Printing Press should be carried out once in three years along with the tools and plant and dead stock items in terms of para 3327-S. Virgin metal, viz. antimony, lead and tin, necessary to form the alloy for the type metal, out of which the types are fabricated, will be supplied by the Stores Depot on requisition. The receipts will be accounted for in the Stock Register. These will be drawn in certain proportions with relation to virgin metal ingredients against voucher for manufacture of type metal alloy, out of which the

type metal ingots are fabricated. These ingots will be issued for fabrication of types, plates and other printing requirements. The types are stocked in bulk for use in press according to the exigencies of work. On completion of the printing job, the used, discarded and worn-out types together with borings, etc. will be returned to the melting section for reconversion into type metals. In the process of melting of the virgin metal and the reformation of type metals from the returned scrap, a certain portion of wastage occurs in the shape of dross, which will be returned to the Stores Depot as scrap on Form S-1539. The basic accounts of stocks of types will be :

- (a) stock balance of virgin metal,
- (b) stock balance of returned types from the press and
- (c) typemaking section, and
- (d) dross account.

If the unit of account of the items is weight, the verification will have to be carried out on weight basis. While verifying the types in use which will be found in stock and in various containers galleys, boards, chasis, mounts, etc. placed on machine or stored carefully in packages, the net weight of the same will be worked out by carefully computing the gross weights and deducting the tare weights of the containers, etc. The details of gross, tare and scrap, etc. should be entered by the Verification Staff in the Field Book. (melting loss including burning loss and dross = 7%)

6.40 VERIFICATION OF PATTERNS :

The patterns are held in the custody of sub-ward Keeper/Foreman, who will maintain the ledger card of patterns (S-1567), showing the P.L. reference of the castings to which the pattern relates, the description of the casting, the date of manufacture of pattern and the particulars of movement and the location of pattern from time to time. If any pattern is issued outside the workshops, say, to firms for the purpose of manufacturing castings for the Railway, the Mechanical Department will be responsible for the issue and other transactions relating to the pattern and for due record thereof in the Ledger of patterns.

When the tools and plant of the Workshops are being verified by the Accounts Stock Verifiers, the stock of patterns should also be verified with reference to the ledger of the patterns, special care being taken to investigate from the copies of purchase orders, that the patterns shown as lying with the firm and the foundry shop are in respect of current orders and that there is no delay in the return of patterns by the Firms/Foundry after the orders have been complied with.

The Verification staff should consult the progress office and foundry foreman's records to ascertain the patterns manufactured since last verification and see whether the same have been suitably accounted for. Incidentally, the process of scrapping and writing, - off, should be investigated to justify the regularity of the action taken.

6.41 VERIFICATION OF BED ROLLS UNDER THE CONTROL OF CTI/BED ROLLS :

Based on the previous checks and shortages found in these units and as per the directives of vigilance branch, the following procedure is to be adopted for the verification of the unit of CTI/BED ROLLS.

- a) CTI/BED ROLLS unit is to be treated as a separate unit and ISA concerned should provide separate Mandays to this unit in the Programme.
- b) The verification is to be conducted once in a year.
- c) The stock verifier, while verifying the unit should observe
 - i) That the numbered challan books are to be used invariably and challans prepared immediately on transfer of bed rolls from one unit to another. Acknowledgement is to be obtained thereof and entries made in the respective ledger accounts with full details immediately.
 - ii) That the Recovery towards loss of bed rolls to be communicated every month by the respective CTIs to Sr.DCM/Sr.DPO. The recovery particulars so advised by CTIs are to be watched for prompt recovery in the divisional office.
 - iii) That the Recovery is to be effected either from the regular monthly salary bill or from spot remittance, if amount is small.
 - iv) That the supply of bed rolls to other station superintendents like KZJ,KMT, PRLI etc., who also draw bed rolls to cater to the needs of Retiring Rooms should draw the bed rolls directly from the stores depots. There should not be any transfer from the CTI Bed Roll units.

6.42 STOCK VERIFICATION OF COMMERCIAL INSPECTORS/ TRAFFIC INSPECTORS:

Stock verification of T&P, Dead Stock and Plants of the Independent Units of Commercial Inspectors/Traffic Inspectors posted at the Stations should be verified once in 3 years as per the procedure.

6.43 STOCK VERIFICATION OF SECURITY UNITS:

Stock verification of all the Security offices/units should be taken as IPF units. When the unit of one IPF unit is taken up for verification, all the SIPF units working under the particular IPF are to be verified and it should be treated as one unit. **No separate independent SIPF units should be included in the Stock Verification Programme.**

6.44 ACCOUNTAL OF WALKIE-TALKIE SETS:

Walkie-Talkie Sets are supplied to Drivers, Guards, Stations Masters of all Cabins and Stations, Shunting Staff, SE/JE(PWAY), SE/JE(W), and SE/JE(BR).

The concerned Train Superintendent/Incharge of crew and Guard are also supplied with Walkie-Talkie sets with Charger and Spare cell. They will be the custodians of these Sets and maintain the accountal. ASVs during their verifications of the concerned Units should also verify the accountal and physical availability of this.

6.45 VERIFICATION OF MACHINERY ITEMS: It should be ensured during the verification in a unit that wherever the Machinery items are available with the custodians, it should also be verified alongwith the Deadstock, Tools and Plants. It should be considered as part of the D.Stock & T&P Programme.

6.46 VERIFICATION OF COMPUTER CELLS:

Stock verification of Computer Cells/EDP Centers is to be carried out as per the normal procedure of Tools & Plants and Machinery. While carrying out the verification, the following items should be verified.

- a) Wooden Decolum Computer Tables.
- b) Wooden Decolum Printer Tables.
- c) Computer chairs.
- d) Disc Less Node
 - i) CPU alongwith the particulars of Configuration, Make and Number.
 - ii) Key Board.
 - iii) Moniter alongwith the particulars of Make

-stand Alone.

- i) CPU alongwith the particulars of Configuration, Make and number.
- ii) Moniter.
- iii) Key Board.
- iv) Mouse.

- e) Lan Server with all particulars.
- f) Hub with all particulars.
- g) Computer Chairs.
- h) UPS in numbers.
- i) Stabiliser.
- j) Computer Printers with make particulars.
- k) Print Sharer.

Receipt particulars, issue particulars (transfers inward or outward) of all the items should be verified as per the procedure. It is to clarify that all the above mentioned items need not be from One Company i.e. One company Make.

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CHAPTER - VII

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SPECIAL CHECK AND SURPRISE CHECK

7.1 Cases may arise when verification has to be undertaken at the request of Executive Departments with the approval of FA&CAO or on orders from FA&CAO or other Stores Accounts officers. The Executive Officer may ask for special verification when there is a reported theft or heavy loss of materials due to fire, cyclone, floods or a systematic fraud, the extent of loss of which he himself is unable to determine through a departmental verification. Further, during the course of routine verification of Stores, if the verification staff come across any cases of theft, pilferage or any other unusual occurrence, they are required to inform the Stores Accounts Officer confidentially the particulars in brief but in sufficient explanatory report about the same and await further instructions. As part of operational audit or as part of a special programme of probing specified areas, special verification can be ordered by FA&CAO or his officers.

7.2 The Verification staff deputed for checking shall undertake cent percent check since last verification or from the inspection of the Depot of all the receipts and issue vouchers with the relevant Depot records ledgers, etc. Besides checking the postings of the vouchers, the quantities taken to account and charged off in the ledgers, etc. should be carefully compared and correctness of the balancing ensured.

7.3 Irregularities, if any, should be rectified through Form G-77-B, so as to bring the balances in the books at their correct levels and to enable adjustment of account, if necessitated by verification, against the correct working balances.

7.4 The depot records of receipt and issue transactions, the loading and unloading registers, departmental returns, bills vouchers, correspondence, etc. should be carefully scrutinised, initialed by the verification staff. A thorough inspection of the bins, godowns, yards, stacking sites, etc. should be made, so as not to miss any item of Stores to ensure a complete and correct verification. Over-writing, wrong carry-forwards, etc. should evoke suspicion necessitating a more thorough scrutiny.

7.5 The results of the verification should, as usual, be appropriately compiled and the relevant statements, forms, annexures, certificates, etc. should be drawn up. The books of accounts should be suitably adjusted as also the records inspected in the course of verification should be attested. The details of irregularities should be carefully noted and reported to the Headquarters (stock verification branch) office.

SURPRISE CHECK

7.6 As distinct from Special checks, the Board ordered at the instance of executive or Stores Accounts Officer surprise checks are to be conducted as stressed so that sufficient safeguards against fraudulent practices are provided. For this purpose, the stock verification cadre was also required to be streamlined. The element of surprise is an essential factor contributing towards the success of such inspections. Hence, advance intimation of the proposed visit is not communicated. No request for postponement should be entertained, as the store holders are normally expected to keep the materials properly stacked stored and their account upto-date. Surprise verification will be confined to inspection of procedures/rules laid are being followed scrupulously. If not the lapses should be highlighted in a Special/Narrative report. If the inspecting official feels a random check of few costly items/pilferable and common domestic user items and ledger accounts with reference to the documents/vouchers are verified and certified.

The other salient features of surprise verification are as follows :-

7.7 All aspects connected with accountal of stores, such as receipts, custody, issues and disposal of stores should come under the purview of the surprise check. These aspects should be checked with reference to the receipts and issue vouchers relating to transactions of any two different months since last Accounts verification and Day books (receipts and issues) available with the store holders. A detailed investigation should be carried out, if any serious irregularity is suspected, submitting immediately an interim report confidentially to the Hqrs. (SV branch) Office explaining the circumstances and modus-operande in brief. The reasonableness of the issues should be checked with reference to the consumption shown on the various work orders or with reference to the progress reports of the works.

7.8 What is expected is an intelligent check rather than a routine verification of number of items. Though stock verification of such stores for which no record is required to be kept as per rules need not be undertaken, in terms of para 3304-S, **it should be seen during the surprise checks that stores available with the store holder in his custody are according to the prescribed schedule and cases of heavy accumulations of consumable stores should be specially reported to the controlling officer of the store holder with a view to curtailing further supplies and revise the schedule.** The ISA/ASV will also satisfy himself that the numerical records are maintained correctly, properly and upto-date, that the stacking of stores is in order as to admit easy verification and that sufficient arrangements exist for safe custody and protection of stores so that the regular verification when undertaken by the stock verifier would be quick and smooth.

7.9 The surprise checks of stores in the Depots will be undertaken by the stock Verifiers attached to this cell independently. Costly and pilferable items of Stores may be selected for surprise checks of the wards. These checks are in addition to the Regular verification. The relevant numerical cards should also be examined thoroughly, referring to the Issue notes, gate passes, etc. He will also conduct a surprise check of the materials leaving the stores premises through the main gate of the depot and will ensure that delivery of materials is effected by the Stores Department to persons producing proper authority. A certificate should be obtained to the effect that all stock available with the stores holder of the particular items selected for the surprise check have been truly, correctly and completely presented and duly verified, and that nothing has been left unverified, nor any item is lying unaccounted for.

The numerical cards should be scrutinised to see that :

- i** there are no unattested corrections.
- ii** there are no over written figures in the cards.
- iii** Stocks are not in excess of the maximum.
- iv** If there is any item in which irregular balances appear.
- v** If there is any item of unnecessary purchases of stores, and
- vi** If there is any item which requires revision of maxima and minima levels.

7.10 The Stock Verifier should particularly examine and report if proper arrangements exist for the safe custody and proper storage of material against deterioration from weather, fire or any other cause.

7.11 Stock Verification sheets issued to bring to account the discrepancies noticed during the surprise checks should be disposed off in the usual way as explained in chapter No.V. of this Manual.

7.12 Prior sanction of the Stores Accounts Officer in writing should be obtained through ISA before a surprise check is undertaken and their movements shown in the forecast of the weekly diaries. The ISA should ensure this before proceeding on line. To ensure the element of surprise which is an essential factor contributing towards success, such visits should be kept confidential. The ISA will keep such diaries, after they are approved by the Stores Accounts Officer in his personal custody until the check is undertaken. The notes on which the approval is obtained should be submitted along with TA bills and they are to be filed carefully.

7.13 The reports of the surprise checks carried out should be submitted in triplicate to the ISA/Spl. Check not later than three days from the date of completion of the check. The reports should be concise, bringing out the

defects in procedure adopted by the Stores holder in the maintenance of the numerical ledgers, clearly indicating reference to various orders and instructions on the subject.

7.14 A register in the following proforma may be maintained by ISA to record therein the progress of the surprise check and the connected SV sheets and reports till the time the SV sheets and connected reports are finalised.

S.No.	Ref.to the approval of SAO/Stores.	Name and designation of the ISA/ASV undertaking the verification.	Name of the stores holder
1	2	3	4

Hqrs. of the store holder.	Date of commencement.	Date of Completion .	No.of days taken	SV sheet No.& dt. for the adjustment of the discrepancies, if any.
				No. dt.

5	6	7	8	9.a.	9.b.
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Amount		Narrative report		Reference under which the report was forwarded to the Controlling Officer for his remarks.	
Excess	Shortage	No.	& date		
10a	10b	11a	11b	12	

Recoveries, if any effected.	Date of finalisation	Remarks
13	14	15

7.15 The illustrative list of certain items with stock holders selected for surprise check is given below:

i) a) Engineering Department/Section Engineer (P.way)/DSK:

K.Oil and other oils, cement, paints, torches and Cells, bulbs for torches, rain coats, gum-boots, mosquito curtains, bed-sheets, pillow cases, cumblies, utensils in break-down van, T & P items like crow bars, dogers, beaters, drills, etc., welding rods, empties, G.I. locks, etc.

(b) Section Engineer (Works) : Cement, oils, paints, non-ferrous fittings, GI pipes, wash basins, MS rounds, (6mm), (10 mm), mosquito curtains, bed sheets, pillow covers, tools like augers, tapes measuring, foot rules (wooden 2 feet four fold) empties, GI locks etc.

c) Section Engineer (Bridges) : Cement,oils, paints, welding rods, MS Plates, flats, T&P items empties, GI locks etc.

ii) Mechanical Department CWS :

a) Oils, non-ferrous items, crockery and cutlery, linen items in running rooms, coal, electric bulbs, T&P items like files, drills, welding rods, brake-blocks, paints, GI locks, empties, etc.

b) TXR/HC: Oils, non-ferrous items, paints, brake-blocks, wheels and axles, mirrors, wash basins.

iii) Medical Department Hospitals and Health Units : Costly or life saving drugs, linen, x-ray film plates, provisions, dead-stock items like steel almirahs, cots, GI locks, empties, etc.

iv) CATERING UNITS : Provisions like rice, wheat, rava, sugar, edible oils, mil, PAD items, stainless steel utensils, etc.

v) Signal and Telecommunications :

a) Signal Inspector : Oils, paints, non-ferrous items, wires, GI dry cells, zincs, glass jars, bulbs, cement, signal relays, signal motors, etc.

b) TCT (Maintenance, wireless and MW) : The stores with these inspectors are of a sophisticated nature. The items may have to be selected, keeping in view of their commercial value. In addition, items like oils, paints, G.I. locks, cement, etc. may be taken up.

vi) Electrical Departments (Section Engineer/Elec.) : Oils, paints, GI locks, pliers cutting, screw drivers etc. The electrical items should be on a selective basis keeping in view their commercial usage.

It should be noted that in surprise checks, the accent is more on check of vouchers and records than on physical verification.

The verification staff deputed on such check should submit their narrative report within 2 days of their return to Hqrs. office after the said check.

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CHAPTER - VIII

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STOCK VERIFICATION IN WORKSHOPS

8.1 Stock verification in Railway Workshops is conducted for three types of items :

- I) Dead Stock & T&P and Machinery Verification.
- II) Revenue and Consumables.
- III) Shop Floor Inventory.

I. Dead Stock and T&P and Machinery Verification :- The Stock verification of Dead Stock & T&P available in various shops and offices is conducted once in three years as per the stock verification programme and as per the normal procedure.

II. Revenue and Consumables : The stock verification of Revenue and Consumables items available in various shops is conducted as per the procedure Once in two years (wherever it is applicable).

III. Shop Floor Inventory : Shop Floor inventory is conducted half yearly in all the production shops which are in operation. As the workshop units are drawing materials worth lakhs/crores of rupees, the accountal as well as effective utilisation details of raw materials/manufactured items should be subjected to thorough verification.

8.2 The relevant para from Board's letter No.78/AC.11/55/1 dt.22-8-78 is appended below for guidance.

" It has been pointed out in the above report during the Inspection of Workshops, a large quantity of materials were found lying unconnected on the shop floor for a long period. As recommended by the Task Force, the Board desire that an Inspection by the Accounts(workshop & stores) should be conducted once in 6 months to ensure that any large scale amount of materials lying on the shop floor is accounted for by the shop orders in hand."

8.3 The guidelines for the shop floor verification are detailed below:

The workshop maintains a route card which is a replica of the work order based on which the required materials are drawn from the stores. An inventory of the materials available on the shop floor in the form of Raw materials, semi- finished and finished items has to be taken. After completion of the inventory, the result has to be connected with the route cards and items of

materials which are found to be unconnected in various forms are listed out and a report is submitted to the workshop authorities drawing their attention to the Codal provisions (para-S-1539) and to furnish their remarks.

During Shop Floor inventory verification staff should not only record the quantity of Raw materials lying in the various production shops, but also record the clear position of material balances, the quantity of manufactured products and semi-finished products lying in the shops.

Shop Floor inventory process should give a clear picture of total receipts of the raw materials from the associate stores depot, total issues of the raw materials for manufacturing process and total quantity of manufactured items out of the materials received in the workshops as per the work orders and during that Half-yearly period.

Shop Floor Inventory should bring out the particulars of mis-accountal, non-accountal and deliberate mis-appropriations if any in the maintenance of stores accounts. The method of conducting Shop Floor inventory is just like conducting stock verification of materials and material transactions elsewhere.

8.4 Procedure of conducting Shop Floor Inventory :-

a) Voucher Collection :- The particulars of materials issued by the associate/feeding stores depot to the workshop during the particular Half-year period i.e. drawn by the various shop superintendents of workshop as per the requirements of work order/Route card. It is to be verified that all the receipt quantities in the workshops have been accounted properly in the Route card.

b) Verification of all receipt quantities with the original vouchers available in the stores section and issue quantities as per the work orders.

c) Before proceeding to the workshop to check, the progress supervisor should be consulted in regard to the location of the material which will be according to the operation of the material on hand. The check of the materials should include :

- i)** Stock awaiting operation(Raw material).
- ii)** Stock partially finished.
- iii)** Stock in the process of manufacture.
- iv)** Waste and duds such as dross, borings, etc.
- v)** Materials manufactured but awaiting despatch to the Foreman/Inspector.

- vi) Completed items sent for inspection will be covered by despatch documents, and items sent direct to other shops will be covered by relevant documents.

After taking complete inventory i.e., Raw materials available on the shop floor, partly finished and finished items, the result has to be connected with the relevant work order / route cards to find out items of unconnected materials in various forms. Materials so found should be listed out and a report submitted to the workshop authorities drawing their attention to the existence of unconnected materials/stores on the shop floor which are to be returned by duly following the instructions contained in para 1539-S. This **voucher should be printed with Machine serial number.**

d) Verification of all the receipt and issue particulars posted in the Route Card maintained by the Shop Superintendent.

e) Verification of Arithmetical accuracy of the transactions (balancing).

f) To check whether the quantity shown in the out-turn statement as manufactured items is tallying with the actuals or not.

g) All the Senior Section Engineers of the shops should post all the receipts, issues and quantity of manufactured items against the receipt of raw materials item wise/work order wise in the Route Card and a separate record(a card/ledger account) should also be maintained for cross checking the quantity of manufactured items with the receipt, quantity and balance quantity of raw materials after allowing the permissible percentage of wastage. But all materials/stores so drawn may or may not be fully utilised or required. There may be changes in respect of various schemes of work as well. Some items of work may be treated as cancelled after drawal of materials for that purpose. This situation interalia means that on the shop floor there should not be any material having no link with a definite work order or route card which is a replica of the work order based on which materials are drawn from the stores.

h) Certification of the book balances for the balance quantity available in the shops.

i) If there is any shortage/excess in the manufactured quantity as per the ratio fixed by the Competent Authority or any shortage/excess in the inventory of raw materials. A report should be sent to FA&CAO/Stores/SC routed through WMS section of WAO's Office duly recording the observations of WMS section.

8.5 FOUNDRY SHOP :

In Railway Work Shops, Raw materials are drawn by the foundry shop on standing work orders and on completion, finished products are handed over to the stores depot or to the indenting departments under appropriate vouchers. Raw materials drawn by the shops and the extent of operations required there on are to be determined for the purpose of clearing the Manufacturing suspense accounts(WMS) by the workshop accounts office (physical shop floor inventory/verification is to be conducted only for non-ferrous items in the foundry shop) .

Raw materials drawn and put into works on a particular date can not always be fully ascertained due to the fact that considerable quantities of metal may continue to remain in the following forms after allowing for melting loss.

- I) Materials on unfinished jobs.
- II) Materials on defective casting which may be required to be put in the process again.
- III) Materials in various stages of manufacture with resultant runners and risers, foundry dross etc.

8.6 At the end of each month, quantities contained in aforesaid stages/items are estimated by the concerned shop and incorporates them in the monthly out-turn statement distributed under different work orders. But materials on works in progress as on 30th Sept. and 31st March are actually found out for incorporation in the out-turn statements instead of booking on mere estimation. The stock taking of material as on 31st March is however made by the concerned Shop Superintendent in presence of accounts stock verifier (para 1313-W).

8.7 The concerned ISA should inform the workshop authority well in time to make arrangements for the verification as required under the rules stating the number of stock verifiers that will be deployed for witnessing stock taking by the shop supdts. The ISA should also organise his team of stock verifiers well in time and guide them in the matter.

The ISA and the stock verifiers should bear in mind that -

Materials in respect of works in progress can not be ascertained before the closure of the workshops on 31st March. Hence, the stock taking should be carried out on the same day.

8.8 For the purpose of stock taking the following conditions are essential.

a) All the bad castings, unfinished/partly finished items, runners and risers etc. resulting from the previous melting operations upto the close of work on 31st March are kept in tact for stock taking.

b) Entire metal stock in the crucibles due to previous melting operations are extracted and kept separate for stock taking. The crucibles should be clean and without any deposits of metal.

c) All the partly finished items, defective castings, runners and risers etc. have been kept near the beam scale to facilitate prompt and accurate weighment.

8.9 It should be suggested to the controlling authority, not to start melting, casting, moulding works until the stock verifiers are satisfied with the above conditions and the aforesaid materials relating to the 'works in progress' should be put in the process only after their complete stock has been taken by the Section Engineer of the shop in presence of the stock verifier.

The actual stock taking is to be carried by the Section Engineer of the shop in presence of the Accounts Stock verifiers.

8.10 It should be ensured that the details of weighment etc. are also recorded by the Shop supdt. After complete weighment, the figures as recorded should be summarised in separate batches for each work order and for each metal summary as prepared by the Section Engineer and the summary prepared by the stock verifiers should then be tallied to ensure that there is no error or omission. On completion of this phase of work, the Section Engineer's acceptance of the quantities recorded in the Field book should be obtained with a certificate to the effect that all materials under work in progress have fully been shown and correctly taken into stock, recording the details in his presence, in the stock verifier's field book and that there is no material under work in progress left unverified. It is also necessary to get it recorded that the figures of weighment etc. as recorded in the stock verifier's Field Book fully tally with those recorded by him (Section Engineer.)

After stock taking, an Out turn statement for March in respect of "work in progress" should be completed.

8.11 The quantities of materials as distributed under different work orders should be noted down as the book balance in the stock verifier's Field Book and totalled to arrive at the total quantity so distributed. This total should agree with the total ground balances of the different metals as found during stock taking in the manner described above.

8.12 Concerned ISA should liaison with the concerned Section Engineer and ensure that the outturn statement for March in respect of "Work in Progress" is completed promptly to work out the result of verification and send a special report to the concerned WAO for taking up the matter with the concerned Workshop authority; if necessary.

8.13 SAW MILL SHOP :

The Saw Mill draws logs in bulk and cut the same in accordance with the work orders placed by the Stores, C&W shop, other shops and hands over the same to the respective indenters under appropriate issue vouchers. With a view to clear the manufacturing suspense account, the stock of timber in various stages of manufacture together with the accumulations of scrap, rejections, saw dust, etc. is required to be ascertained by the process of biennial stock verification by the concerned workshop staff in association with the verification staff.

The verification staff deputed for the purpose should jointly, measure or count the stock as the case may be and record the results separately work-order-wise or as per standing work orders. On completion of the check, the inventory should be jointly signed by the shop representative and the accounts staff and handed over to the workshop authorities for onward transmission to the Associate Accounts officer.

8.14 Tightening of Accountal Procedure in Workshops :

As per Railway Board's Ir.no. 67/m(w)964/71 dated 3-9-1968, Foundry accounts for Non-ferrous materials should be implemented according to the Mechanical Code. In addition to Foundry, it is equally important that proper accountal procedure should be in force in all sections/shops, where machinery, fittings, etc. of non-ferrous components are undertaken or where these are stored. Wherever machining of non-ferrous components is undertaken, the accounting procedure should cater for reconciliation of the weight of rough machined components and the arising of borings. Para 3300-S provided proper accountal of even charged off stores in the workshops. The procedure as mentioned should be put into practice so that pilferage and misappropriation of materials can be eliminated.

8.15 STORE ROOMS :

In the workshops, certain shops,(which draw costly items like copper, brass, paints, Tools, electrodes etc.) procure the certain urgent required material through local purchase, keep the materials in a store room, duly posting one store clerk as incharge. This store clerk works under a Shop Superintendent and maintain the store room. Wherever such stores sections are maintained, it should be treated as a separate unit for stock verification. Such stores should be verified once in two years on par with Revenue/consumable stores.

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CHAPTER - IX

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DEPARTMENTAL STOCK VERIFICATION

Departmental stock Verification in stores depots (1339-S to 1343-S) :

9.1 Departmental stock verification is an important 'back check' to ensure the correct accounts of receipts and issue of stores by the stocking wards and also establish agreement between the stock of an item as available in the custody of the Ward Keeper and the balance shown on the numerical ledger card of the concerned item. Such verification is in addition to the stock verification organised by the Accounts Dept.

9.2 Method of stock taking/verification is similar to that of Accounts stock verification. In departmental verification, all items of stores need not be verified at a time. Only selected items such as items of large annual consumption having regular issues, items of heavy intrinsic value viz. non-ferrous items, tool steel, items of pilferable nature, items of domestic use etc. are to be verified unless on special circumstances the depot officer decides otherwise. A list of items intended to be verified departmentally should be prepared by the depot officer and got approved by the COS. To achieve the desired result the verification of the physical balances of the stock of the item should preferably be carried out by an official other than the ward-Keeper in charge of the item(s) of stores.

9.3 On completion of verification stock verification sheets(Dept. Stock sheets) in the usual stock sheet form should be prepared only in respect of items where discrepancies are noticed. For items having no discrepancy stock sheet need not be prepared. The official making the verification will merely make an entry in the ledger card indicating that the physical balances agree with the Book balances and the relevant entry should be initialed with date by the official making the entry and also by the incharge of the ledger section. D.V.Sheets should be signed by the official carrying out the verification and countersigned by the depot officer. Explanations furnished on departmental Stock sheets are to be scrutinised by the stock verification Branch as usual (S-3271).

9.4 Waival or Postponement of Departmental Stock Verification :

The Depot officer may waive or postpone departmental verification under the following circumstances.

- i) Where the concerned item has been verified by the Accounts Dept. within the last three months.
- ii) Where the Accounts verification of the particular group of stores is in progress and the item is likely to be verified within the next two months.

- iii) Where the item has heavy balance rendering verification some what difficult without entailing much time and involving labour and handling charges. A list of such items should be prepared and forwarded by the depot officer to the Stores Accounts Officer through the COS.

9.5 Departmental stock verification of Imprest Stores :

In terms of para 1855-S departmental Stock verification of Imprest stores should be carried out annually and a certification thereto is appended to the annual Statement of Stores Transactions.

9.6 Departmental stock verification of stores in the custody of subordinates of the Engineering Dept. (1428-E & 1450-E) :

Para 1428-E stipulates that there should be a frequent reconciliation of the balances as shown in the numerical ledgers kept by the subordinates with the actual quantities on hand. As per the provisions contained in this para the Controlling Officer in charge should therefore arrange for departmental stock verification in such a way that approximately one sixth of the stock under each subordinate is verified by actual count each month, so that the whole divisional stock is verified departmentally at least once in every six months.

In respect of items of stores held under Material-at-Site, para 1450-E stipulates that every item should be verified departmentally at least once in a year.

9.7 Departmental verification (Annual Count of Dead Stock, Tools & Plants) :

Each holder of Tools and Plants should check his inventory register annually with the actual stock in hand and record a certificate to this effect on the page for each item. Any item found in excess should be taken on to the inventory and any shortages explained. The check should be carried out on dates to be fixed by the Controlling Officer and immediately thereafter the Inventory should be sent to the Controlling Office for counter signature.

9.8 Departmental Verification, Electrical (OHE/PSI) :

Para 2025 of the Manual of A.c traction Maintenance & operation provides for departmental verification by Stock-holder, of all Stores once in 6 months. He may do so by verifying certain items every month provided the whole stock is verified in the course of six months prior to April and October of every year.

Said para also provides for the test verification by departmental officer of important items of charged-off and surplus stores and items in which deterioration is liable to occur namely insulating varnish, lubricants with limited self-life and

should include not only new items but also second-hand, scrap and released items by AEE at least once in 6 months and by DEE once in a year.

9.9 Departmental Stock verification in other stock holding units :

Although there is no specific codal provision in respect of departmental stock verification in stock holding units other than those specified earlier on this chapter; this being an important back check as discussed in this chapter requires patronage from all quarters in all its sincerity. The system of departmental stock verification apart from Accounts Stock Verification, in the interest of both the stock holder and the administration in order to ensure efficient maintenance of stock of stores placed in the custody of various stock holding subordinates. Respective department is expected to appreciate the fundamental principle behind this scheme and issue clear directives in the matter of departmental verification. ISA/ASV during inspection is required to ascertain and report as to whether departmental verification of stores have been carried out or not in the unit under inspection, highlighting irregularities that could have been prevented, had departmental verification been carried out as per the time table.

9.10 Departmental verification in Medical Units :

Para 10.3 of Board's circular Ir.No.67/H/2/7 dt.28.1.69 provides that the Assistant Divisional Medical officer will periodically check the balance on hand in the Register(stock register of Medicines) with the actual stock on hand to verify whether they tally or not. The Divisional Medical Officer should do a random check of items on this register during his inspection. Expiry date of drugs should specially be kept in mind so that they can be used during the validity period and will not lapse before the expiry date and become useless.

9.11 Departmental Verification in Stores Depots :

- a)** All the depot officers must ensure that pairing of issue notes is complied with promptly and they should personally make periodical checks in this respect. Detailed instructions already issued vide COS/SC's procedure order No.11/91 dt.5-3-91 and FA&CAO/WST's Ir.No. ASA/AC dt.31-10/21-11-68.
- b)** Issue of abnormal large quantity against a requisition should be discouraged and Indenting Officers should be asked to furnish justification in the event of absolute necessity. In any case, not more than 3 month's requirements be issued at a time without the personal approval of depot officer.
- c)** Whenever part quantity is issued against a demand, the balance quantity should be treated as cancelled, under advice to the indenter.

d) The depot officers should discourage holding the charged-off material in the depot. If the charged-off material is not removed by the Indenter on the same day, the fact should be brought to the notice of the executive officer in charge of the indenter. However, in special circumstances charged-off material can be kept for safe custody in the depot if requested by the workshop incharge officer and account of such items is kept in a separate register.

e) The requisitions received from the ledger section with reservation of material should not be kept with the ward keepers for a long period, and the matter should be brought to the notice of Depot Officer and the Indenter. If no issues are demanded by the Indenter, the requisitions should be returned to Ledger Section for cancellation.

f) One GATE PASS should be issued for one item only.

g) Gate passes should be periodically checked by the Depot officers to ensure that RPF verified copy is paired with the office copy kept by the DSK and discrepancy, if any should be investigated.

h) It is the duty of DSK of the Receipt ward to check, count, weigh/measure etc. the quantity indicated on each and every firm's challan/RR without fail before taking the quantity on DRR. It has come to notice that in some cases the quantity is not being checked thoroughly by the Receipt Section DSK and serious discrepancies have been found. To ensure correct receipt of the material, the Depot Officers should regularly cross check the quantity also and corrective action is taken immediately in case of any discrepancy.

i) The Depot Officer should carry out surprise checks at the RPF gate (where the material is passing inside/outside the gate), to ensure that quantity indicated on the challan is correctly verified by the RPF and noted in the Security Register as per CSC/SC's STANDING ORDER No.SCR/10/67 dt.7-4-1967 and COS/SC's D.O.Ir.No.S.339/V/320/93 dt.22-6-93.

Departmental verifications of the items should be done by the Depot officers as already prescribed and the results of such verification should be critically examined and action taken.

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VERIFICATION OF MECHANICAL AND ELECTRICAL UNITS

10.1 Materials, whether stock items or non-stock items, held in stock at running sheds, train examining stations, etc, not for specific work but as a standing advance for the purpose of meeting day-to-day requirements in connection with the repair and maintenance and operation of rolling stock, including consumable stores, such as cotton waste, jute oil, grease, etc, be treated as Imprest stores, so long as they are under the control of the authority-incharge of the Executive Unit and have not been issued to works. The material required for the upkeep for rolling stock by the Electrician and that required for house lighting purposes of various stations by JE/SE(Elec.) chargemen should also be treated as Imprest Stores (S-1801).

10.2 The main object of Imprest system is to control the expenditure on materials used for running, repairs and maintenance of Engineering, Mechanical, S & T, Electrical equipments, etc. each month, But this involves, inter-alia, effective financial effective control on the stocks of materials held at outstations and their issue and recoupment.

10.3 The quantity of each item of Imprest Stores, which each Imprest holder may hold at a time should be generally based on two months' average consumption and should be approved by the General Manager of the Railway or any lower authority whom he may authorise. Such sanctioned imprest schedules should be called for by the ASV and checked to see that the balances held are not in excess of the maximum fixed therein. He should also check to see that the Imprest schedule is reviewed and revised periodically.

10.4 The quantities demanded in recoupment, should be the difference between the receipt and Issue during the month or quarter. Normally, the balance at the end of 3rd of the following month are extracted from the Ledger which should be indicated against the column, 'Closing Balance' in the Imprest Schedule. Many times, the Imprest holders, mainly with a view to avoiding the sanction of the competent authority for any increased Imprest required, indicate a less quantity as closing balance deliberately to get more requirement from the Stores. Similarly in certain cases, the Store holders, with a view to stocking more numbers, indicate a less quantity as closing balance. **The ASVs should carry out check of at least one month/one quarter schedule with the ledger balances to make sure that no manipulations have been made to get more quantity than the Imprest ceiling. The ASVs should highlight such instances.**

10.5 The ASV should particularly ensure that all issues are made on properly prepared issue Ticket Form, wherein among other details, the place at which the material is utilised or given and wherever releases are due, the same have been obtained and accounted for (para 1839-S). The ASV should also examine the issue of Bitumen belting tapes, which are very costly in nature and which are being misused through disposal to outside agencies, who require them for agricultural pumpsets and for flour mills. In all these cases, the ASV should ask the TXR, Train-lighting staff to produce the messages from the last station over the drop of belting, en-route, to make sure that the extra quantities of beltings are not drawn. Further to the extent of the beltings fitted to the carriages, the TXR should obtain the acknowledgement of the Guard. This should also be checked by the ASV. If the replacement of belting is due to theft or missing, the ASV should call for the Joint Inspection report of the representatives of RPF, Electrical and Mechanical Departments and also examine whether necessary pursuant action for the finalisation of the theft cases is taken.

10.6 Similarly, the ASV should examine whether the issues of the brakeblocks, bearing brasses, etc. are accounted for correctly, quoting reference to Issue Ticket No. of the Indenter and that the issues are made against defective/worn out/missing items only. In respect of missing items, it should be ensured that necessary action has been taken to regularise the loss.

10.7 The verification staff, while undertaking the verification of Stores of TXRs, should see that necessary accounts are maintained in regard to wheel sets. During the course of voucher check at train-lighting and TXR Depots, the ASV should ensure that for any replacement, the released ones are accounted for.

10.8 The grease released from the roller-bearing boxes should be available with LFs(Steam and Diesel). RSS, TXRs and Loco, Carriage and Wagon Workshops in the course of the above, the steady releases of the grease have been assessed as 40% of the quantity put into the roller-bearing boxes of all types of rollers. The units concerned have been advised to stock the released grease for issue to the SE(P.Way) on requisition.

10.9 The ASV should note the above recommendation and at the time of carrying out Stock Verification at these units, he will examine whether these recommendations are being followed. In case of grease, it should be further seen that the releases are not less than the above percentage. The released grease should also be verified totally with the Accounts maintained. Irregularities, if any, should be reported for necessary further action. While checking the Stores held with RSS and Clerk-in-charge (Mechanical Unit), the verification staff should test check the issues of oils to locos as per the trip schedule fixed for each trip of locos.

10.10 The books of Accounts, tally boards, ledgers, etc. will have an Index Registers to enable the scrutiny and the verification of Accounts entered therein. Such remarks as are appropriate and entered under the authorisation and signatures of competent parties, the Index Registers will bear remarks against the entries concerned to distinguish between current and closed accounts etc.

10.11 The staff responsible for the maintenance of the Books of Accounts shall initial on the right hand top corner of every fresh folio brought into use and the balance brought forward with the indication of the reference of the last completed folio from which the balance has been carried forward. Instances of incorrect balancing in the Books of Accounts due to **clerical errors, posting omissions, etc., should be rectified through the medium of the adjustment register (Form C-77-B) only without resorting to erasing, over writing, scoring, etc., or the incorrect figures.** All the entries in the adjustment register entries shall bear the initial of the parties concerned under date, the same being countersigned there after as soon as possible by the Depot Official.

10.12 The descriptive particulars of the items of stock, maxima and minima limits, ledger folio No., unit of account, class and category of stock, location, etc., shall be completely entered on each folio of the Book concerned. The receipt transactions shall be entered immediately on receipt of the material with the particulars of the covering vouchers, date, etc. Except in cases where such transactions are not covered by a corresponding receipt of the voucher, the receipt entry shall nevertheless be made, keeping the voucher column blank to be filled in, on receipt of the vouchers. Should such unconnected supplies remain pending for over a fortnight, a departmental action should be taken in the matter and the consignor contacted to obtain the receipt voucher.

10.13 The issue shall be made on recognised Issue Vouchers drawn up by the authorised party under their signatures, which, besides the descriptive particulars required, shall also give the quantity, allocation, class PL particulars and the initials and date by the party concerned for posting the same. But at small depots, where staff drawing stores are illiterate, the Stores clerk shall make out the necessary Issue tickets, which shall be countersigned by the supervisory staff in-charge of the Depot, as soon as possible, thereafter. The receipt and issue transactions shall be posted daily in the books of accounts, striking the balances after each posting is effected. Periodical inspection of the entire range of the Account shall be undertaken to eliminate and close such of them as have been exhibiting NIL balances for over six months.

10.14 The receipts should be checked with the original vouchers, i.e., delivery notes, demand notes, etc. copies of which should be personally obtained from the Divisional Hqrs. office, main depots, etc. concerned. The test check of receipts at the Transportation Sub- Depots, constituting issues to the Sub-Depots, by the Divisional Main Stores Depot, should be carried out from the demand notes filed

in the Main Depot, in which the particulars acknowledged as received by the Sub-Depot will be indicated and posted as receipt in the sub-Depot. In the main depot accounts will be checked from the demand notes returned by the sub-depots duly acknowledged for the quantities actually received.

10.15 The test check of vouchers should be carried out comparing entries which will be found duly acknowledged by the indenters under their signature and paired with the relevant block copies. Any other set of vouchers, e.g. Challans, Advice Notes, DS-8s transfer vouchers, etc. included in the Test-Check should also be inspected and in all such cases, the quantities entered thereof should also be compared with the corresponding entries passed in the books. In checking the entries with the books of accounts, opportunity should also be taken to test-check a few balancing entries also to check the accuracy of the same rectifying mistakes, if any, through the adjustment register (G-77-B) and noting the same for inclusion in the Narrative Report.

10.16 PROPER ACCOUNTAL OF RECLAIMED ITEMS :

During the stock verification, ASV should call for the copies of DS.8s relating to the parts of reclaimed from the Condemned Rolling Stock sold in auction and check whether the same have been properly accounted or not. If any discrepancy noticed during such check, it should be reported in the Narrative Report.

It is also to mention that the custodians should send the Xerox copy of the DS.8 relating to the parts of reclaimed from the Condemned Rolling Stock (during deliveries) to the concerned Divisional ISA 's office for record and for taking appropriate action/check.

MECHANICAL DEPARTMENT RECLAIMED ITEMS.

a) Condemned coaches (BG&MG):

1. Wheels sets.
2. Axle Boxes.
3. Springs.
4. Vacuum Cylinders.
5. Vacuum Chambers.
6. Stainless steel lavatory pans.
7. Wash basins.
8. Axle Brasses.
9. SGCI Shells.
10. Brake Blocks.
11. Screw couplings.
12. Buffer Assembly.
13. Draw Bar.

(b) Condemned Wagons (BG&MG):

1. Wheels sets.
2. Axle Boxes.
3. Axle Brasses.
4. All springs.
5. Buffer fittings.
6. Vacuum Cylinders.
7. Brake blocks.
8. Brake Hangors.
9. Brake Pull rods.
10. Axle guaros with horn checks.
11. Draw Bar fittings including screw couplings.
12. Bearing/shuckle plates and pins.
13. Brake Beams.

ACME/DY.CME/Sr.DME/DME(C&WE) will ensure that all other reclaimable fittings from coaches and wagons, before handing over the condemned assets to stores department. Maximum these 13 items shown above can be left for reclamation after cutting. **However, in case coaches/wagons are not having any of the 13 items mentioned above, specific endorsement should be made on the DS8 and joint handing over note signed by the representatives of stores, Mechanical, Accounts and Security departments.**

10.17 The Electrical Train Lighting staff, who also hold such imprest stores should maintain loose leaf ledger cards (Form 1817-S) showing all receipts, issues and balances of Imprest materials. The ASV should check to see that the Imprest holders of the Electrical Department also follow the procedure of receipt, issue and the recoupment laid down in paras 1816-S to 1830-S.

10.18 VERIFICATION OF STORES ELECTRICAL (GENERAL) :

Stock of stores held under Revenue, Capital or Establishment Heads i.e. for specific work(s), stock accounts are distinctly separate.

10.19 GUIDELINES AND IMPORTANT ASPECTS :

Items like Fans, meters, Pumps, Motors, Starters etc. may be in stock or already installed. Those in stock will either be borne in ledger or in Establishment Account according to the nature of receipt. Those already installed are borne in different sets of records viz. Fans, Meters and other plants will have distinct identifying aspects viz. Make, Maker's serial number, capacity(H.P), Model, type etc. These aspects are very vital and required to be documented in the initial accounts and noted down by the ISA/SV during verification. In respect of Fans, Pumps, Motors, etc. apart from the above identifying marks, there are also locally allotted identifying mark e.g. serial number (L.T.No) in respect of

installed Fans, Plant number in respect of other installed plants. Except items already installed, in respect of all other stores, stock taking should be at a time in respect of each item, irrespective of the account in which they are borne and adjustment should be made in the respective account distributing the total stock found during verification.

10.20 Fans already installed including those brought back for repair are borne in Fan Registers, wherein, one page is allotted for each fan indicating the L.T. Number of the fan along with other identifying numbers. Only 10% of installed fans are required to be verified and adjustment / certification carried out in the respective page of the Fan Register. Fan Registers should be overhauled completely to ensure that those brought back from installation are physically available in stores. 10% verification should as far as possible be at different stations under the subordinate. Except under exceptional situation Fans of Railway Quarters(residential) are not required to be physically verified by the ASV.

10.21 In regard to Pumps, Motors etc. the plants registers are the basis for stock verification irrespective of whether the plants are in store or in actual installation. There may be units where plants issued by the main store may be by reduction of the balance from the main inventory. In such cases the plant must find place in some other inventory maintained separately by the person(official) in whose custody or supervision the plant has been placed. Adjustment/certification of the results of verifications should be in each folio of the Register(s).

10.22 One vital aspect to be looked into in respect of Fans, plants etc. sent for repair to Railway Workshop or elsewhere is to have control and watch over the correct return of the items sent for repair duly supported by authentic document. Inventory balance should not be reduced since the same are not issue transactions or not scrapped. Only on final scrapping and when sent to scrap depot under D.S.8 voucher, Inventory balances are to be reduced. Items sent for repair but declared irreparable and retained by workshop should be supported by clear acknowledgement etc. before Inventory balances are reduced.

All the Electrical Department subordinates should maintain Location Register for moveable Electrical appliances such as Geysers, Table Fans, Desert Cooler, Water Cooler, Bottle Cooler, AC Plants, Fridges etc. A separate location register is to be maintained for fixtures and fittings such as FLOURERSCENT TUBE fittings, Ceiling Fans etc., installed in the service buildings.

TRACTION UNIT

VERIFICATION OF ITEMS OF STORES HELD BY TFO (TRACTION FOREMEN)/OHE UNDER DEE/TRD.

10.23 General: In traction units materials are received on two different accounts viz. (I) Revenue (II) Capital. While materials borne in revenue ledgers are for day to day maintenance works, those borne in the construction works accounts are stores/materials obtained for specific construction works for which separate sanctioned estimate exists. It is to be kept in view that same kind of materials may be borne on Revenue account as well as on Specific Works account. As such, while carrying out verification, the ASV/ISA must take the entire ground balance of any particular item irrespective of whether borne on Revenue account or on construction works account and distribute the quantity after complete verification of the item concerned. Shortage or excess, if any, in respect of such items should be adjusted in any of the Accounts as may be desired by the stock holder. If, however, the retail transactions in any such items borne in Revenue ledger do not justify the quantity of shortage/Excess noticed, adjustments in constn.works account may also be insisted upon to prevent the scope of unauthorised removal from the stock borne in Estimate account on the plea of retail transaction in Revenue account.

In comparatively bigger units, stores/materials received and dealt with will generally relate to

- i) Over-head equipments comprising of spare parts,
- ii) Wire of different description and quality,
- iii) Spares relating to power supply installation,
- iv) Materials in ART (Accident Relief Train) for which separate ledger is maintained (in ART, materials are received from the central stores through the TFO or drawn from TFO).
- v) Consumable items (Paints, Oil, Grease, Lubricant, HSD Oil etc.)
- vi) Tools and Plants comprising of hand tools, small tools, Battery chargers, emergency lighting sets, Generator set etc.
- vii) Uniform etc.

In addition to the above, certain items required to meet emergent situation drawn from the TFO's store by reducing ledger balances are kept in the Tower wagon placed in the charge of a chargeman. Such materials are small in quantity and need not normally be verified by the Accounts SV/ISA. Only the system of issue of such materials and their ultimate consumption need to be reviewed by the ASV/ISA while conducting stock verification in the stores of TFO/OHE and irregular/doubtful features noticed should be reported to the SAO/AAO/SV for further action as may be considered necessary. For the items drawn from TFO, a register is maintained by the chargeman showing the quantity of items received and in stock in the tower wagon. Materials borne in the ART ledger are as per schedule sanctioned by the CEE or by the concerned Divisional Officer (DEE/TRD). While conducting inspection SV/ISA should note whether any item held in stock in the ART is in excess of sanctioned schedule.

- a) Method of verification
- b) Adjustment of result of verification
- c) Preparation of stock sheets etc.

10.24 Method and procedure of verification is similar to that of SE(Works) and others. Where the unit of account of any item is considered to be lawful or incorrect providing scope for irregular practice, the same should be incorporated in the SV/ISA's narrative report. Wherever necessary the voucher on which materials have been received should be called for, and the unit as mentioned therein is checked. Most of the OHE items will have distinct and separate number. In the description of material the said number should be mentioned in addition to ledger folio reference. Adjustment of the result of verification and preparation of stock sheet is similar to that of IOW's verification.

10.25 Issue of new for old: In certain cases of renewal or replacement, old spares are returned in lieu of the new issued. Generally, the old ones will be returned first and new ones issued. But there may be occasions when for the convenience or work or for any other technical reason the new spares may be required to be issued first and the old ones returned thereafter. In all such cases the ISA/SV at the time of inspection should test check certain items relating to the new issued and cross check the same with corresponding release accountal which in the event of being in complete unserviceable condition may be accounted for in the unit of weight. In OHE units certain items although released from O.H. lines may be in serviceable condition, like that of a new item of the same category (e.g. Catenary wire, suspension bracket, Catenary wire bracket, clamps etc.). Since the said items of releases may be issued for the same purpose in respect of which new items may be demanded, there is no harm if such serviceable released items are accounted for along with the accountal

for the new items with suitable remark in the receipt column of the ledger account concerned. (Purpose being to avoid duplication of account in respect of the same item, easy maintenance of accountal avoiding errors or omissions and finally raising of correct and appropriate amount of debit against other departments when occasion arises.)

ISA/SV at the time of inspection should ensure that the system followed in respect of issue of new for old provides sufficient safeguard against probable scope for malpractice.

CHAPTER - XI

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Stock Verification of Drugs, Medicines, LINEN, TOOLS & Plants etc. in Railway Hospitals and Health Units

11.1 Railway Hospitals and Health Units are required to deal with both medical and non-medical items of stores, supplied by or procured through various recognised agencies viz. Government Medical Stores of the area, Controller of Stores, CMO from open market, local purchase by the authorised Medical Officers of the Hospitals etc.

11.2 The types and categories of stores that are usually dealt with in a Railway Hospital or Health Unit are as follows :-

Medical Stores viz. drugs, medicines, medical instruments, bandages, dressings, First Aid materials, consumable stores and sanitary stores like bleaching powder, disinfectants, brooms, linen mattresses, pillows etc & uniforms, sterilisers, X-Ray plates etc. Tools and plants items viz, furniture, plants, machinery, instruments, utensils, crockery etc, Books of references etc.

In order to keep a watch over the various kinds of medical and non-medical stores that are received in a Hospital or Health Unit and also to ensure that these are properly accounted for, the following registers are required to be maintained as per the instructions contained in Railway Board's circular No.67/H/2/7 dt. 28th January 69 on the subject of "Medical Stores- Records and Maintenance".

- i) Day Book of Receipts and Day Book of Issues of Medical Stores, wherein, all the receipts and Issues of medical stores are required to be recorded in serial order, date-wise. **The present practice of maintaining two separate books for Receipts and Issues may be dispensed with and standard Daily Material Transaction Register (DMTR) should be maintained to record the daily transactions as being maintained in other Stores Units.**
- ii) Ledger card in cardex, for accountal of medicines and Medical Stores (In main Hospitals & Divisional Hospitals).
- iii) Stock Ledger (Register) of medicines and Medical Stores (In Health Units).
- iv) Tools and Plants Registers.
- v) Expendible T.P. Registers.

vi) Consumable Stores Register.

In each Hospital or Health Unit there is a distinctly separate wing called the 'Stores' for dealing with receipts and issues of medical or non-medical stores.

11.3 Ledger Card :

In the Hospital at the divisional head quarters, receipt and issue account of individual item is done in individual Numerical Ledger Card in Cardex. In some Hospitals and Health Units the system of using BIN cards for correct check is also in vogue. But bin cards are for guidance only and not the record for receipt and issue account. ISA/ASV on **completion of verification should certify the balance or adjust the results of stock verification in the ledger accounts.**

11.4 Stock Ledger (Register) :

In Health Units and elsewhere where Ledger Card in cardex are not in use, all receipts and issues of drugs, injections etc. from the main stores to the various units viz. OPD etc. are documented in the stock register called "Stock Register of Medicines". In this register (which contains columns for Date, Voucher ref., Qty. received, Qty. issued and balance) all the items dealt with find a place alphabetically, each item having one page. A few pages are set apart for indexing the items accounted for in the register.

a) Tools and Plants Register : All items of dead stock plant & machinery, furniture, fixtures, instruments etc. are required to be entered in this register with clear location and detailed description along with maintenance agreement details entering against each item (separate page for each item) date of receipt, source of supply & voucher reference and value. Each holder of tools & Plants is required to check his ledger annually with the actual stock and a certificate to this effect endorsed on the first page of the register. Every dead stock holder is required to submit once a year to his Divl. Medical Officer a statement showing the variations in the tools & Plants viz. items added or deleted from the "Tools & Plants" Register indicating reasons for addition or deletion. Transfer or "write off" is required to be supported by proper voucher and sanction of the competent authority.

b) Expendible T&P Register : Certain items of tools and plants being of fragile nature are liable to be broken frequently due to normal wear and tear. Entries of such items in the regular T&P register (vide(a) above) will necessitate making frequent entries in this register. The expendible T&P register is maintained for account of such items of T&P as indicated above, mode of entries in the register being similar to the regular T&P register (stated above). Items of glass ware like Funnel glass, Measuring glass, Bowls glass slides microscope test tubes, glass stirring rods, syringes, Thermometers, urinals

glass, nozzles and all other similar items will find place in this register. Crockery, conservancy stores, linen and Hospital clothing, enamel ware, rubber goods, surgical needles & blades etc. will also find place in this register (such items while in stock in the main stocking wing will normally be borne in stock ledger/register).

11.5 Consumable Stores Register :

Consumable stores like stationery, sanitary articles like brooms, phenyl etc. will find a place in this register. Procedure of accountal is the same as already stated above. Items of stationery are not required to be verified by the Accounts Stock Verifier. Books of references are however verified by the stock verifier.

11.6 Stamping of Medical Stores :

All stores received by the stocking unit/Health unit should be stamped with a Rubber stamp showing the Railway & the department. Similarly, all instruments & furniture are required to be stenciled with initials of the Railway and of the unit where ever possible. ISA/ASV during inspection is required to ensure that this is done.

11.7 Register of empty containers :

A manuscript register is required to be maintained for accountal of tins, deal wood packing cases, bottles, drums etc. Which are normally to be disposed of auctioning them locally with the approval of the Divisional Medical Officer duly concurred in by the Associated Accounts Officer and witnessed by Accounts representative.

11.8 Drugs marked with date of expiry:

A separate register may be maintained for "date of expiry" drugs. ISA/ASV during inspection should carefully see & note if there is any drug in stock with date of use already expired. If there be any, this should be noted in the Field Book and included in the Narrative Report.

11.9 Poisonous drugs :

ISA/ASV during inspection should ensure that arrangement exists for keeping poisonous drugs in separate almirah/cupboard under lock and key.

11.10 Procedure for Stock Verification :

Procedure for verification of items of medicines/drugs is based on the unit of account of the item concerned.

a) Tablets, capsules etc. in strips containing equal number need not be counted individually. Total stock may be arrived at multiplying the number contained in each strip, by the total number of strips produced and actually available.

b) Unopened cartons with clear quantity indication on the carton need not be opened unless sufficient reasons exist. The total quantity in each carton may be arrived at in similar manner as indicated in the preceding para. ISA/ASV must, however, be sure that carton contains the medicine & quantity thereof as described on the body of the carton.

c) Pills/tablets in phials or other containers containing standard quantity need not be counted individually if the container is in sealed condition. The quantity as marked by the manufacturer in the container may be accepted. Loose quantity in open container will however have to be counted fully.

d) Similar procedure may be adopted in carrying out verification of items with account unit of weight or measure. Partly used up stock will however be required to be verified physically following the account unit of the item but the ISA/ASV should ensure that there is no wastage or loss in any way in the process of stock taking.

e) Details indicating the method adopted for verification, break up of quantity in an intact container, carton, strip or loose quantity, as may be the case, must invariably be recorded in the field book in the actual balance column, duly indicating in the remarks column the location of the item the brand, trade name etc. where ever possible. Under no circumstances the stock verifier should record the total quantity only of an item without indicating the detailed break up.

While verifying X' Ray films, ISA/ASV should be very careful so that the same are not exposed to light while counting. Normally unexposed X'Ray films will be in original packing according to size and containing equal number. In such cases the marked quantity(Number) should be accepted and noted in the Field Book. There may be certain quantity brought out for use. Counting of such stock may be carried out and noted in the Field Book taking full care so that the same are not exposed while counting. Guidance of the concerned Medical Officer should invariably be taken while verifying X'Ray films.

11.11 Treatment of medicines/drugs etc. under receipt or issue is similar to any other verification. it must invariably be ensured whether the concerned items have actually been posted or not in the relevant ledger account.

11.12 Verification of Tools & Plants items :

Generally verification of T&P items will be by count. In verifying T&P items detailed description of each item, with make, makers serial number (in the case of machinery, instruments)etc. must be recorded in the description. If an item is found broken or in unserviceable condition that should be indicated in the remarks column of the Field Book against the concerned item. Location of an item should also be indicated. Procedure for verification is similar to the verification of Dead Stock, Tools and Plants discussed in detailed in the relevant chapter.

11.13 Verification of items borne in the Expendible T&P Register :

While verifying items borne in this register, those unserviceable or broken, if not already written off (in the case of charged off items, only numerical write off) and reduced from the book balance should be added to the actual stock figure and shown separately with remarks. It should, however, be ensured that those already written off are not mixed up with the existing stock to take undue advantage. Normally, the competent authority while approving write off should also indicate the mode of disposal or destruction of such items.

11.14 Verification of Consumable Stock :

Method of maintenance of the consumable register being similar to that of Drug Stock register, procedure of verification also is similar basing on the unit of account of an item. It should, however, be seen at the Health Units whether stock of any item is in excess of requirement judged by the trend of consumption.

11.15 Breakage of condemnation of unserviceable articles :

There are many items which due to normal wear and tear become unserviceable. Generally, authorised list of such items is maintained at the unit. Such articles on becoming unserviceable are put up to the Divl. Medical Officer who is authorised to condemn articles upto certain value during inspection for condemnation. How such items will be dealt with during stock verification has been discussed in Expendible T&P register. If such items have already been entered in a separate condemnation register reducing the balances in the register of their initial account, stock verifier may verify the items based on this register, if the items are susceptible for verification. If not, the ISA/ASV should ensure that system followed for maintaining this register and subsequent condemnation by the competent authority leaves no scope for irregularity. Unusual feature noticed should be included in the narrative report. In his field book the ISA/ASV should record as to how he has dealt with the unserviceable items during stock verification.

Normally, condemned articles that would fetch value are to be returned to the concerned stores depot under Advice Note of returned stores (D.S.8). Those having no return value will normally be destroyed as ordered by the authority condemning the articles.

11.16 Surplus articles/Stores :

a) In the course of verification the Stock Verifier may come across serviceable medical equipment surplus to the requirement of the health unit/hospital or equipment rendered useless for repair, overhauling etc. Such cases should feature in ISA/ASV's Narrative Report.

b) Similarly, the ISA/ASV may come across items of drugs/medicines with stock not commensurate with the consumption during past years. If the item concerned is not a life saving drug, ISA/ASV should make out a list thereof and submit with his narrative report the list should not be inflated by the inclusion of items involving small amount).

11.17 Verification of Medical Stores in OPD/Sub-Stores for Medical /Surgical Wards etc.

a) The requirements of the compounding Rooms and other sub-units of the Hospital/Health unit are met by the main store or main stocking wing weekly or fortnightly on as required basis. There are certain costly medicines, injections, commonly termed as listed medicines. During stock verification, ISA/ASV is required to verify the balances of the listed drugs in the same manner followed in verifying the stock of stores in the main store and certify/adjust the balances as usual by preparing stock sheets.

b) In hospitals, however, the listed and all other drugs and medicines are initially drawn from the main stores by the Head Pharmacist/ Pharmacist, in charge of the OPD, and subsequently distributed to the other Pharmacists. The Head Pharmacist maintains ledger account for all the drugs drawn from the main stores which are required to be verified by the ISA/ASV during stock verification. similarly, the stock held in sub-stores are required to be verified by the ISA/ASV during stock verification.

c) For listed drugs, separate slips are issued by the Medical Officer to prevent misuse of such drugs and the slips are required to be preserved for two years. (Authority Board's letter No. 75/H/4/21 dt. 15.7.77).

d) Balances of listed drugs/medicines are required to be checked by the Asst. Divisional Medical Officer in-charge following the instructions laid down vide Board's letter No.71/H/2/21 dt.24.11.71.

11.18 VERIFICATION OF HEALTH UNITS :

All the Health Inspectors(H.I. Units) stationed at all the Railway stations should maintain Daily Material Transaction Register(DMTR) to record the daily transactions. Whenever the issues are made from these units, the transactions should be recorded in the prescribed challan form. During verification, ASV should ensure that all the Issue Notes have been paired with the acknowledgement copies. The transactions which have not been accepted should be brought into the Narrative Report.

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CHAPTER - XII

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SALE OF RAILWAY MATERIALS

12.1 The Controller of Stores is responsible for the sale of Railway Stores, irrespective of whether the stores are in his custody or not and no sale may ordinarily be effected without his knowledge and approval.

12.2 Prior concurrence/approval of Controller of Stores is, however, not necessary to the sale of (1) unserviceable wooden sleepers and bridge timber, (2) Grass, trees, fish & fruit. In respect of these, sale may be arranged by the Chief Engineer.

12.3 Sales are generally in respect of obsolete, unserviceable stores and scrap accumulations. Occasionally excess stock of ordinary stores may also be sold. The primary guiding factor is that the aforesaid categories of stores are sold only when it is found that for financial and administrative reasons it is expedient to sell than to keep them in stock. Materials may also be sold when required by other Railways or Government Departments or Quasi Railway Institutions providing amenities to Railway staff provided Railways own requirements are not adversely affected.

12.4 ITEMS TO BE SOLD AT THE POINT OF GENERATION :

The consideration that weigh in favour of the scrap being sold at the point of generation itself normally depend upon:

- a) Freight charges to be met for movement to nearest scrap depot;
- b) Storage facilities in the scrap depot;
- c) Proximity of a market for such scrap.

The types of scrap includes

- i) Rails above 1 meter.
- ii) Crossings unserviceable.
- iii) Scrap steel sleepers & steel crossing sleepers.
- iv) Ferrous Borings & Turnings.
- v) Girders unserviceable.
- vi) Waste paper.

- vii) MS scrap.
- viii) C.I.scrap etc.

12.5 MONITORING OF SCRAP DISPOSAL :

More scrap is available on the Railway than that is sent for disposal to scrap depots or submitted for disposal. If proper monitoring is done for collection of scrap, scrap disposal can be intensified.

The following procedure should be adopted for ensuring that all such scrap is made available for disposal without delay :

- i) The Reports of Accounts Stock verifiers who are required to comment upon the availability of scrap at every unit verified can be utilised. The S.V. section should insist upon all the Stock Verifiers to furnish the details of scrap lying in the units in their Narrative Reports.
- ii) The custodian should furnish the Scrap particulars available in his unit monthly/quarterly to his controlling officer duly endorsing a copy to the Accounts Officer(Stock Verification). **The ASV who conducts stock verification in the unit should ensure that these statements are sent periodically by the custodian to the divisional Office and A.O.(SV), or else it should be reported in the Narrative Report. The concerned ISA/A.O. should interact with the divisional office and ensure that the Survey sheets are prepared and sent to COS as per the procedure immediately. The availability of scrap under each Divisional officer's jurisdiction should also be furnished to the DRM through monthly statements after review of material statements received from the custodians every month / quarter.**
- iii) The DRM should arrange for survey of scrap available in the division and send lists of available scrap to COS/CTE for disposal.
- iv) Scrap disposal should be one of standing items on the agenda for Divisional Officers Meeting.
- v) Instructions should be issued to all Inspecting Officers /officials to highlight availability of scrap with stores holders.
- vi) The store holders should be instructed to furnish items/stores no longer required for their use to their Divisional Officer, so that action can be taken to dispose of the same.

vii) Identification of scrap, sending the same to scrap depots for disposal should be done on priority basis. This can be done by proper monitoring at the divisional level.

viii) Identified scrap should be surveyed promptly without loss of time by the survey committee.

12.6 Sale may be effected in one of the following ways by competent authorities within their powers as delegated from time to time by the Railway Board and the General Manager :

i) By Public auction.

ii) By inviting tenders for purchase or by submitting tender offer to sell (para 2320-S, 2329-S, 2237-S to 2239-S).

iii) By direct sale.

When items are sold as scrap it should be declared as such by a Survey Committee appointed by the General Manager. Sanction of the Competent Authority is a pre-requisite before putting scrap for sale. Any other sale must have proper sanction of the Competent Authority as per the delegation of powers in regard to Stores matters.

Before conducting the Auction, the Auction Supervising Official will attend to the following :

- a) Getting condemnation and reclamation certificate for rolling stock.
- b) Getting DS8 for all items.
- c) Arranging survey of other than "exceptional items" before including in the auction.
- d) Allotment of lot number in consultation with depot DCOS. Inspection of lots wherever necessary.
- e) Maintenance of Lot register.
- f) Preparation of Auction catalogue.
- g) Maintenance of R.P. register.
- h) Maintenance of entry register
- i) Preparation of bid sheet.

12.7 Survey by Survey Committee, however, is not necessary for the sale of (a) Waste Paper, (b) Saw dust, (c) Deal-wood packing cases, (d) Boring and turnings, (e) empty receptacles, (f) Class scrap and certain other

items as approved by GM vide COS's letter No. S.529/Survey/Misc. 81 dt.9-8-83.

12.8 COLLECTION OF SCRAP P.WAY MATERIALS :

The Railway Board have stressed on the need for identifying various kinds of scrap materials, condemned rolling stock lying scattered all over the Railway premises, bring them to centralized places from where disposals can be conveniently made. ISAs/ASVs have to play a dynamic role in identifying such surplus/overstock of scrap materials with a view not merely to content with carrying out routine checks but they should play a purposeful role in reducing inventories, stopping infructuous consumption, improving maximum utilisation of existing materials and timely disposal of obsolete / scrap materials.

All the scrap P.way material meant for the sale should be collected at the locations approachable by road and each lot should contain one type of material only.

12.9 INSPECTION OF P.WAY MATERIAL DECLARED FOR SALES :

After stacking the material neatly in stacks, custodian will prepare survey sheet and offer for survey to the concerned incharge Divisional Engineer (Open line or construction) for classification of material as scrap(as per VSO No.3/98-99 dt.25-2-99). The survey report in prescribed format should be submitted in triplicate to CTE, who will communicate his approval to the COS or the Division for further action. The survey team during their inspection should specifically check and satisfy themselves that the weight for materials (other than rails) has been arrived at by representative sample weighment basis. A certificate to this effect should be indicated in the survey sheet. As far as rail scrap is concerned the nominal weight should be arrived by deducting 5% from the standard weight(as per joint P.O.O. No. S.13/8/81-82 dt.30-5-93).

Chief Track Engineer will send two copies of survey sheets of the p.way scrap duly approved to COS for taking appropriate disposal action. CE's office will also indicate a distinct number for each survey sheet which should be quoted invariably in all future references. COS/SC will send these accepted survey sheets to various Depots / Divisional Stores Officers for further disposal action. Survey sheets will normally be sent to the following stores depot for disposal.

12.10 The concerned Depot/Divisional Stores Officer will give lot number to various P.Way scrap indicated in the survey sheet and the same should be advised to COS/SC and CE's office by connecting distinct survey sheet number so as to connect lot number with the survey sheet. As far as C.I. scrap, the same will be despatched to Mechanical workshops or auctioned depending upon the demands from workshops. Where C.I. scrap is to be sent to workshops, the details of C.I. scrap to be despatched to workshops will be advised by COS or scrap depots or CE's office to the DEN concerned giving details of station/location Lot number, survey sheet reference etc. DEN in turn will advise the concerned SE(p.way) to despatch the C.I. scrap to the concerned workshops.

12.11 Formation of Lot :

All Scrap items received by the Depot are formed into separate convenient lots according to nature and category of scrap. **Separate Bin-Cards have to be maintained for different type of materials and the lots also should be form as such only.** N.F.Scrap or scrap having N.F. content are separately taken and kept inside the Ward. In terms of para 2410-S, a register under the name and style of "LOT REGISTER" is required to be maintained by the Scrap Depot, wherein all lots of scrap which are intended and proposed to be sold by auction are to be entered.

12.12 Reserve Price :

Para 2411-S lays down that reserve prices based on the best bids obtained in past auctions and any other information available should be fixed by the COS or the Depot officer for each item of scrap to be sold. The reserve prices thus fixed will be recorded by the Depot officer in a Register in advance of the date of auction. This register should be sealed immediately, after the reserve prices of all lots are recorded in the register. The Register should be opened just before commencement of the auction, in the presence of the Accounts officer attending the auction. This Register is subject to test check by the COS or any inspecting officials.

The reserve prices in the case of all accepted bids will be advised to the accounts office post-facto within 2 weeks after the completion of auction sale to enable the accounts office to exercise necessary checks.

Reserve price in respect of non-ferrous scrap and condemned rolling stock consisting of locomotives and boilers which are items of high value, be fixed by the Railways in HQrs. office in consultation with the associated finance.

In respect of fixation of Reserve price for Machinery and Plant items, apart from the existing system, items which have certain peculiar features like non-ferrous contents, nature of machinery and the high value of the Lot, necessary data should be obtained from the Depot Officer and RP should be processed by Hqrs. In respect of such items where the non-ferrous contents in the Machinery is more than 1% of the total weight of the machine, coupled with the value of the lot being more than Rs. 1 lakh, it should be concurred by finance.

In respect of Machineries which are rendered surplus but not declared as "SCRAP" by the constituted survey committee, the special features of these machines should be taken note of and as far as possible, these should be tried initially through tenders, where the participation by the Technical Department is available in deciding the best offer that is available.

In respect of cases where the machinery is declared as 'in working condition', the owning department should indicate the book value of the machine (if possible the purchase value of the machine) which will be a guidance for fixing the RP even while deciding the tenders. The auction conducting officer may also use of his discretionary powers upto 5% without consulting the Accounts Officer, and also upto 10% below R.P.in consultation with the Accounts Officer in exceptional cases.

After the completion of auction, Reserve Prices for the sold lots should be intimated to FA&CAO/Stores for the attention of DY.CAO/S&W for his review and for information.

12.13 Survey Committee (Para 2411-S & 2227-S).

Materials formed into lots and intended to be sold by auction are required to be entered in Survey Sheets and submitted to the Survey Committee appointed by the General Manager for inspection and to record its recommendations on the Survey Sheet against the respective lot. General Manager's sanction on the recommendations of the Survey Committee is obtained by the Controller of Stores before lots are put up for sale in auction. Some items like turning, boring, waste paper, scrap wood etc., are exempted from such survey.

Different types of recommendations of Survey Committee are -

- i. To offer or force issue against another standard or nearest size. (If there are such items in use, such recommendation is made).

- ii. By converting into another standard item - if such item can be used against another standard item with certain modifications, the committee makes this recommendation.
- iii. Classify certain items as surplus or scrap, if these could not be utilised in the Railways.
- iv. If certain items can be utilised in the Railway, they rate them second hand at half the rate of new item.
- v. They recommend the rates and values at which these stores are to be held in accounts books. This recommendation is based on the utility of the item.

These recommendations are recorded on the survey reports and signed by all the members.

Action on the recommendations of the Survey Committee -

- i. Suitable action is taken as per the recommendations of the Survey Committee. If these items are held in stock of the stores depots, these will be issued to the departments concerned. If these are held in scrap depot, these will be transferred to the concerned stores depot, who will take suitable action to issue them as directed by the Survey Committee.
- ii. These items will be issued to concerned departments, workshops, who will take suitable action to convert them to another standard items. In some Railways, stores depots deal with repairable items. In such cases, these items will be transferred to stores depots which will take suitable action, as suggested by the Survey committee.
- iii. These items will be disposed of through auction as scrap, after months from the date of recommendations of the Survey Committee.
- iv. These second hand materials will be transferred to stores depots to take them into stock for further action.

ENTRY FEE:- The Railway Board have decided that the entry fee should be fixed, based on the annual sale value of scrap on the Railways, as recommended by the Committee. The entry fee fixed by the S.C.Railway at present is Rs. 5000/-. The entry fee will be in the form of Bank Draft only. The entry fee is refundable at the end of the auction sales by the Depot Officer. But the entry fee is liable to get forfeited in the event of any untoward conduct on the part of the bidder, in contravention to the governing auction proceedings. A clear stipulation to this effect should be incorporated in the relevant auction

catalogue. Besides the entry fee, a proper Power of Attorney should be available with every representative, authorising him to bid on behalf of every firm.

12.14 SURVEY SHEETS AND LOT INSPECTION OF SURVEYED LOTS :

All items finally approved for sale be included in a survey sheet. The details of lots intended for sale feature in the Survey sheet with lot number, description of scrap, location and approximate quantity.

Before sale, DCOS/Scrap Depot is required to check up and scrutinise the Survey sheet and arrange for the Lot Inspection of the surveyed lots. The survey sheet shall contain all relevant details including the materials, their classification, weight adopted for arriving to the total quantity. Survey sheet shall also indicate both the number and weight for each material as per the classification and standard weight of material. While conducting the lot inspection, the ASV has to observe the following points alongwith other officials and record his observations as mentioned below :

a) CHECK OF SURVEY SHEETS:

- a)** see that it is prepared in proper form and to verify that the signature of the custodian, Incharge Officer(AEN/DEN) who is conducting the survey and counter signature of the Competent authority is recorded.
- b)** that the authority has carried out the material inspection and arrived at the specified weight of the materials as accurate as possible to avoid discrepancy in the stock at the time of scrap delivery.
- c)** Location of the scrap materials i.e., KM/TP/NTP/MAST et., is recorded correctly as the materials are physically available at the site.
- d)** Ensure that the quantity surveyed is also available as per ledger balance i.e., Surveyed Lot Register/ Class-III ledger of the materials.

b) LOT INSPECTION :-

- i)** Whether the location of the lot mentioned in the survey sheet has tallied or not. If the materials are stacked in different lots and locations, it should be mentioned clearly.
- ii)** Whether the lot number is marked with some colour paint or not and the lot number is tallied or not.

- iii) Whether the description of the materials mentioned in the survey sheet has tallied or not. Clear description of the materials should be mentioned in the survey sheet. The words like 'etc.' should not be used. If the word 'etc.' is used in the survey sheet, the ISA/ASV should delete that word and the actual description of the material available in the Lot should be clearly mentioned like M.S Scrap or C.I Scrap (for small mixed fittings).
- iv) Full particulars of the materials as furnished in D.S.8/survey sheet sent by the custodian should be checked with the materials on ground to see whether they tally in all respects i.e. the section/poundage of Rails and the number of Pieces of Rails and their length, Steel sleepers (tough, BG/MG, no. of pieces)etc. The type of Rail 75 R, 80 BH etc. will be embossed on the web, i.e. middle portion of the Rail at frequent intervals. Incorrect description of the material available in the lots causes a lot of problems while effecting delivery. All the above particulars should be furnished on the survey sheet.
- v) Normally lots should not be formed which consist of different poundage of Rails. If it is formed the number rails under different poundage should be clearly indicated in the description of the lot.
- vi) The D.S.8/survey sheet for Bridge Girders will show the type (wrought iron or steel), length, number of pieces, assessed weight over all dimensions etc. The ASV/ISA should check all these details with the actual girders on the spot with the lot number.
- vii) No other scrap material other than the scrap as described in the survey sheet is mixed with the respective lot. Whether the quantity mentioned in the survey sheet actually accord with the balance as per the relevant Bin card/ledger account.
- viii) **Recording "Actual physical inventory of the lot is not the duty of lot inspection team at the time of conducting lot inspection". However, clear description of the material actually available in the lot should be furnished in the lot inspection report.**
- ix) The lot is formed by the custodian and the quantity is also mentioned in the survey sheet by the custodian. As such, the custodian is held responsible for the actual/approximate quantity of the lot. It is possible that even after the formation of the lots materials which are available in the surveyed lots may be disturbed either by the custodian or by his gangmen without bringing it to the notice of the custodian for emergency use. These lots are also liable to be disturbed even after survey, lot inspection and sale by the gangmen of the section without knowledge of the custodian as there would be a considerable time gap between the survey and lot inspection and lot inspection and actual delivery.

Custodian as the owner of the materials, representing the Railways, is responsible for any variation i.e. excess or shortage. Sometimes the lots may be intact without any disturbance, but the variation will come due to wrong inventory/ assessment of the material at the time of lot formation by the custodian. So **the witnessing officials can not be held** responsible for the excess/ shortage at the time of delivery. It is also clarified that the Lot Inspection Officials i.e. DSK/Stores and ASV/Scrap Depot are not responsible for any **Shortage/Excess.**

- x) Particulars of **SIDE ASSETS** should be recorded during lot inspection. **"SIDE ASSETS" are the assets which are available just by the side of or around the lot within a reasonable distance say 15-20 yards only.** The purpose of recording the particulars of side assets is to ensure that the side assets are not mixed up with the sold lots of same materials at the time of delivery. The witnessing officials should take care while delivering the sold lots and observe carefully that the materials available in the side assets are not mixed in the sold lot.
- xi) **Recording the actual inventory of the side assets and giving particulars of side assets beyond the reasonable limit of 15-20 Sq.Yards is not the duty of ASVs.**
- xii) **Recording the particulars of any other attachments which are not mentioned in the survey sheet , but attached to the items surveyed like Rails attached to Girders, Tie bars attached to CST 9 plates etc.** It should be clearly mentioned in the lot inspection report so as to enable the ASV who is either handing over or effecting the delivery should ensure the proper accountal of these attachments as these are not surveyed.
- xiii) **Recording the actual inventory of condemned wagons / coaches is not the duty of ASVs as the weight of the coaches can not correctly be assessed during lot inspection.**
- xiv) General condition of the coach is to be mentioned.
- xv) Whether cutting, loading and transportation facilities i.e. approach Road is available or not should be indicated.
- xvi) Whether the coach body is of wooden/ steel.
- xvii) Whether all the Reclaimable items are available as per D.S.8 or not.
- xviii) If any Reclaimable items other than the items mentioned in the D.S.8 are available, it should also be mentioned in the report.

- xix)** It is to mention that some of the reclaimable items would not be visible as they form part of the concealed fittings. They are visible only after the coach is cut and the cut-up parts are formed as a lot.
- xx)** Hence **non-mentioning of extra Reclaimable items in the lot inspection report which would be found afterwards during delivery after cutting is not an irregularity on the part of ASV who conducted the lot inspection.**
- xxi)** **That there will not be any proof of record for the extra reclaimable items as these are the concealed parts of the coaches and not visible at the time of condemnation/lot inspection/handing over for cutting.**
- xxii)** The materials once stacked and declared to COS for disposal through Auction Sale should not be allowed to be disturbed under any circumstances except with the personal approval of DRM/HOD. The materials once auctioned should not be disturbed except with the personal approval of COS.
- xxiii)** Specify name and designation of all the inspecting officials on the Lot inspection Report.
- xxiv)** Ensure that surveyed and un-surveyed materials are not in mixed condition and differ the joint lot inspection if both surveyed un-surveyed materials, whether similar/analogous or any other permanent way materials are in the surveyed lot, if the same could not be bifurcated at the time of joint lot inspection.
- xxv)** **All columns in the lot inspection report should be filled-in very clearly before signing the report by all the officials.**
- xxvi)** Utmost care should be taken by the Lot Inspecting Officials, while checking the surveyed lots to avoid location difference at a later date (at the time of delivery).
- xxvii)** Lot Inspection of scattered P.Way materials between the two locations (from certain KM. to particular KM) should be conducted as mentioned below:

A separate Lot Board should be kept near the Lot duly specifying the lot number and quantity. This is in addition to marking the length of rails on the surveyed materials.

“NOT FOR SALE” should be clearly marked on all the unsurveyed materials lying by its side.

Side Assets which are lying within the reasonable distance of 15-20 Sq.Yards should be specified.

xxviii) If the ASV observes any deviation of procedure or lapse in the formation of lot and if he observes that clearing the lot is against to the above mentioned guidelines, **then the ASV should cancel the lot inspection duly recording his reasons as observed by him during the inspection irrespective of the acceptance of his views by other witnessing officials.**

C) CHECK OF ISA ON THE LOT INSPECTION REPORTS :

As soon as the ASV submits the Lot Inspection Report, the concerned ISA/scrap depot should verify the Lot Inspection Report as mentioned below:

- i)** That all the columns provided in the Lot Inspection Report Proforma have been completely filled in.
- ii)** The signatures of all the witnessing officials have been taken along with their names written in capital letters.
- iii)** The description, quantity, location mentioned in the survey sheet is tallied with the particulars mentioned in the Lot Inspection Report. Wherever the difference is there, it should be observed whether the ASV has given his remarks to this effect or not.
- iv)** ISA should call for the copy of survey sheet and compare the same with the lot inspection report.

If any irregularity is noticed on the above check, it should be immediately reported to DCOS concerned and necessary action is to be taken as per the procedure.

12.15 Other Aspects to be seen :-

- i)** The Accounts representative should see that the permissible limits, if any, within which the Auction Conducting Officer may operate with reference to the Reserve Prices fixed by the Controller of Stores are not exceeded in any case.
- ii)** It should be seen that materials are not sold at rates per lot but bids are registered by a unit viz. measure/weight/number etc. so that a complete

check on the quantity delivered can be exercised at the time of delivery or at any other time when occasion demands.

- iii) The I.S.A should also collect the rates at which similar items were sold or bids rejected in last three auctions, indicating the month and year of auction. He should also collect the book rate of each of the item proposed for sale. These are required, to assist the Accounts Officer and the Auction Presiding Officer in deciding the bids in the auction for acceptance or rejection.
- iv) If the I.S.A. notices any discrepancy in any aspect in the course) of inspection of lot before sale and while scrutinising the Sale Catalogue, he should at once bring the same in writing to the notice of the Depot Officer. If the Depot Officer fails to take adequate action on the aspects reported by the I.S.A., the latter should bring the matter to the notice of the Auction Presiding Officer through the Accounts Officer representing the Accounts Officer, the I.S.A. should assist the Accounts Officer with the details for inclusion in the report to be submitted to FA&CAO (WS) after the sale. Where the Accounts Officer disagrees with the Auction Conducting Officer, details of his disagreement should be suitably kept on record and incorporated in his report the recording should be in a manner that can not be disputed at a later stage.
- v) Accounts representative ISA/ASV associating with Auction as well as sale delivery is required to play a constructive role and fully associate in the conduct of the auction sale etc. in the best interest of the Railways. **He is required to be conversant with the general conditions of sale as in vogue and as amended from time to time.**
- vi) Whenever disposal of scrap is not progressing at a satisfactory pace, the auction supervising officer may be authorised to accept a price below the Reserve Price under his discretion upto 5% and upto 10% in consultation with Accounts Officer by recording reasons therefore (vide.Board's Ir.no.86/RS(s)/809/14 dated 14-4-87).
- vii) In the course of auction, against respective item (lot) in the Survey sheet the I.S.A. should keep on record the bid at which accepted or rejected or subjected to Controller of Stores's final approval.
- viii) The discretion to accept or to reject any bid rests solely with the Auction Conducting Officer (Presiding Officer) who will record his reasons in cases where he accepts bids lower than the Reserve Price. Whenever the Accounts representative differs he should get his reason for difference recorded and reported to FA&CAO (WS).
- ix) **I.S.A. should check up the bid sheets to ensure that the same**

have been prepared correctly in all respects and any special aspects such as number of installments for payment of Balance sale value or any other facility announced at the time of auction and accepted have been correctly incorporated in the relevant bid sheet and that the bid sheet has been signed by the bidder depositing the earnest money according to the valuation of the lot sold as specified in the general conditions of sale. I.S.A. should ensure that any special condition or facility in regard to any lot is announced before putting up the lot for sale in auction/or before accepting the bid.

- x) Any irregularity noticed by the I.S.A either before or at the time of auction should be recorded and reported by the I.S.A. without delay to the concerned Stores Accounts Officer.
- xi) After completion of Auction, I.S.A. should send a copy of the Auction Sale statement indicating details of bids accepted/ materials sold to the purchasers with all details to the FA&CAO(S) along with his report, if any.
- xii) The Bid sheets are to be signed by the ISA/ Scrap Depot for correctness of the entries made in the Bid sheets.
- xiii) Separate Bid sheets should be prepared for each division for issue of delivery orders and regularising sale issue notes through the concerned WAOs/AWAOs. The lots pertaining to a particular division only to be included in the Bid sheets of a particular division. Lots pertaining to other divisions if at all included in the Bid Sheets of a particular ISAs jurisdiction, it should be transmitted to the concerned division for issue of delivery orders and for arranging witnessing of deliveries by local witnessing officials as per FA&CAO/WST's letter no. ASV/EOO/Sales Policy , dated 18-7-1995.

SALE DELIVERY

12.16 BID SHEETS:

Bid sheet is prepared for each lot, showing **the** Lot No., Brief description, Quantity sold, Rate at which sold, Earnest Money realised, Total value payable, Special condition, if any., Installment payment paid for /allowed. **Bid sheet is to be signed by Auctioneer, Stock holder, Accounts representative either by ISA or ASV and the successful bidder.**

IMPORTANT aspects to be looked into while witnessing delivery against sale order/sale release order by ISA/ASV. **It is clarified that Sale Delivery**

Orders can be verified and signed by ISA or ASV as per the instructions of ISA/Scrap depot.

- i)** Check up the sale delivery order for its completeness and correctness and ensure that the same has been issued by the Auctioneer or the Competent Authority of the Stores Department.
- ii)** Check up the correctness of the C.R. number, date and amount appearing in the sale release order comparing the same with cash receipt produced by the purchaser.
- iii)** purchasers are allowed to make payment on the next working day without interest, if the last date of payment was on holidays.
- iv)** The name and address of the purchaser appearing on the sale release order tally with that of bid sheet and the sale catalogue Sl. No, Lot No, description of the materials to be delivered and quantity thereof tally with the details appearing on the bid sheet.
- vi)** Ensure that the amount (Sale Value) deposited by the purchaser is correct as per the rate shown in the bid sheet.
- vii)** The ASVs attending scrap delivery are required to verify whether the lot required to be delivered is covered by survey sheet, the details of length of each rail available in the lot are furnished on the survey sheet so as to ensure of witnessing sale delivery correctly of the surveyed and to avoid delivery of un-surveyed/un-connected material knowingly or unknowingly.
- viii)** Whenever the material is delivered to the purchaser on installment basis, it should be ensured whether the amount paid by the purchaser is correct with reference to the quantity being delivered to the purchaser. ASV should check up the lot number, quantity and cost of the part/installment quantity as per the sale value and to verify that the cash remittance is correct as per the proposed part-delivery quantity.
- ix)** Whenever the part deliveries are made, Lot numbers to be delivered should be mentioned serially in the D.O. and the Witnessing Officials should deliver the materials as per the Lot serial number. Till the completion of the first Lot, ASV should not allow the purchaser to lift the material of the second Lot.
- x)** Whenever Part deliveries are made against a particular sold lot, particulars of the materials delivered should be recorded on the back of the delivery order indicating the balance to be delivered against such lots. This entry should be made by the custodian on the back side of the delivery order as

well as in the Field Book and on the back side of the S.A.6 Form by ASV after completion of each part delivery. All these entries should be signed by the all witnessing officials.

- xi)** Wherever the weighing machine facility is not available in some wayside small stations, the purchaser may be asked to bring his weighing machine and the same is to be calibrated in presence of representatives of Engineering, Accounts and Security departments by loading standard material such as ST Sleepers, CST9 sleepers etc. whose theoretical weight is known.
- xii)** The custodians issuing Gate Pass/challan should use printed and prescribed form as Gate pass/challan. They should not use manuscript papers as Gate pass/challans.
- xiii)** It is to be ensured that where applicable sales taxes as admissible has been correctly realised.
- xiv)** Normally delivery should be effected to the person who signed the bid sheet. Delivery may be effected to the authorized representative of the purchaser provided valid power of Attorney in the prescribed proforma (authenticated by Court of Law) is produced by the representative at the time of taking delivery.
- xv)** ISA/SV must invariably go through, very carefully the general and special conditions relating to the Auction Sale in respect of Which delivery is being witnessed. This may be done from the sale catalogue available with the stock verification branch or with the stock holder effecting delivery against sale order.
- xvi)** Where ground rent is due it is to be ensured that before effecting delivery, ground rent as accrued as per COS's latest order duly concurred in by the Finance (stores) has been fully and correctly deposited by the purchaser and cash receipt in token thereof is produced before taking delivery. Similarly, handling charges where leviable and Crane charges if any are to be deposited by the purchaser.
- xvii)** In subordinate offices, however, the amount is collected by the AEN's office or by the subordinate and subsequently deposited with SM/Booking office. In such cases ISA/SV is to ensure the correct realisation of the amount and enter particulars there of in Field Book and get the same accepted by the subordinate.
- xviii)** All details of delivery should be noted in the Field Book Ref:2428-S) used by the ISA/SV mentioning individual weightment, tare if any, gross and net weight, mode or method of weightment etc. Before actual delivery,

weighment and counting etc., should be supervised by DSK/Stock holder, Purchaser and ISA/SV and RPF representative where arrangement exists (para 2426-S). As far as possible the beam scale or platform scale, spring balance (table or hanging) are used for weighment should be checked as to the correctness using test weight where available or should be arranged.

- xix)** Only the auctioned lots of materials should be allowed to be carried during the delivery. No mixing of materials what so ever should be permitted from other unsurveyed lots or unsold materials.
- xx)** The witnessing of the delivery of materials shall be made only by an Inspector or Sub-Inspector (RPF) as a representative from the Security Department. The RPF witnessing officials also should maintain a register on the lines of the Field Book of the ASVs who are also doing a similar job of witnessing the scrap delivery.(vide CSC/SC' circular no.x.38//CIB/95 dated 31-10-95.) The joint signatures of the other witnessing officials should be obtained for each such delivery.
- xxi)** In case of the delivery of condemned wagons/ coaches, Reclaimable items as mentioned in the DS8/handing over note should be segregated and handed over to the custodian under a challan well before the commencement of scrap delivery. After this, if any extra Reclaimable items are found later, the same are also handed over to the custodian under a challan. As these extra Reclaimable fittings are not visible at the time of lot inspection and handing over of the coach for cutting purpose to the purchaser, there will not be any proof of record. But the ASV who is deputed to witness the delivery of the cut up parts of the coach should observe carefully about the extra reclaimable items and ensure that the same are handed over to the custodian in total finally at the end of the delivery. It is to be ensured that after the delivery is completed, there should not be any extra Reclaimable items and non-ferrous materials unaccounted and not handed over to the custodian.
- xxii)** In the issue note prepared by the stock holder the details as recorded therein must tally with those noted by the ISA/SV in the Field Book and Issue Note. Should bear the details of description of scrap material as recorded in Field Book. Quantity thereof, mode of transport viz. truck cart or wagons number etc. ,Gate pass number if any, time of despatch of the loaded vehicle (in case of traffic wagon it should be ensured in advance of loading that the wagon has actually been allotted to the party and after loading and handing over to traffic it is to be ensured that the loaded wagon is sealed by the traffic depot.
- xxiii)** The signature of stock holder and the purchaser or his authorised agent should be obtained in the Field Book.

- xxiv)** All the parties concerned should sign the relevant issue note prepared by the stock holder and the ISA/SV must not sign the issue note before the stock holder.
- xxv)** After completing delivery the relevant money receipt including those relating to deposit of ground rent etc., should be defaced by the ISA/SV to avoid fraudulent use of the same. In case of part delivery as a safety measure the quantity delivered on each date may be noted on the reverse of the relevant cash receipt(s) preferably showing the balance due. This will act as preventive measure.
- xxvi)** On the reverse of the stockholder's copy of the sale release order and so also on the reverse of SV's copy, the ISA/SV witnessing delivery must invariably note the details of day to day delivery and balance due. When completed, the remarks "delivered in full/delivery completed" should be endorsed and signed.
- xxvii)** On occasions, when for one reason or other full delivery is not possible, the reasons for non-delivery with Quantity thereof should be clearly recorded in the Field Book, got signed by the parties concerned and a report submitted by the ISA/SV to the Accounts Officer (SV). While vetting short / non-delivery certificate the ISA must invariably consult and checkup the relevant Field Book. When inspite of availability of considerable scrap material in the lot (which may not be sufficient to cover the balance quantity against the sale order) the purchaser refuses from taking delivery without stating any reason, the SV should bring the matter to the notice of the concerned ISA so as to enable him to keep the depot officer informed of the same, preferably in writing (such action is necessitated to prevent the scope of unloading of fresh receipt in the same lot, so as to facilitate delivery of full quantity or to extend some other undue benefit to the purchaser).
- xxviii)** In general and particularly when delivery is from stores depot, it should be ensured that delivery is effected from the lot actually surveyed (where necessary), put to auction and sold in the auction. After auction of a lot and also during the period of delivery the ISA/SV attached in the stores depot should ensure that no fresh arisings or fresh receipts of scrap is unloaded in sold lot. Whenever any such irregularities of unloading in sold lot is noticed, the matter should be reported to the Depot Officer in writing and if circumstances so demand ISA/SV should report the matter to controlling officer. In such cases normally, delivery should be postponed before the report is finalised by the appropriate authority.

xxix) The witnessing officials ie. ISA/ASV and IPF/SIPF are not responsible for any excess/shortage or mixing of other materials or for any other type of fraudulent activities once the delivery is completed and gatepass/ challan is prepared. The responsibility of the witnessing officials ceases once the gatepass /challan is prepared and left the delivery spot if it is on-line and if it is in depot, the responsibility ceases once the lorry is out of the Gate of the Depot. Witnessing officials can only be fixed responsible, if they are caught involved in any type of fraudulent activities alongwith the custodian at the place of delivery ie. during witnessing the delivery or at the end of delivery or on completion of delivery (before/ after preparation of Gatepass/challan), but before the witnessing officials leaving the delivery spot. It is also clarified that the custodian is always responsible for any difference/activity.

xxx) After completion of the delivery, the quantity, if any, left over from the sold lots as also quantity short delivered should be brought to books by way of stock sheets duly furnishing the details of stock sheet in SA6(completion report). This is applicable only to the On-line Lots not for Depot Lots.

12.17 Issue of stock sheets after delivery is possible when the custodian maintains the surveyed lot Register(Scrap Ledger) separately. The following procedure should be followed by the custodian in maintaining the surveyed lot registers.

- i)** Whenever the scrap material is proposed for survey or surveyed, such quantity should be debited to the class-III materials account and credited to the surveyed materials account(scrap account) which is to be maintained separately as SURVEYED LOT REGISTER(SCRAP LEDGER) by showing as transfer issue in the class-III materials account.
- ii)** After making entry into the surveyed lot register, the quantity proposed for survey should be physically counted/weighed and formed as a separate lot.
- iii)** The proposed survey materials after forming as lots should not be disturbed without the personal permission of DRM/HOD. Disturbing the lots either after formation/after survey/ or after lot inspection, would lead to either excess or shortage at the time of delivery.

The ASVs attending the stock verification as well as attending the scrap deliveries should ensure that the surveyed lot registers(scrap ledgers) are maintained invariably by the custodians. This would facilitate the ASVs to record the inventory of left over materials of the particular lot and issue a stock sheet on the custodian duly comparing the left over ground balance and

already delivered quantity with the book balance for the excess quantities. In case of short deliveries, the quantity delivered short would be booked as short duly comparing with the book balance and issue a stock sheet on the custodian after adjusting the books.

It is not possible to record the inventory and issue stock sheets, if the custodians are not maintaining the surveyed lot register. These stock sheets should be dealt by the concerned Scrap depot ISA as mentioned in Chapter No.V of this manual. These stock sheets should be dealt separately at the divisional level i.e. the stock sheets pertaining to scrap depot/RYPs should be dealt by ISA/scrap depot/BZA likewise. S.V.section/HQrs.office/sc has nothing to do with it.

ISAs/ASVs should ensure the maintenance of surveyed lot register, while verifying the Revenue stores with the custodians(PWIs) and check the class-III materials ledger accounts.

NOTE : 1) The ASVs attending the scrap deliveries should ensure that the left over balances from the delivered lots should be transferred from Scrap Ledger to Revenue ledger(class-III A/C) on the spot at the time of completion of the delivery of the lot. After affecting the transfer entry, the ASV should initial for the “NIL” balance. The procedure in vogue regarding preparation of stock sheets on the discrepancies found in the scrap deliveries should also be followed.

2. The ASVs conducting stock verification of P.Way units should record the left over materials of the completed lots in the section inventory and the same should be taken into account while certifying the ledger balances. As a cross check, the scrap ledger balances should also be verified and confirmed that no book balance lies for the completed lots and transfer entries correctly carried out.

3. Stock verification sheets should be issued only for the discrepancies found during witnessing the deliveries of the Line Lots only, stock sheets need not be issued for the depot lots.

12.18 Tender Sale & Direct Sale :

- 1) Sale orders are to be vetted by Finance (Stores).
- 2) All other rules and procedure for guidance of ISA/SV are the same as detailed in respect of delivery against auction sale.

12.19 DELIVERY OF MATERIAL :

No delivery of goods or materials sold will be given on Sunday, Gazetted holidays or other holidays observed by the Government of India, Ministry of Railway or by the Depot. Delivery of goods or materials may be offered from

the depot within the working hours. In order to complete the delivery within the working hours of the depot, all loading must be ceased atleast one hour before the closing of the depot to facilitate completion of documentation well before the closure.

12.20 REMOVAL OF MATERIALS SOLD :

Goods or materials sold shall be removed by the purchaser within the free time allowed for removal as given below:

12.21 DELIVERY PERIOD FOR ITEMS SOLD ON WEIGHT BASIS :-

- i) 30 calendar days will be allowed when the quantity is 50M/T and below.
- ii) 7 days extra will be allowed for additional 50 M/Ts or part thereof.
- iii) The maximum delivery period will be 70 days only.

12.22 DELIVERY PERIOD FOR ROLLING STOCK (ITEMS SOLD ON COUNT/NUMBER BASIS REQUIRING CUTTING & DISMANTLING OPERATIONS :-

- i) 30 calendar days will be allowed when the value is upto Rs.2 lakhs.
- ii) 10 days extra will be allowed for additional value of Rs.1 lakh or part thereof.
- iii) The maximum delivery period will be 90 days only.
- iv) It is clarified that scrap Girders do not come under the category of Rolling stock eventhough it is sold on count/number basis requiring handing over/cutting operations. So the delivery time which is applicable to wagons/coaches i.e. Rolling stock, is not applicable to Scrap Girders.

Delivery period upto 120 days may be allowed for sale value exceeding Rs.20 lacs. In exceptional cases where proper bids are not forthcoming, the same may be allowed up to 180 days at the discretion of COS in consultation with FA&CAO provided the same is announced before the bidding of the lot, but such powers should be used very sparingly as per Rly Board's Ir. no.86/RS(s)/709/14 dated 14-4-1987. Free delivery period will be counted in all the above cases from the date of payment of balance sale value or from the date of expiry of free time allowed for the balance payment whichever is earlier. In

case of payments made within the free payable period in the form of Demand Draft/Pay Order/Deposit call receipt, the free delivery period will be reckoned from the date of submitting of the same to Railways.

12.23 GROUND RENT :

Goods or material not removed within the period shall remain at the purchaser's risk, until removal and the Railway administration will be entitled to charge the purchaser ground rent at the rate of 1/2% per day on the value of the unremoved quantity **subject to a minimum of Rs.10/- per day** per lot and in the event of default in payment thereof the Railway administration at its discretion will be entitled to order the re-sale of the said goods or material after cancellation of sale, duly forfeiting the sale value, if any paid by the purchaser.

12.24 EXTENSION OF DELIVERY PERIOD :

As per COS/SC'Ir.no.s/13/scrap policy/96-97 dated 17-12-96,

- i) The extension of delivery period **with ground rent** charges can be allowed by the Depot officer upto a **maximum of 15 days** irrespective of **value** of the lots sold.
- ii) The extension of delivery period **without ground rent** charges can be allowed by the Depot officer upto a **maximum of 15 days** where the **value** of the lot is **upto Rs.5 lakhs**.
- iii) All extensions beyond the delegated period of 15 days shall be dealt with by COS office.
- iv) All extensions without ground rent where the value of the lot exceeds Rs.5 lakhs shall be dealt with by COS office.
- v) All extensions already granted by COS office till date will continue to be dealt with by COS office till final disposal of the lot.
- vi) For all Tender Sales and Direct Sales the proposals for extension of delivery period shall be dealt with by COS office.

Due care has to be taken while granting extensions and extensions should not be granted as a matter of routine. While granting extension without ground rent, reasons should be recorded.

12.25 Types of irregular practice usually resorted to and noticed at the time of delivery of sold scrap materials.

a) Lot sold, at times, contains reclaimed items/out of category materials not described in the sale catalogue/sale order. The purchasers are usually inclined to lift those items. Officials witnessing should take particular care against such practice.

b) At times, under circumstances, similar lot of better quality scrap is formed by the side of the lot already sold but not lifted by the purchaser. At the time of actual delivery there may be inclination to lift material from the unsold lot, the same being of comparatively better quality. Officials witnessing delivery should be alert at the time of delivery and prevent such scope.

c) Under similar situation as stated above, it may also happen that under influence, interested persons, after depot working hours may manage to shift some quantity to the sold lot from the unsold one. To prevent such scope the depot ISA, as far as possible, should inspect the sold lots every evening and the following morning along with the concerned DSK and doubtful features noticed by them should be brought to the notice of the depot officer for taking necessary action. Wherever necessary according to situation the ISA should bring such matter to the notice of AAO/SV section.

d) On occasions, for whatever reason it may be, fresh arrival i.e. fresh receipt of scrap are unloaded in a sold lot awaiting delivery or delivery in progress. Such situation should also be prevented in similar lines as discussed above.

e) Although rare, in respect of lorry load delivery, the witnessing officials are at times hoodwinked at the time of taking tare of the empty lorry when the various implements brought by the purchaser for the purpose of cutting, lifting etc. are not unloaded at the time of tare taking, thus the empty tare weight is inflated, vitiating the weight of the materials actually loaded and delivered, since the implements are not weighed while the gross weight after loading is taken. It may also happen that while taking tare initially, heavy item like stone, boulder 2/3 pieces. are kept at one corner of the lorry, which may escape the notice of the witnessing official & thereby the tare weight is inflated for purpose as already stated. Such practice is normally resorted to while taking delivery of ferrous scrap.

f) It may also happen that the sold lot where from delivery is to be effected is at one end of the depot yard, while the weigh bridge is at the other end or at much distance. In such situation, after initial tare taking, while moving towards the sold lot, materials like steel sheets, tie bars etc, are unauthorisedly loaded on the lorry and reaching the spot of the lot, the purchaser immediately starts loading sparing no time, thereby covering the unauthorised lifts which evidently are costlier than what the purchaser had purchased. Such situation needs to be

prevented by being rigid so that there must not be any loading in the absence of the authorised officials for witnessing.

g) It may also happen that interested persons to built up a case against the witnessing officials put some out of category material on the loaded lorry. witnessing officials should be very careful against such situation and before actual weighment of the loaded lorry, must check up the loaded materials very carefully at the weighment point before actual weighment is taken. This preventive measure is very vital.

h) Quality of scrap in a sold lot particularly at the bottom/inner portion of the lot being of inferior quality as compared to those on the surface of the lot, the purchaser resorts to various tactics to create pressure for a non-delivery certificate for balance quantity or takes time by which the tact as discussed above is resorted to. Witnessing officials should be very careful and particular about such situation. Tackling of such situation depends on the prudence of the witnessing official.

12.26 Witnessing delivery of Sold Condemned Wagons/Coaches.

The functions, duties and responsibilities of ISA/SV in connection with witnessing delivery of condemned wagons and coaches are somewhat different from that of delivery of scrap sold.

In the Sale Delivery Order issued by the concerned officer of the stores dept. certain additional distinct aspects given below are stipulated;

- i)** Reclaimed fittings are to be returned by the purchaser;
- ii)** Number of wagon/coach, it's type and whether 4 wheeler or 8 wheeler. These aspects are also to be clearly announced at the time of auction and incorporated in the relevant bid sheet to avoid further disputes at the time of delivery.
- iii)** The purchaser fixes up the date of delivery with the stockholder/ the DSK of the stores depot, who in turn advises the concerned ISA/IPF for deputing to witness the delivery. Accordingly ISA/SV is deputed.

Since reclaimed fittings are to be returned by the purchaser to the stockholder, the sold units are first handed over for cutting in the presence of ISA/ASV stockholder, DSK, and representative of security department not lower than SIPF, the purchaser or his authorised representative.

12.27 DUTIES OF ISA/ASV before actual handing over:

- i) Check up the DS.8 and ensure that it is complete in all respects and the cond. wagon number/coach number as in DS.8 tallies with those in the bid sheets. The type etc. of the sold unit as in bid sheet tallies with that shown in the D.O. Name of the stockholder tallies in both the documents. That free time of delivery has not been expired.
- ii) Check up the cash receipts and tally the same with the particulars as in the Delivery Order and that the Delivery order bears the attestation of the cash office.
- iii) Check up the serial number and Owning Railway of the cond. coach/ wagon with that of the D.O.(ensure that there is no manipulation in this respect). Ensure that the type of the unit etc. as presented for handing over tallies with those shown in the D.O.
- iv) Inspecting the coach/ wagon jointly with the officials referred in para, 1543-S noting down in the Field Book of i) the D.O.number and date (ii) date of auction and place of auction (iii) total number of units sold and proposed for handing over (iv) individual number of unit (v) name of the stock holder (vi) date of handing receipt numbers and dates with the amount (vii) name of the stock holder (viii) date of handing over (ix) name of the purchaser (x) whether delivered to the purchaser or his uthorised representative etc.
- v) Write up in the Field Book the description and quantity of reclaimed fittings against individual unit (the description should be complete) as actually found during joint inspection. Simultaneously list of reclaimed fittings as actually found will be prepared by the stockholder along with the DSK, the purchaser or his authorised representative being present all along. When the list is complete, tally the list as prepared by the stockholder/DSK with the details as recorded in Field Book. Ensure that individual number of each unit is distinctly shown in the list and quantity of reclaimed fittings are shown correctly against the respective unit. These when completed, obtain the signature of the aforesaid representatives in the Field Book (there is no bar on obtaining the signature of the purchaser as well). The list prepared by the stockholder/DSK should then be similarly signed by all the parties involved.
- vi) Handing over does not mean delivery or authority for the purchaser to lift any material. Before lifting any material/cut up parts/components, the purchaser is liable to return the reclaimed fittings in respect of individual unit in full in similar manner as indicated above, Presence of the ISA/SV, stockholder, DSK and the purchaser is essential. In the presence of these officials the items of reclaimed fittings against respective unit previously handed over for cutting will be returned in full by the purchaser to the stockholder when entries in similar manner as

stated above will have to be made in the ISA/SV's Field book. The signature of all concerned is to be taken in similar manner and the stockholder to acknowledge receipt of the reclaimed fittings.

- vii) Quantity of reclaimed fittings, if any, returned short should immediately be reported to AAO/SV by the ISA/SV with a simultaneous note to the stockholder and DSK to that effect, so as to enable the stockholder to prevent lifting of the cut up parts before a decision is taken by the concerned officer in the matter of regularisation of the amount of loss sustained by the Administration for the quantity of reclaimed fittings not returned by the purchaser.
- viii) In case sold units are not taken over for cutting or after handing over reclaimed fittings are not returned within the free delivery period, it is to be ensured that ground rent as accrued for all the days after the free delivery period is realised and the extended delivery period has been approved by the COS, who may also with the concurrence of associated finance waive or reduce the ground rent as stipulated in the general/special conditions of sale. Details of ground rent realised or waived as the case may be should be recorded in the Field book with the cash receipt reference or in the case of waiwal, remission or reduction, the authority in support of such order should be recorded in the Field Book.

N.B. 1) If delivery is effected in installment ISA/SV may in the interest of the administration as a preventive measure may record on the reverse of the relevant money receipt the date, with the total number of sold units handed over on each occasion.

2) ISA/SV should not fail to record the details of handing over/delivery etc. on the reverse of the D.O. both of the stockholder copy and copy of SV, obtaining initials in the columns provided for.

12.28 Reclaimed fittings in Stores Depot:-

In the stores depot reclaimed fittings received from the HTXR/C&W under DS8 voucher are jointly inspected by the Mech. and stores depot, officials to determine what are the items that may be reclaimed and used and those to be finally scrapped, being totally unserviceable. On the basis of the results of joint inspection, the relevant DS.8 voucher is extracted and those reclaimable and serviceable are sent to the concerned stocking ward for accountal and subsequent issue against requisition from workshop or from other consuming units. Those scrapped are accounted first and then disposed off generally in Auction duly following the extant rules and procedure.

Note: In respect of reclaimed fittings the ISA/SV should ensure that procedure exists for correct accountal of all reclaimed fittings either returned by the purchaser or stripped off by the CWF/HTXR and that reclaimed fittings not required locally are returned to the nominated Stores Depot under proper voucher viz. DS.8 without inordinate delay.

12.29 DISPOSAL OF PERMANANT WAY MATERIALS OF REDUNDANT LINES/ SIDINGS ON "AS IS WHERE IS BASIS" WITHOUT DISMANTLING AS A "LOT" :-

The following procedure shall be followed for disposal of permanent way materials in redundant lines/sidings on "as is where is basis" by lot without dismantling.

Redundant lines/sidings are to be identified at the divisional level. Lines/sidings proposed for removal should have the approval of the competent authority. In respect of cases which do not require CRS sanction, division can process the case after taking approval of COM to Chief Engineer for approval and issuing necessary signaling plans by S&T department.

After approval by the competent authority ,the SE/pway concerned, alongwith the ISA/ASV will arrange to carry out foot-by-foot survey of the redundant lines proposed for dismantlement, and details of P.way materials shall be jointly recorded in an inventory register. Relevant identification paint marks shall be made by the SE/pway in the field as per para 320 of IRPWM. These details shall also indicate the relevant details of classification viz. class-II and class-III material as given below:

The quantity of released materials from every work included for track renewal/gauge conversion will be based on yardsticks for loss of weight to be fixed on the basis of data collected during foot by foot survey. If there is more than one work on the same route, near to each other and under similar ground conditions, only one set of yardstick would suffice.

Foot-by-foot inventory should be carried out by openline ASV/ISA alongwith the custodian.

The SE/pway and ISA/ASV should also record details of other p.way material lying nearby (say a reasonable distance of 15-20 yards around) on both sides of sidings/redundant lines in the inventory register.

While class-II materials will be indicated only in lengths/nos. in the case of scrap materials the accountal will be as follows:

- | | |
|--|--|
| i) Rails | -in length, then converted to weight. |
| ii) Sleepers | -Nos. separately as whole and in parts and converted to weight. |
| iii) Fittings & Fastenings. | -By weight. |
| iv) Points & crossings. | -By weight(which includes switch rails, check rails and crossings). |

Weights for items of p.way materials in the redundant lines/sidings shall be arrived at by sample weighment done jointly by SE/pway and ISA/ASV. The details of test weighment done together with the loss of weight arrived at for each item shall be jointly recorded and signed by SE/pway and ISA/ASV in the inventory register. Details of the inventory recorded as above by the SE/pway and ISA/ASV shall be checked by AEN of the section and classification of the materials done in terms of 320 of IRPWM. Along with the above inventory, AEN of the concerned section shall also arrange to carry out test weighment of representative samples for each item of p.way materials included in the inventory and certify for the correctness of the loss of weight for each item entered earlier by SE/pway and ISA/ASV. Sr.DEN will also carry out test checks for the weight of the p.way materials included in the inventory.

The conversion to weight in case of each of the items for purpose of accountal will then be done by the Section Engineer (P.way) on the basis of the specified percentage loss of weight over the new components. In case any abnormal variation of weight is observed after the materials have been released and the percentage loss is more than that specified for that category, specific justification will have to be recorded for the same by the Senior Section Engineer(p.way) and all such cases would have to be certified by DEN after actual sample checking at site.

5% weight reduction is to be allowed only for class-III Rails if it is sold in auction. No percentage reduction of weight shall be allowed for class-II rails. It is also to mention that no percentage of reduction is allowed, whenever the Rails are sold to Governement/ Public sector departments.

The actual percentage of reduction in weight for each type of materials as per the inventory recorded by PWI and ISA/ASV, and also test checked by AEN (20% of each item) should be recorded in the summary sheet. The sectional DEN/Sr.DEN should also carry out random checks to ensure that the category and weight of releases are correct to the possible extent, vide. Rly.Board's Ir.no.98/CE-II/CS/2 dated 4-8-99.

Since delivery of materials in such Lines/Sidings is by Lot and not by weightment, assessment of weight of p.way material should be as realistic as possible.

Based on the above details, Survey Sheet shall be prepared by custodian for survey of the materials as scrap by two Divisional Engineers. The survey sheet shall contain all relevant details including the materials, their classification, weight reduction. Survey sheet shall also indicate both the number and weight for each material as per the classification and standard weight of material. Alongwith the survey sheet the custodian shall also arrange to send a detailed signed sketch with sufficient number of copies showing the following :

- i) Identification of the proposed redundant lines/sidings for disposal prominently marked.
- ii) The length of siding to be dismantled with reference to fixed points.
- iii) A tabular statement on this sketch showing the details of the materials to be released from the siding like Rails, sleepers, fittings, points and crossings etc. with their nos. weight, classification etc. wooden sleepers should be reclaimed by the custodian.
- iv) Details of the materials which are required to be retained by the custodian to be indicated separately on the signed sketch duly certified by AEN and DEN/Sr.DEN.
- v) It should be ensured "on ground" that the lines planned for disposal should be fully delinked from the lines adjacent to the lines proposed for sale. This is particularly necessary in the case of yard lines.

Survey sheet will be forwarded to CTE for approval and onward transmission to CMM/sales.

It should be ensured by the custodian that there is no tampering of the materials included in the survey sheet till such time, the redundant lines/sidings is auctioned and materials are handed over to the successful purchaser.

The pre-auction inspection of the redundant lines should be done before the conduct of the auction by the representatives of the auction conducting officer and Accounts alongwith the custodian to ensure that proper markings have been done as per the sketch/details in respect of the redundant line proposed for auction to avoid any dispute after the auction sale is completed. A report should be prepared jointly by the representatives of Stores and Accounts to this effect .

The siding in question will be handed over to the successful purchaser by custodian in the presence of ISA/ASV and IPF for dismantlement on proof of clear authority issued by COS office or scrap depot incharge.

After handing over the relevant line/siding, the purchaser will be fully responsible for the dismantling and removal of the released materials. Any loss/damage that may arise from the date of acceptance of the offer of the successful purchaser by COS to the date of complete removal of all the released materials from the site, due to theft, accident, flood etc. shall be the sole responsibility of the purchaser and no claim on this account will be entertained by the Rlys. under any circumstances.

It should be specifically understood that the purchaser is permitted only to remove the P.way materials as per the schedule shown in the sketch given in the auction/tender notice.

The purchaser shall make good all damage which may be caused to any property of Railway or to any other person by any act or default of the purchaser, his agents, or servants in connection with the removal of any of the materials or omission to take necessary precaution provided that the Controller of Stores may at his option, make good such damage and charge the purchaser with the expenses thereof.

The delivery of the released materials of the siding/redundant line shall be jointly witnessed by the custodian ,ISA/ASV and IPF.

The gate passes issued shall be jointly signed by the custodian, ISA/ASV and IPF. All relevant details with reference to the materials loaded/removed shall be entered clearly on the gate passes which shall include rails (nos, individual lengths),sleepers (nos)/fittings(nos.)/ and all other relevant details.

12.30 PROCEDURE OF WITNESSING DELIVERIES IN A NUTSHELL :

On receipt of the Delivery order (D.O.) from the Depot stores officer, ISA scrap depot should check the particulars of Lot no. Description of materials, quantity, Rate, Total value, EMD, Balance Sale Value, Location of Material, custodian's designation, payment of interest and ground rent charges, if any due, Name of purchaser, with the information already available with him in the auction catalogue and Bid sheets. ISA may utilise the services of the stock verifiers under his control, for this purpose. The free delivery time fixed in the D.O. should also be checked centpercent. Any discrepancy found should immediately be taken with the DCOS and got settled expeditiously. **The checking ISA/ASV's name, signature and date should clearly be recorded in the D.O.**

On receipt of the Delivery point Booking letter from DCOS, ISA/scrap depot should check whether the date fixed for commencing the delivery is within the free time allowed in the D.O. and if it is not so, whether extension of time with or without ground rent has been granted and ground rent, if due, has been remitted correctly. ISA then nominate the ASV for witnessing the delivery and get it noted by the stock verifier concerned to whom the D.O. should be handed over with any other special instructions(oral). The stock verifier should proceed to the custodian and present himself to the custodian on the date fixed.

The stock verifier should study the contents of the D.O. and satisfy himself that it is free from any error and then enter the date, Lot no., D.O.no., Description of material, quantity, Location, custodian's name and purchaser's name in his Field Book. ASV should then ensure that the DSK/custodian gets the signature of the purchaser on his file of papers, which should tally with the specimen signature obtained from the purchaser on a slip at the time of Auction. If the purchaser has nominated a representative, the power of attorney should be checked by the custodian to see whether it is in the proper form and executed on or after the date of payment of balance sale value. The signature of the representative should be obtained on the DSK/ custodian's file of papers and compared with that on the power of attorney. ASV is nothing to do with the papers of General Power of Attorney.

The stock verifier along with the other authorised officials should then proceed to the location mentioned in the D.O. where the sold materials (class III/Unserviceable) are kept. The custodian should have already marked the Lot no. on the sold lot. The stock verifier should ensure that this is done and that the materials are really class- III/unserviceable and no class- I materials are in the lot. Then the full particulars of the materials as furnished in the survey sheet/delivery order should be checked with the materials on ground to see whether they tally in all respects, i.e. the section of rails (75R,90R,60R etc., and the number of pieces of rails, their length) steel sleepers (trough, BG/MG, number of pieces) etc. The type of rail, 75R, 80BH etc. will be embossed on the web. i.e. middle portion of the rail at frequent intervals.

The Rails will be handed over to the purchaser. Each rail will be actually measured and the length will be entered by the stock verifier in his Field Book. As lorry can hold rails upto 5 meters length only, longer rails may be allowed to be cut by the purchaser (by engaging his own labour). Thus a rail of 13 meters long will be cut into 3 pieces of more or less equal length. The stock verifier's entries in his Field Book can be "Sl.No.1-----13 meters-3 pieces, Sl.No.2---- 9 meters-2 pieces and so on. Then those pieces can be loaded on to the lorry engaged by the purchaser. The lorry registration number should be entered in the Field Book by the stock verifier. It is to clarify that ASV need not record the lengths of cut rails in his Field Book, as those are already measured rails.

The sectional weight method should be used to work out the weight (in M.T) of the rails by using the formula given below:

$$L \times 3.28084 \times X/3 \times 1/2240 \times 1.016$$

where L= the length of the rails in Meters and

X= the type of rails (90R, 80R, 75R etc.)

The class-III unserviceable rails have to be given thereafter an allowance of 5% for wear and tear. With the help of the above table the weight of different types of rails of varying length can be assessed. Thus the handing over/cutting /loading processes can be stopped at the proper time. The total number of pieces of cut rails as per entries in the stock verifier's Field Book should be tallied with the actual number of pieces loaded in the lorry. The custodian will prepare Gate Pass in **carbon process** in his printed and machine numbered Gate Pass Book and also necessary challan form. They will be signed by DSK/Custodian, ASV,IPF, and purchaser and the lorry will be passed out. The entries in the Field Book should be signed by all the above parties.

If the lot requires more than one lorry load, the above process will be repeated. In case the purchaser engages more than one lorry, then the lorry passed out first should be directed to go at least some distance away from the location and then only loading in the 2nd lorry can be commenced. All the time the ASV should keep a watch that no extraneous material is loaded on to the lorry. After all the rails of the lot are handed over/cut/loaded, the DSK/custodian will prepare a sale issue note giving full particulars of DS.8 no. & date, custodian's designation & code number, full description of material, Lot no., D.O.No.& date, lorry numbers, No. of pieces loaded in each lorry, lorry loads with Gate Pass & Challan Nos. individually and their total, arriving at the total quantity in weight (M.T) delivered. The Sale Issue Note should be signed by all the witnessing officials. A Completion Report will then be drawn in sufficient no. of copies and signed by all to state whether the quantity delivered is full and correct as per the D.O. or whether there is any shortage and if so, reason thereof.

For bent rails, unidentified rails, points and crossing rails, stock rails, steel sleepers etc. no 5% allowance for wear and tear is given. Actual weight is the basis for auction sales and delivery. In their cases the tare weight of the lorry should first be found out on a public weigh bridge (after removing all accessories like water bucket, tools, stones etc. from the lorry). All such details should be recorded in the ASV's Field Book. Then, the materials may be loaded into the lorry, posting suitable entries in the Field Book as the loading is going on. After a lorry is loaded to its capacity, its gross weight should be taken on the same public weigh bridge (after removing all the accessories). The net weight then should be arrived at correctly and recorded in the Field Book. In all other respects, the procedure detailed in the preceding paragraphs will apply.

The DS.8 for bridge girders will show the type (wrought iron or steel), length, number of pieces, assessed weight, overall dimensions etc. The stock verifier should check the above details with the actual girder on the spot, with the lot no. awaiting delivery before the material is handed over. Thereafter the purchaser will arrange for its cutting into loadable pieces.

All the delivery particulars should be recorded on the D.O. well as SA6 form.

During lunch break no cutting/loading should be done. RPF representative should be asked to stay at the spot and ensure this.

No proceedings should spread beyond 17.30 hours. To ensure this, all cutting/loading should stop by 17.00 hours.

If the purchaser or his authorised representative does not turn up by 13.00 hours, the delivery point should be cancelled by the stock verifier, in writing with copies to all concerned and he should return to HQrs. If the purchaser turns up before 13.00 hours and assures to bring a lorry in the afternoon, the ASV may continue there if there is a possibility of delivery of atleast one lorry load before 17.30 hours.

12.31 TEST CHECK BY ISA AT SALE DELIVERY POINT/SPOT :

The following guidelines are to be followed when an ISA proceeds for the test check of the work of a stock verifier in a sale delivery point:

- a)** Whether the stock verifier is at the spot and following all the above guidelines.
- b)** Test check the length of 5 or 6 rails already measured and handed over for cutting, but not yet cut, with the relevant entries in the stock verifier's Field Book.
- c)** Count the no. of pieces of rails so far cut (as per ASV's Field Book) with the no. of pieces loaded into the lorry.
- d)** Whether the Rails are of the same type as per the D.O.
- e)** Whether any cutting/loading action is going on beyond 17.30 hours.
- f)** Whether any material is in excess of the D.O. quantity or any extraneous material has been loaded into the lorry.

g) Whether any cutting/loading action is going on in the absence of SV & DSK/custodian during lunch break and whether the RPF is offering the required security.

h) Whether all the above parties concerned are jointly available at the spot.

i) If any excess quantity is found loaded, it should be got unloaded. Suitable entries should be made in the SV's Field Book. Similar action should be taken in the case of extraneous material found loaded in the lorry. The matter should be reported to the incharge Accounts officer for necessary further action.

12.32 DESPATCH OF SCRAP CST9-SLEEPERS FROM DIVISIONS TO WORKSHOPS/SCRAP DEPOTS AND WITNESSING BY ISA/ASV.

As per the COS/SC's Ir.no. s.289/C.I. scrap/99-00 dated 26&28/8/99, the following procedure is to be followed while dispatching and witnessing the scrap CST-9 sleepers to workshops and scrap depots.

A.CST-9 SLEEPERS DESPATCHED BY RAIL

- i)** The custodian on line SE(p.way) will dispatch only the complete pieces to Scrap Depots in covered wagons sealed and riveted. Broken pieces should not be loaded.
- ii)** The DS8 voucher should invariably contain the following details:
 - a)** Description in full i.e. "CST-9 Sleeper 90-R etc."
 - b)** Exact No. of pieces.
 - c)** Average assessed weight of each piece based on the standard weight minus wear and tear.
 - d)** Total assessed weight in the wagon.
- iii)** Loading, sealing, and riveting (2 rivets to each door) by custodian where SE(P.way),RPF and DSK of Store Department and DS8 voucher should also be jointly signed by them.
- iv)** Timely intimation should be given by the SE(P.way) to stores depots and RPF for deputing the DSK and RPF staff for witnessing loading and sealing.

The wagons should be collected as a block and moved on priority. Block of six or more wagons to be escorted by RPF. RPF escort will not be provided for block of less than six wagons.

At the Scrap Depots/Shops, unloading should be jointly witnessed by the DSK/SSE of shops, ASV, RPF and local S.E(P.way)/SE(W) with respect to the description and number of pieces.

The following procedure should be adopted by Stores Depot in case of short receipt.

a) In case of intact seal, the quantity actually received should only be accounted. Shortage will be reported to all concerned and matter will be investigated by the local DSC.

b) In case of tampered seal, the matter should be reported to the local DSC for investigation. The quantity actually received should only be accounted.

B.CST-9 SLEEPERS DESPATCHED BY ROAD :

The custodian online (P.way) will dispatch only the complete pieces to Scrap Depots. Broken pieces should not be loaded.

The DS8 voucher should invariably contain the following details.

- i)** Description in full i.e. "CST-9 sleeper 90-R etc".
- ii)** Exact No. of pieces.
- iii)** Average assessed weight of each piece based on the standard weight minus wear and tear.
- iv)** Total assessed weight in the lorry.

Loading should be jointly witnessed by the SE(p.way),RPF,ASV and transport contractor's representative and DS8 vouchers should also be jointly signed by all of them .

A challan should also be prepared in triplicate jointly signed by SE(p.way), RPF, ASV, and transport contractors representative. One copy of challan will be retained by SE(P.way). Two copies of the challan will be given to the transport contractor's representative.

Timely intimation should be given by the SE(P.way) to RPF and ISA for deputing the RPF Staff and ASV for witnessing the loading.

At the Scrap depots/shops unloading should be jointly witnessed and jointly signed by the DSK/SSE of shops, RPF and transport contractor's representative with respect to the description and No. of pieces. The receipt should be recorded jointly on the two copies of the challan brought by the Transport contractor's representative. Shortage, if any, has to be reported on the challan for recovery from the Transport contractor. One copy of the challan will be retained by the depot and other copy will be presented by the Transport contractor with their Bills for payment. Actual receipts will only be accounted by the depot.

12.33 SALES SUSPENSE: This account is maintained to watch the accountal of issues/disposal of scrap materials i.e. delivery of scrap materials sold in Auction. When the value of scrap materials sold in auction is remitted by the purchasers, it forms the credit to Sales Suspense and the issue note (D.S.8) prepared after the completion of scrap delivery is accounted as debit to Sales Suspense. On any given date the Sales Suspense should have a credit balance indicating the liability of Railways in issuing the materials for the value received from the Purchasers.

In case of Line lots the accountal of issues/disposal of scrap materials sold in auction is getting delayed due to non-receipt of D.S.8s prepared after the completion of scrap delivery in the Scrap Depots from the custodians. ISAs/ASVs working in the scrap depots should ensure the expeditious disposal of DS8s after the delivery of line lot is completed.

The following guidelines should be kept in mind by the ISAs/ASVs whenever they visit a unit either to witness the scrap delivery, to conduct a lot inspection or to conduct stock verification and also during their visits to DEN's office to collect the voucher particulars before commencing the stock verification: -

- a)** It should be verified whether the custodian has sent the sale issue notes(DS8s) of completed deliveries of his unit to the concerned DEN's office within 7 days of completion the delivery.
- b)** If it is not done, it should be brought to the notice of concerned Accounts Officer through ISA in a form of a Narrative Report duly mentioning the particulars of DS8s.
- c)** ISAs/ASVs during their visits to DEN's office, should verify whether the DS8s which are received in the stores section from the various custodians have been sent to DCOS/ Scrap depots concerned or not. If they are lying without taking proper action, it should be brought to the notice of concerned DEN as well as Accounts Officer for taking necessary action for their disposal.
- d)** Whenever the ASVs working in the scrap depot are deputed to the units, he should enquire and verify to know if any previous sale issue notes (DS8s) are pending in the unit without forwarding the same to DEN's office.

e) ISA/Scrap depots should ensure that prompt action is taken for the disposal of DS8s received in the scrap depots.

CHAPTER-XIII

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VERIFICATION OF ENGINEERING UNITS (Open Line)

13.1 PROCEDURE FOR VERIFICATION :-

(a) Procedure for verification of stores on openline is similar to that of a stores depot. Before taking up actual stock verification, the stock verifier/ISA should ensure the following:

- i) The ledgers and returns are posted upto date in respect of all receipts and issues. The SV should initial on the reverse of the last block copy of each Materials receipts & Issue Notes to prevent manipulation of issue transactions.
- ii) The stock holder himself attends the day to day verification. In the event of the stock holder's representative attending the day to day stock taking, categorical authority in favour of the authorised representative should be obtained from the stock holder in the Field book in the undernoted manner.

"Shri.....(designation) is authorized to attend the day to day stock verification on my behalf who will present all materials/stores to the stock verifier for physical verification, sign the Field Book on my behalf which will be accepted and countersigned by me. The results of verification as arrived at and the day to day certificate as recorded by my authorized representative will be binding and acceptable to me."

(b) After the above preliminaries are completed the ASV/ISA will commence his stock taking selecting items himself from the stores of the SE(w). In doing so the ASV/ISA should ensure that:-

- i) The description of each item verified is written neatly and fully in the Field Book. The unit column is filled up, location of the items verified is indicated mentioning godown number, Almirah number etc; date of verification is clearly shown in the F.Book.
- ii) The item of stores borne on capital account (Estimate work) and also on Revenue account are verified simultaneously and the total stock verified is distributed to the different heads while adjusting the results of verification.
- iii) In respect of cement, separate accounts for sweeping, clodded and screened cement are maintained.

- iv) Remarks like broken, damaged, cracked and the like as noticed during stock taking are clearly noted in the F.Book against the relevant item and got accepted by the stock holder.
- v) No item is left unverified and on completion of verification a final certificate is obtained from the stock holder in the following lines.

"This is to certify that the entire stock of all the items of stores in my custody have been fully produced to the stock verifier and verified by him correctly in my presence or in the presence of my authorised representative. All receipts and issues prior to verification have been completely posted in the ledger accounts. All receipts and issues during the course of verification have been taken into cognizance by the SV and noted in the F.B. The results of verification are accepted by me as correct."

13.2 Treatment of Receipts & Issues During Verification :

No action needs to be taken in respect of items completely verified and results thereof adjusted in the relevant accounts. If the results of verification not adjusted, issue notes in respect of issues from verified stock and receipts after the completion of verification of an item should not be posted in the accounts till the result of verification is adjusted, in respect of items verification of which is in progress all receipts and issues noted must be initialed by the ASV, materials physically checked and issues added to the issues and receipts form part of the total stock noted in F.B.).

Other features to be looked into:

- i) SV/ISA should make out a list of items having no transaction for two years and more (it is convenient to note in F.B. in the remarks column the date of last issue transaction against the respective item and compile the list there from). Such list should be prepared in triplicate and submitted along with the completion report in the prescribed form. Special features noticed in the course of verification, items with heavy discrepancy etc., doubtful transactions and other irregularities noticed should be separately reported and submitted along with the completion report,
- ii) S.V. should check the ledger balances of all important items having commercial utility and value and those of domestic use. In respect of other items atleast the balancing of the page in which the result of verification is adjusted should be checked,

- iii) S.V. should ensure that the transfer of balance from one ledger to another bears the cross reference and the dated attestation of the stock holder. Transfer of balance from one page to another in the same ledger should be cross checked by the S.V. himself to ensure correctness,
- iv) Items with` nil 'balances from the previous verification to the current one should be got closed by the stock holder. S.Verifier need not enter such items in his F.B. SV should note in his completion report the total number of such nil items closed,
- v) In respect of issues of new items for replacement S.V.should test check accountal of the released items (irregularity noticed should be reported for follow up action by the ISA during over- hauling of Accounts). Items of brass, copper, pipes, pipe fittings and items of domestic use and commercial utility demand special attention,
- vi) Some of the S.E.(W)s maintain sub-godown to avoid opening of the main godown daily. SV/ISA should keep in mind that materials in the sub-godown form part of the main stock as borne in the different ledgers. No adjustment should be carried out in any sub-ledger and it should be ensured that balances in the main ledgers are not reduced in respect of materials kept in the sub-godown. Any item in the main and sub-godown should be verified on the same day.
- vii) SV/ISA should check up and report whether departmental verification by the departmental officer has been carried out periodically or not, as prescribed in code book.
- viii) SV/ISA should ensure that the receipt entries in the Daily Material Transaction Register and the corresponding accountal of receipt in the concerned ledger A/c. bear the attestation of the stock holder and that cross reference of the ledger number and folio thereof is noted down against the relevant entry in the Receipt Register preferably noting the date of posting.
- ix) SV/ISA should ensure that the Receipt Register contains all the details as in para.1219-S (SI No.1 to 8) and in addition the quantity as in voucher and the quantity actually received.
- x) SV/ISA should check up that in day to day issue Notes, items issued is serially numbered and a line is drawn against the last serial number to prevent subsequent interpolation of any item. The purpose of issue of material whether in replacement, renewal etc, must be on record in each issue Note and clear acknowledgement is on record from the party to whom material is issued.

- xi)** In respect of issue to other stock holding sub-ordinates, pairing of the verified copy of the Issue Notes with the block foils and pairing of the 5th foil of voucher with the block foil are to be checked and result thereof included in the SV/ISAs report,
- xii)** The system of issue of blank issue Note books to the Sectional Sub-ordinates and return of completed issue Note books to the stock-holding SE(w) should be checked and loopholes noticed are reported.
- xiii)** Certain items say A.C sheets(corroded or plain)are identifiable individually and generally accounted for in the unit of number according to size (length). But some of the stock holders maintain account in the unit of Sq. meters (particularly in respect of plain sheet) and in cases of replacement the released one is accounted for in number while the issue is in meter unit. In such cases it is necessary to ensure that the total sq. meters issued correspond to the release in number (with reasonable allowance) and vice-versa.
- xiv)** In the event of any doubt in regard to issue transactions of commercial utility viz., cement, timber and the like, cross check may be carried out to ascertain issue of ancillary items to remove or to establish such doubt, e.g. issue of cement for repair, maintenance etc. must have corresponding issue of sand etc. and booking of mason and labour etc.
- xv)** In cases of transactions between two sub-ordinates, in the event of any doubt, cross check with the prior approval of AAO(SV) should be carried out and result thereof is incorporated in the report.

13.3 Physical stocktaking:

- i)** All materials in the SE(p.way)'s HeadQrs. station should ordinarily be taken up for verification first before proceeding to check those along the section. If on any logical ground this is not possible, reasons thereof should be recorded in F.B. and signed both by the SV and the stock holder. Verification of materials along the alignment should be location-wise commencing from one extreme end. Location as determined by KM. post should be recorded in the F.B. Daily summary of the inventory is to be prepared by the ASV and compared with the inventory particulars recorded by the custodian to avoid complications with custodian at the end.
- ii)** After completion of the stock taking of all materials at H.Qrs. Station as well as those along the Track, a certificate should be obtained from the stock holder that entire stock of all the P.Way materials have been correctly, truly and fully produced for verification and correctly verified by the S.V.

- iii) Actual stock taken should then be summarised material-wise according to classification viz. Class-I,II,Scrap etc. duly giving each item's cross reference of the initial stock taking. This is most important.
- iv) Next stage is to compile the summary of all the P.Way materials as per the classification.
- v) Issues from unverified stock as summarised should then be added with the ground balance of each item as totalled in the summary. Receipts during the period of verification or receipts after the submission of the previous return which have not been posted in the return on hand but physically counted in the course of stock taking should then be deducted to arrive at the actual balance.
- vi) Next stage is to work out the item-wise differences between the Book balance and actual balance as recorded in the F.B. This should be done in the F.B. itself. The total difference of an item will thus be known.
- vii) Adjustment should then be carried out for each of the item account-wise distributing the net difference plus or minus as the case may be, worked out in the manner discussed in the preceeding paras. As, far as possible there should be only one adjustment for an item which may appear in different accounts.

13.4 Some hints and guidelines:

- i) SE(Pway) or his authorised representative may not be in a position to attend the SV on all the days. In the event of such a situation the SV should utilise the time in conducting voucher check, If physical stocktaking is well in progress,preparation of item wise summary for actual stock taken may also be done during this period. Ledger balancing of items borne in ledgers may also be checked during such period. SV should ensure that time is not wasted for the PWI's inability to attend stocktaking due to other urgent work. Whatever is done must be documented by the SV in his F.B. with date.
- ii) Entries in the Summary must be clear, complete and with cross reference etc.
- iii) Discrepancies of all items of similar nature and classification may, as far as possible, be included in the same page of the following stock sheet(s).
- iv) While conducting verification, the SV must be very particular and careful in noticing and noting particulars of section, size of P.Way items like Rails, Sleepers of all descriptions in the Field Book and it should also be noted while preparing the stock sheets.

- v) ASV should ascertain from the stockholder whether items of stores in the Accident Relief Train are borne in separate ledger or forms part of the main stock. If forms part of the main stock, a certificate should be recorded in the F.B. and signed by the stockholder. If borne in separate ledger should be verified and adjusted separately in the relevant ledger.
- vi) SE(p.way) may have imprest store which should be kept in a separate enclosure and borne in separate ledger A/c. Such items are used in emergency and should be distinctly marked to distinguish from other stock. Imprest stores should be separately verified. ISA/SV should ensure that quantity of each item of imprest is according to the sanctioned schedule and such schedule is not dis-proportionate based on consumption in recent past. Imprest returns are not manipulated by the custodian.
- vii) In respect of items of cut pieces of Rails accounted for in the unit of running length, normally only one account should be maintained for each section and category of rail. Maintenance of account for individual length only inflates the number of items.
- viii) ISAs during inspection should ensure that the theft register is maintained and cases of reported thefts are pursued and finalized with the least possible delay.

13.5 RAILS OF DIFFERENT TYPES AND STANDARD LENGTH :

The following are for guidance subject to fractional variations to be ignored.

90R Height of the rail 143mm., Base width-137mm., width of ---

(90lbs.per yd.) : width of web-14mm., depth of head-43.9mm., depth of bottom flange

British Std. length.	Metric system length (i.e. present length)
30',33'-0, 36'-0,	8mts., 9mts., 10mts, 12mts. and 13mts.(Short
39'-0 and 42'-0	welded Panel rails of this sec. 36mts. and
	39mts.)

RAILS USED AT PRESENT :

52 Kg. rails i.e. 52 Kg. per metre:

Height of rail-156.3mm., Base width-136.3mm. Width of head 67.3mm
Web-18.2mm, Depth of head-50.85mm., Depth of bottom flange 29.1mm
(difference may be ignored).

105 lbs. rail: 105 lbs. per yd. (other features same as 52 Kg rails).

65 Kg. rails (135 lbs.)- 65 Kg. per mt. or 135 lbs. per yd. Height of
rail-179.0 mm.,150.0 mm. Width of head
77.0 mm.,Width of Web-18.0 mm.,head 47.0 mm.,
Depth of bottom flange-31.5 mm.

60 Kg. Rails: (60 Kgs. per meter)

Height of rail-172.0 mm. Base width-150.0 mm. Width of head
-74.3 mm. reduced to 72.0 mm. at top head. Width of Web-16.5
mm. at Neutral horizon head-51.0 mm. Depth of bottom
Flange-31.5 mm.

DIFFERENT TYPES OF POINTS & CROSSINGS: LAYOUTS ETC. ETC.

a) Scissor crossing 1 in 12 : Two acute crossing 1 in 6
Two obtuse crossing 1 in 6
Four acute crossing 1 in 12
Four sets of Switches 21'.0" long.

b) Scissor crossing 1 in 8 1/2 : 2 acute crossing 1 in 4 1/2
2 obtuse crossing 1 in 4 1/2
4 acute crossing 1 in 4 1/2
4 sets Switches 15'-6" long

c) Diamond crossing : is made up of two ordinary crossings and two
obtuse crossings (Through Diamond)

) Diamond crossing : Single slip 1 in 8 1/2
Two obtuse crossing 1 in 8 1/2
Two acute crossing 1 in 8 1/2
Two sets of Switches 15'-6" long

- ii) Diamond crossing -** double slip 1 in 8 1/2
 Two obtuse crossing 1 in 8 1/2
 Two acute crossing 1 in 8 1/2
 Four sets of Switches 15'-6" long

Turn out- Component parts comprises one acute crossing and one set Switch.

i) While 1 in 12 - Length of crossing 19'-7", Length of Switch 21'- 0"(Components of Switch given below)

ii) While 1 in 8 1/2 - Length of X'ing 15'-9", length of Switch 15'-6"

Component parts of crossing:-

- 1) Crossing one number
- 2) Check rail two
- 3) C.I. Block $6 + 4 = 10$
- 4) Bolts and nuts = 10
- 5) Gauge tie Plate for crossing = 1 (only in case of wooden layout)
- 6) Distant Block for 1 in 12 = 2 with bolts and nuts.

Component parts of Switch :-

- 1) Stock rail 1 in 12 = 36'-0" (2 Nos.), Stock rail 1 in 8 1/2 = 30'-0" (2 Nos.)
- 2) Tongue rail 1 in 12 = 25'-0" (2 Nos.), Tongue rail 1 in 8 1/2 = 15'-6" (2 Nos.)
- 3) Heel Block = 2 Nos.
- 4) Bolts & Nuts in 1 in 12 = 4 Nos. Bolts&Nuts in 1 in 8 1/2 = 8 Nos.
- 5) Distant Block in 1 in 12 = 10 (90R)/12 (52 Kg.) with bolts & Nuts 1 in 8 1/2 = 8

Stretcher bar with bracket and lug = Leading 1 No.

Following for 1 in 8 1/2 = 1 No. Following for 1 in 12 = 2 Nos.

For wooden layout only-

- 1) Gauge tie Plate for Switch - 1
- 2) Slide Chair for 1 in 12 = 24, Slide Chair for 1 in 8 1/2 = 18
- 3) Slide Chairs are with Stud Bolts of equal number.

Complete CST-9 sleeper comprises of-

- 1) CST-9 Plate = 2 Nos. (ordinary or reverse Jaw)
- 2) Long tie bar = 1 No.
- 3) Split cotter = 4 Nos.
- 4) Two ways key = 2 Nos.(Not required in CST-11 sleepers
when pandrolclips 2 Nos. are used.)

In Steel trough sleepers, the following are required

- 1) One steel trough sleeper
 - 2) M.S. loose Jaw - 4
 - 3) Two Way Keys - 4
- Or
- PandrolClip - 4 (in high speed route only) & rubber
pads - 2 (M.S. Jaw and keys not required).

Types of Bearing Plates & component fittings used in wooden layout

- | | |
|---|---|
| i) M.S. Canted bearing Plate | i) either dog spikes 4 or rail screw 4 type |
| ii) Anti Creep bearing plate | ii)(a) either screw spikes 4 Nos. or round
(b) Keys one or two according to type |
| iii) Plain Bearing Plate for Points & Crossings | iii) Either dog spike or rail screw. |

Fish Plates- types and their use.

- | | |
|--|---|
| i) Ordinary Fish Plate (size differs according to the sec. of rail) | Used in simple joints of rails |
| ii) Compound Fish Plate (four fish plates comprise one set each with individual inscription viz. O/R, I/R, O/L, I/L. (out right, in right out left, in left) | Used in rail joints where the joint out of different sec. of rails. |

iii) Juggle Fish Plate (unit is in set comprising of two plates, two clamps with bolts)

iv) There may be other special type fish plates either manufactured or altered for specific joints.

Different types of Spikes & their use

i) **Dog Spikes of sizes :** May be used with bearing plate or without bearing plate.

ii) **Rail screws :** -do- -do-
Directly used between the rail & sleeper.

iii) **Screw spikes :** Used with Anti-Creep Bearing plate to fix up the bearing plate sleeper, and not coming in direct touch with the rail. also with slide chair.

iv) **Round spikes :** -do- -do-

Different types of Wooden Sleepers :

i) Ordinary sleeper 9'-0"x10"x5'(May be of hard wood (sal)or treated).

ii) Sleeper for points and crossings of sizes (Hard wood -Sal).

iii) Bridge timber of sizes (Hard wood -Sal).

iv) Sleeper blocks (generally manufactured out of unserviceable wooden sleepers for deep screening work to ensure safety of track. Also used for purposes i) distance used in platform area. ii) in turn out.

N.B. : Unserviceable and scrap sleepers may be used for the following purposes
i) as dunnage need not to be reduced from stock A/c. A separate register showing the details of use to be maintained ii) for repairing buffer iii) temporary gang hut or chowkidari hut, boundary wall, level crossing pavement, repairing trolley, manufacturing wooden plug etc. (in respect of iii) to be ascertained whether the temporary gang hut exists, if abandoned, the release accountal should be cross checked.

Types of keys:

- 1) Keys may be of two way key or one way key -
- 2) Two way key may be ordinary, over-sized, non-removable,
- 3) One way key is only of one type

N.B.- ISA/SV to keep in view that two way over-size can not normally be set-off against one way key.

Surplus P.Way materials held on line. Classification, maintenance of Accounts and disposal.

a) All P.Way materials released or left over after completion of works/renewal etc. are termed as "surplus stores-P.Way". Such **surplus stores normally comprise of the following.**

- i) New materials remaining un-utilised and no longer required**
- ii) Second hand materials which can be re-used.**
- iii) New/second hand obsolete materials.**
- iv) Those actually scrap being not usable.**

b) All P.Way materials, immediately after their release from works are required to be sorted out by the SE(P.way), the purpose being to ensure best possible use of the released items.

c) After being sorted out in the manner stated above the P.Way items are required to be inspected and classified by the Assistant Engineer in accordance with the detailed instructions contained vide para 716 and there after paint marked as per para 666 of the Indian Railway Way and Works Manual for the Engineering Department.

d) With a view to ensuring prompt disposal of surplus materials, the Railway Board in their letters Nos.67/W6/TK/12 dt 17.8.68 and 68.AC.II/22/1 dt.13.9.68 have issued instructions for the accountal of surplus P.Way materials by opening of new suspense heads of Accounts under the categories of "Surplus Engineering P.Way " and "Surplus Stores awaiting sale".

e) To quicken the process of disposal of surplus stores, Board have given partial relaxation to the procedure of constitution of Survey Committee in respect of scrap P.Way materials which are disposed of by sale to other Government Departments or to private parties (Board's letter No.64/RS(G)/709/17 dt.4.5.65 and 65 RS (G)/709/9 dt.22.9.65 & 13.6.66).

(B) For other track materials like sleepers etc.

- i) Class II i.e. **second hand** fit for use in track works-Ends to be painted with a **daub of white**.
- ii) Unserviceable not fit for use-Ends to be painted with a **daub of red**.

It should be ensured by the Assistant Engineer and SE(p.way) that materials of each class including fittings are separately stacked for convenience of accounting and despatch and indication plates erected there at.

Stacking of rails : In stacking of rails care shall be taken that-

- i) the ground is leveled.
- ii) the rails are supported at least at four points in their length.
- iii) rails of one section and of one length are stacked separately.

13.7 Maintenance of initial accounts by the Engineering Subordinates- SE(P.way) (Vide CE/SC's Circular NO.11/68 dt.25.3.1968)

The various categories of stores generally dealt with by the Engineering inspectors are indicated below :

- a) Imprest Stores.
- b) Stores obtained for special works.
- c) Surplus stores.
- d) Consumable and petty stores.
- e) Tools and Plant.
- f) Dead Stock
- g) Clothing and water proof garments.

Responsibility for the custody of the stores :

- i) The SE(p.way) in charge of the section is generally responsible for the correct custody and accountal of stores under him; the direct responsibility, however, devolves on the Stores Clerk under him in respect of custody and accountal of the following categories of stores.
 - a) Consumable and petty stores.
 - b) Tools and Plant.
 - c) Dead Stock
 - d) Clothing and water proof garments,

- ii) For the following categories of stores which are generally spread out on line away from headquarters of the Inspector the responsibility will be that of the SE/JE in-charge of the section.
- a) Imprest stores.
 - b) Stores obtained for special works.
 - c) Surplus stores.

13.8 Daily Material Transaction Register (DMTR).

A Daily Material Transaction Register (DMTR) in the prescribed proforma shall be maintained by all Inspectors. All receipt of stores in the Inspectors Office and all issues of Stores from the office are to be entered in this book along with a record of other transactions that happen along the line, based on the field day books of receipts and issues. **The DMTR Book should be specially printed with mechanized serial number and it should be maintained separately for the financial year.** It is reiterated that no direct posting of ledger is done for any of the above categories of stores. All transactions must first appear in the DMTR and then transferred to the ledgers, giving simultaneously a cross reference in the DMTR in the relevant column.

Please refer para 3.62 (a) of this Manual for detailed notes.

13.9 Field Book of Receipts and Issues:

A combined field book of receipts and issues in a handy stores note book form shall be maintained by each S.E. These books may be generally for individual sanctioned works. Stores for more than one work can also be recorded in one field book by allotting separate pages for each work. An independent field book will be kept by each J.E/S.E. for all stores other than for sanctioned works.

Whenever materials are received along the line the J.E./S.E. in whose maintenance jurisdiction the material is received, will verify the receipts and make necessary entries on the receipt side of the field book. Issues to works will similarly be posted in the same field book.

These field books will be brought once in a week / fortnight from the field to the J.E./ S.E.'s Office for posting in the DMTR, thereby ensuring that the transactions done by the subordinates working under the stores holders are correctly brought to account. The dates for this will be 1st and 16th. Work will be done on the next working day.

The Field Books which are maintained by the custodians (SE(pway)/SE(w)) of Engineering Department should be in prescribed proforma as mentioned in the Engineering Code. Presently, the custodians are maintaining Field Books in private note Books which is not correct. These Field Books specially printed with mechanised serial number and it should be supplied to all the custodians. ASVs during their verification should verify whether printed Field Books are being used by the custodians or not. If not, it should be reported in their Narrative Report and the concerned ISA should bring it to the notice of the concerned Incharge Officer.

Field Books are important basic records. It should be seen that such important records are not neglected and are being maintained properly. It is also to be ensured that these Books are properly posted and sent in time to their store incharge with the result proper account of materials is ensured.

Whenever there is a shortfall of releases, compared to the Class- I materials issued, proper reasons should be furnished by the SE(p.way) for such deficiencies of releases corresponding to the issue of Class-I materials. During the check of Field Books of SE(p.way)'s by the ISAs/ASVs, if there is a deficiency of releases in corresponding to the issues of Class-I materials and if no proper reasons are not forthcoming, such deficiencies should be investigated.

13.10 Imprest stores :

Inspectors are required to have certain items of Stores on imprest to meet their requirements during emergencies. The scale of imprest for each section will be fixed by the CE or DRM's as per extant orders.

The account of imprest stores is to be kept in the form of ledger on form E-1714.

An yearly return for the operated items only is to be submitted on form No.E-1717 (revised). The JE/SE will submit this return directly to the DEN. After scrutiny in the Divisional Office the requirement of materials to recoup the stores of the JE/SE will be sent to the SEN (Stores) who will arrange for the recoupment of the items used up.

13.11 Surplus stores :

The account of surplus stores shall be maintained separately for P.Way materials and materials other than P.Way. A ledger is to be maintained on form E-1714 (Revised). Monthly returns for all operated items of P.Way materials on form 1717 -E (Revised) will be prepared in quadruplicate and submitted by the SEs to the AEN in triplicate. AEN on receipt of the return, will inspect the stores, examine the accounts and certify the classification of the surplus stores as per para 716 of Way & Works Manual and forward the return in triplicate to the Divisional Office.

The Divisional Office after checking the return will forward one copy to the Stores Department and the second copy to the SEN(Stores) and will keep the third copy for their record. Disposal of such surplus stores by either transfer to other works or Divisions or by return to Stores Depot through DS.8 should be arranged for by the Divisional Engineer concerned. In the case of other stores, this should be done in consultation with the stores branch.

The SE shall submit returns in respect of all items every half year for the period ending 31st March and 30th September on a form 1717 E. Surplus stores should, as far as possible, be kept down to the very minimum by returning the stores of the stock items for which no use is visualised in the near future. All unserviceable items should be sent to the nominated Scrap depot on DS-8.

If the materials are transferred to some work under the same Inspector or to a work under another Inspector, the adjustment should be effected through RE-9B.

13.12 Consumable and Petty Stores :-

SE/JEs receive consumable and petty stores such as K.Oil, grease, back oil, cement, etc. For each such commodity, a quarterly quota is fixed by the DEN and the stores are received from Stores Depot. These sanctioned schedules should be filed carefully and produced to inspecting officials, if called for. The quantities fixed should be exhibited in the individual accounts.

For each item a separate tally book is to be opened and receipts and issues should be posted day to day and initialed. The ground balance must always be checked and tallied with the book balance. A quarterly return of materials is to be submitted.

In the case of consumable and petty stores under SE(P.Way) the custody and account of these stores is the responsibility of the Stores Clerk. The SE/JEs however, are required to carry out a bi-monthly verification of all these items under custody of the Stores Clerks and to see that the ground balance tallies with the Ledger balance. This will make an effective check of their custody and ensure SE/JEs the overall responsibility of the stores.

13.13 Tools and Plant :-

The custody and account of tools and plants under the SE(pway)s also will be the responsibility of the Stores Clerks. Account of all the tools and plant in stores and those with gangs is to be kept in a separate ledger which is to be maintained on form E 1752.

For each item one page should be allotted and entries made for receipt with reference to challan and date. Similarly any tools Condemned and returned to Stores Depot are to be entered in issues columns giving reference to page number. A yearly return is to be submitted on form E 1752.

In the case of tools and plant kept in the emergency tool van, a separate register is to be maintained and the SE/JE incharge is responsible for the custody and accountal of these stores.

13.14 Dead Stock

Account of all articles of dead stock such as tables, chairs, almirahs, rule books, etc. is to be maintained on a ledger as per proforma. Custody and accountal of these stores is the responsibility of the Stores Clerk. All entries should be properly effected whenever receipts or issues are made.

For filing challans or issue notes, separate guard files should be opened. The stock is subjected to check by the stock verifier and the account should always be kept current. No monthly return is required, but yearly return is to be submitted on a prescribed form.

13.15 Clothing and Water Proof Garments:

A separate ledger is to be maintained for numerical account of bulk supply items. A separate register will have to be maintained for individuals indicating under distinct categories the following particulars:

- a) Name of the employee.
- b) Father's name (in case of labour staff)
- c) Ticket No.
- d) Designation
- e) Date of previous supply
- f) Quantity supplied.
- g) Signature/thumb Impression
- h) Date of next supply due.

The scale for various categories of staff will be fixed by the Chief Engineer. The custody and accountal of this stores is the responsibility of the Stores Clerk. As the uniform accounts as a very regular account of issues based on the periodicity specified, the issues are to be made after obtaining acknowledgement from the persons to whom articles are issued.

Separate cards are to be maintained for each worker which will be transferred along with the employee on transfer to his new station.

Requisition for summer/winter uniforms will be made on form G -1-12.

13.16 REGISTERS TO BE MAINTAINED BY ALL JEs/SEs :

Index of registers relating to stores :

The register under this title will be maintained allotting separate pages for recording particulars of registers/accounts relating to various categories of stores furnishing the following particulars on the left-hand page.

a) For specific works :-

1. Sl. No.
2. Name of work
3. Reference to sanction No. & date
4. Date of commencement
5. Date of completion
6. Completion report No.& date
7. Dated initials of the store holder

b) For other categories:-

1. Serial No.
2. Printed No.of the book (if there is no printed No. a number may be assigned)
3. Date of opening the account/ledger
4. Date of closing the account/ledger
5. Date initials of the Stores Holder.

13.17 Adjustment Register:-

Any alteration due to errors in posting and balancing in the numerical accounts should be rectified by the medium of adjustment register on form G77B. Erasures, over-writings and alterations in the numerical ledgers are prohibited.

13.18 Register of losses:-

This register should record the full particulars of losses indicating inter-alia the name of the person, if any, held responsible, recoveries effected and reference to write off sanction. If there are no cases in any month, a **Nil entry should be made**. The register shall be maintained in the prescribed form.

13.19 Loan Register:-

Materials issued on loan should be entered in this register preserving the acknowledgment from the party taking the material. It should also be ensured that the materials loaned are collected without undue delay.

13.20 Kerosene Oil Register:-

A separate register should be opened for the transactions of kerosene oil. This should contain monthly issues of K.Oil made to Gatemmen, night patrolmen, watchmen etc. together with their signatures. the consumption of K.Oil to different types of lamps should be adopted as per sanctioned scale.

13.21 TRANSFER ADJUSTMENT VOUCHERS:-

All transfers of materials from one store-holder to another under competent sanction should be effected by the preparation and submission of transfer vouchers on form RE9B. Similarly, in the case of materials being required for a work under a head of account different from that to which it was originally allocated, the materials may be transferred to the new head of account, under competent sanction, by the preparation of Transfer Voucher (RE9B) . Acknowledgement copies of the transfer vouchers should be pasted to the office copies.

13.22 Miscellaneous Register:-

A separate register should be maintained for miscellaneous materials like winch tape, waste cotton, matches etc., issued to gatemen, watchmen, night patrol men, etc., under their signatures. The consumption of miscellaneous materials should be adopted as per sanctioned scale. The register for miscellaneous materials shall be maintained similar to K.Oil register.

13.23 Empties Register:-

A separate register shall be maintained for empties. This will contain receipts and issues of the empties as and when such transactions take place in the DMTR. Particulars of containers received with oils, paints, petrol and cement, etc. under issue notes, challans should be entered in the remarks column of the register. When oils, paints, etc. are despatched to other Inspectors, the number of containers in which they are sent are to be specifically mentioned in the challans so that both the parties viz. consignee and consigner may post them in their respective accounts and register. A quarterly return is to be submitted by the SE/JEs.

13.24 Register of Claims :-

A separate register shall be maintained to record the particulars of claims. This should contain all claims preferred for short and non-delivery of stores and final action taken to clear such claims.

13.25 Sanction Schedules :

The sanctioned scale of imprest materials, consumable stores, garments, etc. as intimated by the Divisional Office should be recorded in the relevant ledgers. The schedules should be preserved carefully so that they are readily available for scrutiny by inspecting officials.

13.26 Return of scrap and unserviceable materials :

Such materials as are surplus to requirements after classification by the AEN should be sent to the Stores Depots under cover of the advice notes of returned stores on form DS8. All the acknowledgement copies should be pasted with the office copies.

13.27 Guard files for Vouchers :

All receipts, issue vouchers, issue notes or challans and RE9Bs should be serially filed in a guard file as per the DMTR so as to facilitate easy and effective check or separate files should be maintained for all the vouchers.

13.28 Departmental Verification : Please refer chapter IX of this Manual.

13.29 Receipts without covering documents :

Materials received without documents should be taken into account entering the particulars of such items in a separate register. The DENs concerned should be informed of this through AEN. On receipt of the relevant documents the particulars entered therein should be checked with those in the above register and necessary remarks should be passed in the register. Discrepancies, if any should be intimated to DEN for further action. The original entries made in the ledgers or accounts should not be altered but the discrepancies must subsequently be entered with suitable remarks.

13.30 THE PROCEDURE FOR ACCOUNTAL OF THE RAILS IN FLASH BUTT WELDING PLANT :

Rails are received at the site directly from the suppliers normally in rakes. The indenter of the rails will indicate the quantity of rails received meant for each work which have been received in that particular rake. While unloading, the rails will be stacked in distinct lots to distinguish their category viz. 60kg, 52kg, 90R, 75R etc. This will be entered into a numerical ledger which would be maintained work-wise by the SE(pway). Issues from the depot should be made through challans. The same should be posted in the numerical ledger after issue indicating the challan number. On receipt of the rails back duly welded from the welding plant they should be entered into the 'received back column' of the numerical ledger, which should again be done through challan to be prepared by the plant supervisor. When the material is finally issued by booking to the work site by whatever mode of transport, proper challan should be prepared. The despatch of rails, if sent by rail, should be witnessed by the commercial staff. On receipt of the material by the consignee, the copy of the challan should be returned to the SE(pway) and the same should be filed in his office. A proper remark should be recorded against the particular item in the numerical ledger. The stock of the SE(p.way) should be verified departmentally every month by an officer and by the stock verifier as per the Stock verification programme.

13.31 MATERIAL-AT-SITE-ACCOUNT :

Materials obtained for specific works are treated as "CHARGED OFF" stores and should be kept outside the account of any other category of stores. Such stores should be separately requisitioned for by the Executive Officers and despatched to the sites of work. Materials issued to work, the account of which is kept by sub-heads in the register of works, if not consumed on the work immediately on receipt at the side of work should be temporarily held at charge of a sub-head of work known as the "MATERIALS-AT-SITE ACCOUNT".

In accordance with paras 1436 to 1451 -E, separate Materials-at -Site accounts are required to be maintained only in respect of Track Relaying or Renewal Works costing above Rs. 3 lakhs each and in the case of other works costing above Rs. 1 lakh each.

The purpose maintaining the MAS Account is as follows :

- i) To regulate purchase and ensure that only materials actually required are procured. (This control is effected by the in-built check of indents against provisions in the sanctioned estimates).

- ii)** Holding safe custody at centrally located places instead of scattering the materials at numerous sites of work till such time the need for actual use arises.
- iii)** Controlling consumption and to regulate issue of materials to meet the exact and immediate requirements.
- iv)** To facilitate correct accountal so that at any given time instant information is readily available regarding the receipt, issues and the balance of materials as per record and affording a cross check with the actual ground balance.
- v)** To facilitate the in take of returned stores and disposal of stores surplus to actual requirements of work.

The detailed procedure to be observed with regard to the accountal of stores obtained for sanctioned works is explained in the following paras.

a) Immediately on receipt of a sanctioned estimate for a work, the SE incharge of the work shall open a register to be called "MATERIALS- AT-SITE LEDGER" providing one or more pages for each item of materials. In assessing the particulars of different materials required for the work, the subordinate will be guided by the items in the sanctioned estimate for which provision under the column "STORES" is made.

b) A daily numerical record of receipts and issues of materials received for the work should be maintained in Form E.1441 for the materials-at-site account in the "Materials-at-site Ledger" duly observing the following instructions (Posting in these registers should be done from the entries made in the D.M.T.R.).

- i)** Material obtained should, on receipt, be entered under "RECEIPTS" together with the date, quantity, issue note or other reference.
- ii)** As materials are issued, the date, quantity and sub-heads to which they are chargeable should be recorded under "ISSUES"
- iii)** Materials released from the work should be recorded separately and be entered with the date and quantity as "RECEIPTS". When subsequently utilised on the work again, they should be shown as "ISSUES".
- iv)** Materials-at-site returned to the Stores Depots, transferred or otherwise disposed of, should be recorded with the date, quantity and disposal reference as "MINUS RECEIPTS". Entries for "MINUS RECEIPTS" should be made in red ink.

In respect of scattered renewals, the materials-at-site ledger should be opened afresh every year on 1st April, and closed on 31st March of the following year. The balance standing at the material-at-site on 31st March of the previous financial year should be cleared independently by issuing transfer voucher in the accounts for April of the following year. The Transfer voucher should be prepared in the Divisional Engineer's office. The accounts for the previous financial year will be kept open to effect this adjustment. The completed ledger should be returned to the Divisional Engineer's office for record.

c) HALF YEARLY RETURN : As stated above, a quarterly return of the material-at-site account shall be submitted by the SE only for those items for which there have been any receipts or issues transactions during the quarter. Further, a complete material-at-site return for all the items at the end of each half year ending September and March will also be submitted.

d) CHECK OF MATERIALS AT SITE RETURN AND FURTHER ACTION IN DIVISIONAL ENGINEER'S OFFICE :

- i) The opening balances should be checked with the closing balances of the previous quarterly return.
- ii) The receipts during the quarter should be checked with the relevant issue notes, stores summaries, adjustment memo and other receipt voucher.
- iii) As regards materials returned to the Stores Depot or Transferred elsewhere, the correctness of credits should be checked with the relevant acknowledged copies of advice notes of returned stores wherever received or adjustment memo.
- iv) The arithmetical accuracy of the return should be checked throughout.

e) PREPARATION AND DISPOSAL OF ADJUSTMENT MEMO :

The necessary adjustment memo for the account of the Material-at-site transactions during the quarter should then be prepared and submitted together with the returns to the Divisional Engineer for approval. In approving the adjustment memo, the Divisional Engineer should generally review all the materials-at-site returns with particular reference to the reasonableness of issues and to the disposal of utilised balances under completed works. The signed copies of A.Ms should then be passed on to the Sr.DAO's Office for further action.

In the Accounts Office, the adjustment memo should, on receipt, be checked regarding arithmetical accuracy etc. and necessary journal entry put up for incorporation in accounts.

TRACK RENEWAL WORKS

13.32 Types of Track Renewals : There are two types of track renewal works

i) Primary and (ii) Secondary.

Primary track renewals works are carried out with New Class-I material and are indicated as CTR(P) in the agreement.

Whereas, Secondary renewals are carried out with released class-II Rails and are indicated as CTR(S) in the agreement.

CLASSIFICATION OF RENEWALS :

All Track Renewals can be classified into the following categories :-

- 1. Complete Track Renewal (Primary CTR(P)).**
- 2. Complete Track Renewal (Secondary CTR(S)).**
- 3. Through Rail Renewal (Primary TRR(P)).**
- 4. Through Rail Renewal (Secondary (TRR(S)).**
- 5. Through Sleeper Renewal (Primary TSR(P)).**
- 6. Through Sleeper Renewal (Secondary TSR(S)).**
- 7. Casual Renewals.**

13.33 Source of Materials for Track Renewal Works :

a) Rails :

Rails are first received in FBWP/MLY directly from the steel plants, they are welded into panels and are despatched to various units based on the Release Order issued by CTE/SC to AEN/FBWP. The Railway Receipt (RR) is

prepared by CGSR/MLY based on the forwarding note given by SSE/P.Way/FBWP. However it is observed that the destination as per the RR and the actual spot of unloading are not the same in many of the cases due to diversions ordered by CE or DENs after the BFRs have left FBWP and also for which no supersession RR is prepared. Hence, stock verifiers are advised to collect the unloading particulars for each RR. SSE/FBWP from the recent past is maintaining the unloading particulars which indicate the KMs at which the rail Panels are unloaded. CTE/SC is also maintaining the unloading particulars based on the information received from Engineering control. Apart from Rail Panels, free rails are also despatched either in a lorry or through BFRs from FBWP. If the rails are dispatched through lorry the ASVs are advised to collect the gate pass particulars which indicate the person who has drawn the materials along with the Release Order particulars.

b) Sleepers :

Sleepers are despatched from various sleeper factories based on the Release Order issued by CTE/SC. Every division consolidates their material requirements through 14 column statement based on the various works and estimates sanctioned and submits it to CTE/SC who consolidates the same and orders are placed on the various sleeper factories for despatching to the units.

c) Glued Joints, SEJs, Points & Crossings and other fastenings & Fittings :

Glued joints are despatched from EWS/LGD while SEJs, Points & Crossings and other fastenings and fittings are despatched from various P.Way Depots in MLY. TPL, GTL, and MRJ based on the Release Order issued by CTE/SC. These materials are collected by the representatives of the concerned units and their signatures are appended in the Gate Passes. P.Way Depot/MLY raises RE-9Bs on the units quantity accounted in the ledger and the quantity indicated in the RE-9B received from P.Way Depots are same and the acknowledgements are promptly sent by the units to the P.Way Depots.

d) Accountal in the Units :

After collecting the complete receipt particulars as indicated above, the ASVs attending the units are advised to check the following particulars first before commencing the stock verification.

1. The custodian is having a copy of Agreement giving the details of the work.
2. He has opened a separate ledger called MAS for this sanctioned work giving complete details of the sanctioned work.

3. All the material received for this sanctioned work are entered only in this ledger.

4. Foot-by-foot survey has been jointly taken by the contractor's representative, SE(P.Way) and ISA/ASV.

After ensuring the above preliminaries, ASVs have to focus their check on the following three aspects.

- i. Accountal of all receipts
- ii. Charging off materials to work duly maintaining the Field Books and accounting the corresponding releases.
- iii. Thoroughly check how the releases are dealt.

(E) RECORDING OF JOINT INVENTORY :

(i) The Existing Inventory (foot by foot) of all the proposed Track Renewals should be recorded in the presence of S.E.(P.way), the representative of the contractor and ISA/ASV. These Inventory statements/Books (Reach-wise/KM-wise) should be signed by the three witnessing representatives and also by the concerned Incharge AEN. Separate copies should be prepared and should be retained by the representatives. The ASV who is deputed for this work, should hand over the copy of the Inventory to the concerned ISA for record.

Whenever the ASVs are deputed for the verification of SE(P.way) units for Track Renewals, ISA concerned should hand over a copy of the Reach-wise/KM-wise Inventory to the ASV for comparing the accountal of Released materials accounted by the custodians as per the joint Inventory.

(ii) DUTY OF DIVISIONAL ISA : The concerned divisional ISA should get the information of Track Renewals from the divisional office and should arrange for the joint inventory. Sr.DEN/DENs should be communicated that no Track Renewals work should be commenced without recording the joint inventory as per the Rly Board's Ir. No. 98/CE-II/CS/2 dt.4-8-99.

Any deviation should be brought to the notice of concerned CE through FA&CAO.

13.34 ACCOUNTAL OF ALL RECEIPTS :

All the details of the receipts collected have been correctly entered in the receipt column of the ledger. Some times it will be seen that the rail panels are unloaded in more than one jurisdiction. In such cases the custodians have to take the total quantity indicated in the RR and make out a transfer voucher (RE - 9B) on custodians on whose jurisdiction such quantities have been unloaded. **ASVs are to ensure this aspect as per the unloading particulars they have collected from FBWP/MLY.**

13.35 (A) CHARGING OFF MATERIALS TO WORK :

All the materials like rails, sleepers and other fittings are charged off correctly and details are given in the field books showing the date and the KMs at which materials have been used. Corresponding released materials are also recorded in the field books. ASVs have to check and ensure that the quantum of the releases indicated in the field books is reasonable. In order to ensure the above, the following aspects may be taken note of.

a) If the Agreement indicates Complete Track Renewal to be carried out by replacing 90-R Rails and M+4 density with 52 Kg. Rails and M+7 density then quantum of charging off and release for 1 KM should be as follows.

CHARGING OFF

52 Kg. Rails 2000 RM
PSC Sleepers 1540 Nos.

MS. Liners/GFN Liners
1540 x 4
ER Clips 1540 x 4
GR Pads 1540 x 2

RELEASE

90-R Rails 2000 RM
ST.Sleepers 1308 Nos. OR CST-9
Plates 2616 Nos. and Tie Bars
1308 Nos. MS Cotters 6160 Nos.
Steel Keys 3080 Nos.

Modified Loose Jaws
for ST Sleepers

b) If the Agreement indicates CTR work to be done by replacing the existing 52 Kg. Rails with M + 7 density with Rails 60 Kg and M+7 density then the charging off and the releases should be in the following ratio.

CHARGING OFF**RELEASES**

60 Kg Rails 2000 RM

52 Kg. Rails 2000 RM

PSC Sleepers 1540 Nos.
along with fittings
indicated above

Equal Nos. of ST.Sleepers
OR
CST-9 Plates 3080 Nos. and
Tie Bars-1540 Nos.
MS Cotters 6160 Nos.
Steel Keys 3080 Nos.

c) If the agreement indicates CTR work to be done by replacing the existing 52 Kg. Rails with M + 7 density with Rails 60 Kg and 1660 Nos/KM density then the charging off and the releases should be in the following ratio.

CHARGING OFF**RELEASES**

60 Kg Rails 2000 RM

52 Kg. Rails 2000 RM

PSC Sleepers 1660 Nos.

1660X0.92=1540 Nos. of ST.Sleepers

Along with fittings
indicated above.

OR
CST-9 Plates 3080 Nos. and
Tie Bars-1540 Nos.
MS Cotters 6160 Nos.
Steel Keys 3080 Nos.

Note: All the renewal works may not be CTR only. It may also be Through Sleeper Renewal (TSR) OR Through Rail Renewal (TRR). ASV/ISAs have to accordingly overhaul the releases account. further if the sleepers happens to be wooden sleepers, in addition to the each Wooden sleeper two CB/ACB plates along with four spikes (dog/Round) should be accounted for as releases. Release accountal in case of fastenings and fittings may not always be 100%. Some small variation upto 2-3% can be considered as reasonable. Variation can be allowed as indicated in Board's letter no.98/CE-II/CS/2 dated 4-8-99 and joint circular No.5/95.

13.36 HOW THE RELEASES ARE DEALT WITH :

After having ensured the accountal of corresponding releases, the ISA/ASVs have to analyse how the releases have been dealt with. The releases will be available either as stock on hand (SOH) or would have been disposed off as scrap or would have been transferred as Class-II material to other needy units or would have been utilised within the units for the works in the yards, barricades, height gauges etc.

In the above, while the stock on hand can be verified by taking inventory of physical stock available and quantity of scrap disposal can be ascertained by connecting concerned DS-8s. ASVs have to scrutinize all the transfers thoroughly with a view that they are genuine. For this they have to check whether any indent has been received from the consignee duly sanctioned by the competent authority, challan, Gate passes and transportation particulars are available, Further they have to check whether RE-9Bs for these transactions have been raised and acknowledgements are received within a reasonable time. Whenever, the released material have been charged off for any work in yard etc. the corresponding releases should also be ensured. Further, if charging off to barricades of height gauges appears to be doubtful ASV can note down the KMs or point at which this has been shown as used and check the spot at the time of taking of inventory. **If needed a laid inventory of this item can also be taken duly intimating the concerned ISA.**

13.37 SPECIAL ATTENTION ON COMPLETE TRACK RENEWALS THROUGH PQRS :

In PQRS method the track panels are assembled in PQRS depot and then taken to spot wherever track renewals are due in a BFR and released material are brought back in an empty BFR to the PQRS depot. PQRS depots are located under the jurisdiction of a particulars SSE/P.Way. But track panels may go to other jurisdiction Section Engineers also from this PQRS depot and thereby the release material of other jurisdictions also comes back to SE/P.WAY under whose jurisdiction PQRS depot is located. Engineering department are posting a SE/SPL, WORKS to supervise this work. The MAS ledger for these Track Renewal Work is to be maintained by the section SE/P.Way since he is a notified consignee. The field book of SE/Spl.Works will form the basis for posting into MAS ledger.

13.38 SCRUTINY OF AGREEMENT :

ISA/ASVs have to scrutinize the Agreement copy thoroughly with a view that all the conditions as per the agreement is being adhered to by the contractor specifically in the following aspects.

i) TRUCKING AND TRANSPORTATION OF RELEASED MATERIALS :

Contractors are paid for trucking out and transporting the released material to the nearest station yard or 500 meters. of either side and to stack it neatly. ISA/ASVs should visit the track renewal spot and ensure that this is done as per the agreement and any deviation to be reported through Narrative Report. Further ISA/ASVs can also scrutinize the Measurement Book from

which the released quantity handled by the contractor can be known and cross check it with the released quantity accounted in the ledger by the custodian. In the Measurement Book the details of accountal of released material in DMTR and ledger should be recorded. ISA/ASVs may check this aspect also.

ii) MATERIALS RECEIVED FROM OTHER UNITS :

Some times rails or any other materials will be received from other units for which transportation bills are paid to contractors. In such cases from the Agreement copy and Measurement Book the material received can be assessed even if vouchers are not available and can be cross checked with their accountal in the ledgers.

13.39 GUIDELINES FOR THE ACCOUNTAL OF CLASS-I AND RELEASED MATERIALS OF TRACK RENEWAL WORKS :

- i) The Section Engineer should maintain the MAS Ledger based on the transactions recorded in the Field Book.
- ii) The Section Engineer should submit the MAS return to Divisional Office as envisaged in E-1447.
- iii) It should be ensured that whenever the Bills are passed for payment for transportation and trucking of released material, the DMTR and the ledger particulars should be verified with the entries of Field Books of SE/spl.works.
- iv) Wherever the released materials of the Track Renewed Section is transferred to some other section/PQRS Depot, it should be ensured that necessary transfer voucher is prepared and got accepted.
- v) Wherever a separate SE/Spl.works is posted for the execution of Track Renewal Works, it should be notified to all including Stock verification section giving details of the jurisdiction, work, place of posting/office and the Incharge Officer under whom he works.
- vi) The concerned Divisional ISA should enquire about the posting of separate SE/Pway/Spl.works from the Divisional Office, eventhough the same information has not been received from the DEN/Sr.DEN's office and should include the Unit in the stock verification programme and see that verification is done as per the schedule.
- vii) Wherever a separate SE(P.way) has completed the work, it should be ensured that left over materials are handed over to the nominated custodian after completion of the work.

- viii) It should also be ensured that the verification of closed accounts is done immediately after the completion of all the transactions and before the transfer of SE(P.way)/ spl.works to other unit.
- ix) The concerned DEN should ensure that the verification of closed accounts has been done before relieving the SE(p.way)/Spl.works.

13.40 Stock Verification of SE(P.Way)/Track Renewals for Class I & II Materials

Particulars Of Cl. I&II Materials received from the Associate Stores Depots/DSK units and other units for the work.	Particulars of Cl. I&II Materials Issued to the Contractor.	Particulars of Cl. I&II Materials used for the work.	Particulars of Cl. I&II Materials as per the laid Inventory.	Particulars of Cl. I&II left over materials to be returned by the contractor to SE(P.Way).	Particulars of Cl. I&II materials actually returned by the contractor.
(1)	(2)	(3)	(4)	(5)	(6)
Particulars of Cl. I&II materials accounted bySE(P.Way)	Difference Of (5)-(6)	Difference of (6)-(7)			
(7)	(8)	(9)			

Stock Verification of SE(P.way) for class-I & II materials should be conducted as per the guidelines mentioned above in the above Table. Necessary connected vouchers should be verified as per the above Table and complete the verification. A Stock sheet should be issued for the shortages responsible by the custodian and a special Narrative Report is to be issued for the shortages responsible by the contractor.

13.41 Stock Verification of SE(P.Way)/Track Renewals for Released Materials

Particulars Of old Existing Inventory Of the Track (Joint Inventory). (1)	Particulars of released materials to be handed over by the Contractor (2)	Particulars of released materials handed over by the Contractor to SE(P.way) (3)	Particulars of released materials accounted by SE(P.Way). (4)	Difference of (2) – (3) (5)	Difference of (3) – (4) (6)
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Stock verification of SE(P.way) for Released materials should be conducted as per the guidelines mentioned in the above Table. **Shortages responsible by the contractor should be brought out in a form of Narrative Report and a Stock sheet should be issued for the shortages responsible by the custodian.**

CHAPTER - XIV

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INVENTORY CONTROL

14.1 Inventory Management :

Inventories of raw materials, stores and spare parts and the value of unfinished jobs (known as work in progress) in Railway Workshops represent essential but unproductive Capital investment. **Efficient inventory management requires lowest stock level with highest service level.** This objective is secured through budgeting for inventories after careful scheduling of deliveries against purchases and regular monitoring of the changing needs of the indenters. Further all the released materials from the works are returned to the stores depots and their disposal is arranged either by re-issue to consumers or by sale by auction as the case may be in order to avoid unnecessary locking up of capital. The efficiency of **the inventory management is judged on the basis of the percentage of the actual balances at the end of a period over the issues upto the period during the year, known as Turnover Ratio.**

The various items of stores held in stock in a Stores Depot are termed as INVENTORY. The inventory control refers to the method by which inventory holding is regulated within the pre-determined limits stipulated by the Administration from time to time. The inventory control is a modern method of planning, forecasting and storing, without hindering the production and distribution schedules. **The inventory control is a systematic method of determining what, where, and how much to procure and how much to keep in stock within a period of time.**

14.2 Inventory Control System :

Inventory control is a planned method of determining what to indent, when to indent, how much to indent and how much to stock, so that purchasing and storing costs are the lowest possible without affecting production or issues. Without proper control, inventories have a tendency to grow beyond the economical limits. Funds are tied up unnecessarily in surplus stores and productive operations are starved and finances of the plant are severely strained. Lack of control over inventory also leads to excessive consumption as consumers are liable to become careless with unrationed supply of materials.

As a first step all stores_ stocked items were brought under a unified coding structure under which each item of stores held in stock was identified by the same code number on all Railway basis. The system enables prompt and accurate stores accounting and provides financial information for control over

material usage and also produces action-oriented exception reports including A, B, C, analysis, position of surplus and overstock items etc. The system helps in the planning and control of purchases, through order follow up and vendor performance reviews and automatic information for recoupment.

The prime objective of an Inventory Control is to keep down the investment of the inventory, inventory carrying cost and obsolescence that may occur due to introduction of sophisticated modern equipments. Inventory control helps in the maintenance of Inventories at the optimum level and at the same time ensures satisfactory service to the consumer with the least cost.

The inventory control is effected in the following manner:-

- a) Proper care in forecasting of demands.
- b) Proper care in provisioning.
- c) Identification of surplus stores and their disposal.
- d) Variety reduction.
- e) Care in introduction of new items of stocking.
- f) Disposal of overstocks.
- g) Value analysis.
- h) Make or buy decision.
- i) Disposal of scrap.
- j) Disposal of stock sheets.
- k) Clearance of suspense accounts.
- l) Making out suitable policy and procedure having an impact on inventory control.

The above controls are implemented through the modern techniques viz. ABC Analysis and FSN Analysis.

14.3 A,B,C, Analysis :

Always Better Control System commonly referred to as A,B,C, analysis is the basic technique of material management. Although its largest application is in inventory control, its general principles can be extended to other aspects of material management and indeed to almost every type of activity. If all the Stores items in an undertaking are analysed in terms of values of total annual consumption of the items in Rupees, it will be found that about 10% of them constitute high value, about 20% constitute of medium value and remaining 70% of the items constitute low value. These are referred to as A,B,& C categories respectively.

The basic idea of classifying items under A,B & C Categories is to have tight monitoring in respect of high valued items, simplified control in respect of low value items and via-media efforts for others. The efforts/ attention should

be justified based on the anticipated results. The A,B,C system principles can be applied to almost any activity including stock verification as this helps management to bestow adequate attention on critical areas to net in the maximum benefits.

This analysis is done on the computer as explained below :

First of all, annual issue values of all the items, which were issued from all the depots are added together to find total issues (in rupees) of the Railway; Then all the items are sorted in descending sequence of their issue value on the entire Railway(i.e., after adding issues of individual depots);

Then, we go on counting the items, adding issue value of the item to a 'cumulative issue value' counter. When the value in this counter represents 70% of total issue-value after reading a particular item, all the items from top to this are classified as "A" value items.

The reading of items is further continued when after reading a particular, item and adding its issue value to 'cumulative issue value' counter, value in the counter is equal to 90% of total issues, we mark all items from item next to last "A" value item to this item as "B" value items.

All remaining items are classified as "C" value items.

The ABC analysis also envisages the quantum or degree of attention that should be given to each item or value of items. What the relatively recent science of 'value engineering' does to an individual item, the technique of ABC analysis does to the control mechanism applied to the entire inventory system. The continuous advancement in science and technology and need for increasing the competitiveness of a business has made it imperative to make the control system finer by giving due credence to the other "values" of the keeping units.

ABC analysis is otherwise called as HML analysis, i.e., High, Medium and Low analysis.

14.4 ADVANTAGES OF ABC ANALYSIS :

This analysis helps the Material Management to allocate the area to the appropriate management level to specifically concentrate on each item that requires control.

This specific concentration by the various officers has produced remarkable results and this involves only minimum control.

The analysis as per ABC system is carried out as under :

`A' Value items & `B' Value items-careful attention is paid at every stage, viz.,

- i) Estimating the requirements by the Depot.
- ii) Provisioning by the Head Quarter's Office.
- iii) Providing safety / buffer stocks.
- iv) Careful planning while ordering, to arrange staggered delivery.
- v) Progressing and Receipts.
- vi) Inspection.
- vii) Finally making issues.

A tight control is exercised. A close watch on high consumption of high value items and their progress of replenishment, etc., is maintained. The control of these items under different categories in Head Quarters' office will be exercised through a regular and periodical review of actual consumption, the forecast consumption, revision of limits, the quantities to be declared as surplus or excess and re-phasing of deliveries.

14.5 For the purpose of inventory control, "A" value items are most important. Therefore, they are closely monitored at highest level at very frequent intervals. In Railways, their stock levels, consumption forecast, etc., are monitored at the level of COS/CMM every month. "B" value items are monitored at the level of CMM/DY.COS every quarter or every six months.

FNS Analysis : This is known for Fast, Slow and Non-moving items.

14.6 Review of High Value Items :

Successful inventory control requires periodic review. Under Indian conditions today, supply and demand are changing constantly. Maximum and minimum stock levels depend on the pattern of consumption and lead time of procurement. Any change in quantity or price or both affects the former, changes in sources of supply or time of procurement and time taken for transportation affects the latter. Again political or economic factor including Government control and other management considerations may dictate an inventory policy different from the one mathematically obtained. It is therefore, essential that all the high value items should be reviewed atleast once in three months since they are the most important from cost considerations.

14.7 (A) Mechanisation - Objectives :

- i) Replacement of tedious manual process,
- ii) Achievement of greater accuracies in the inventory records,
- iii) Helping inventory management in establishing effective management information system for greater turn over of inventory, reduction of overstock, timely purchase action of items out of stock, and maintain maximum service level.
- iv) Contribute to better material management.

Material management covers all aspects of material procurement, material storage and utilisation. It covers the whole range of functions involved in converting raw materials and ancillary supplies into finished products. It is concerned with planning and programming of materials and equipment re-design value analysis, market research for purchases, procurement of all materials including Capital goods, raw materials, component and assemblies, finishing materials, packaging and packing material, transportation of material, materials handling value analysis, disposal of scrap and surplus salvage.

(B) MAXIMUM SYSTEM : Maximum is the lowest quantity that may be ordered at any time after providing that stores are never less than the prescribed minimum. While fixing the maximum, the aspect of inventory carrying costs and ordering costs should be taken into consideration. In the modern system, E.O.Q. technique is adopted. i.e.,

$$(\text{Max} + \text{Min} + \text{PD}) - (\text{S} + \text{D})$$

Where (Max) means Maximum, (Min) means Minimum, (PD) means Pending Demand (S) means Physical stock and (D) means Dues - both covered and uncovered.

The maximum normally represents the batch order quantity or EOQ -Economic Order Quantity. The maximum expressed in terms of time periods is as under-

`A' Value items	-	3 months.
`B' Value items	-	6 months.
`C.1 Value items	-	12 months.
`C.2'Value items	-	24 months.

A regular and periodical review of actual consumption, the forecast consumption, revision of limits, the quantities to be declared as surplus or

excess and the rephasing of deliveries required by officers, stated against each of the categories of the items listed below :-

"A" Value items- Monthly review personally by COS.

"B" Value items- Half Yearly review by DY.COS.

"C" Value items- Annual review at the level of ACOS.

14.8 MINIMUM : The minimum is the level at which the stocks are recouped and is also called the Re-Order level or Recoupment point. The minimum represents the requirement of an item during the 'Lead Time' i.e., the time taken from the date when the recoupment memo is sent for an item, till the receipt of stocks of that item in the depot duly inspected and accounted for against the recoupment.

14.9 Role of ISAs and ASVs in the Inventory Management, Inventory Control, and the stock verification :-

There is a large establishment of ISAs and ASVs on this Railway. Apart from mere arithmetical verification of stock, they can play their roles better by conducting intelligent analysis in the stock holders' offices on the lines indicated at para 14.19 of this chapter and submit qualitative comments on the aspect of material management. Some of the stock holders may not maintain their stock very efficiently. If proper accountal details are not kept for expeditious analysis of stores transactions, purchase of stock and non-stock items may be resorted to without sufficient justification. It may also lead to excessive indenting or indifferent storage due to which some of the commodities get damaged e.g. cement, battery cells, paints etc. There are fuel items of H.S.D. Oil, etc. which are not only very costly but also form part of major consumption on Railways. By reviewing their consumption vis-a-vis trip-ration fixed for the Loco engine, it may be possible to detect wastages in the fuel consumption and also provide scope for odd cases of pilferage. The imprest and schedule items with stock holders also require constant review to avoid irregular and excess drawal of such stores ultimately leading to losses to the Rly. Admn. Sometimes, scrap is not returned to the depot promptly with the result there is lot of scope for pilferage. Sometimes, costly materials are stored in the open ground and they deteriorate very fast. Instances of such irregularities can be multiplied. By pointing out such irregularities, the verification staff not only highlight to the management avoidable losses but also the loss to the community due to callousness of stock holders so that hopefully such things would not recur. **The Rly. Admn, therefore expects that the work of ISAs and ASVs should not only be qualitative but also objective and performance-oriented and that they should re-orient their out-look and image to meet the challenges of the latest device and techniques of management control on inventories.**

QUALITATIVE ANALYSIS OF STORES, ITS SCOPE AND ACHIEVEMENT

14.10 Qualitative analysis of stores :-

At present significant step gaps in management of inventories escape notice. As a first in the improvement a thorough examination of the system of procurement, custody, issue, etc, of high value and pilferable items is carried out in the depots and stock holders' offices by the Verification Staff so that the short-comings in the inventory management are promptly highlighted. This will help the Top Management to generate inventory consciousness among stockholders and controlling officers by promptly drawing their attention to important cases through periodical Bulletins.

14.11 SCOPE :

At stores depots the Computer prints out some important statements as stated below :-

- i) A B C analysis of items of stores of A,B,&C categories on the basis of annual usage value;
- ii) Surplus stores (Dead/Movable)
- iii) Non-moving items statements (D-Category) of ordinary stores (over 1 year and over 2 years)
- iv) Quarterly statements of overstocks.
- v) Items with `Nil' balances.

14.12 Analysis of A B &C Category items : The verification staff attached to the depot/Workshop units should take up at least 10 cases of high value items from these statements every month and carry out intelligent analysis. Their reports should bring out special features such as the extent of financial loss that has occurred as a result of overstocks, whether there is any need for cancellation of the outstanding indents/purchase orders/A.T.s etc., to reduce further overstocks, whether the Maxima and Minima limits adopted for the items of stores require revision in accordance with the latest trend of consumption, whether any urgent steps are necessary to modify the future indents based on the average of last 3 years' consumption etc.

14.13 Analysis of Non-moved items : The verification staff should select high value items of ordinary stores which have not been issued for more than a year and analyze them as under :-

- i) When the stores were procured ?
- ii) Specific purpose for which they were procured ?
- iii) Why they could not be consumed ?
- iv) What steps have been taken for their disposal ?
- v) The extent of financial loss as a result thereof.

14.14 Analysis of the Overstocks : The verification staff should take up all high value items from the Quarterly Computer Statements and examine them as stated below:-

- i) Reasons attributed to overstocks in brief;
- ii) What was the latest issue ?
- iii) Whether any action was taken by the Stores Dept. to cancel future supplies on outstanding indents to prevent further overstocks ?
- iv) Why the consuming departments have failed to draw the items i.e. Whether the same is due to any change in Design or Specification or Drawing of the Loco Engine or Coach or due to any postponement or abandonment of P.O.H. Programme under orders of competent authority etc.
- v) What steps have been taken by the Stores Deptt. for liquidating the surplus stocks for which there have been no demands for over one year i.e. by re-issue to consuming departments or transfer to other Railways/Govt. Depts.
- vi) The extent of financial loss involved as a result thereof.

**14.15 Analysis of items with `Nil' balances :** The Bin cards/Tally cards having `Nil' balances for more than a year should be reviewed. A statement of those items should be prepared and submitted to the Depot Officer concerned to enable him to consider the desirability of closing the said bin cards/Tally cards. Brief reasons for the discontinuance of stocking those items in question should also be ascertained from the stockholder.

14.16 Analysis of "Out of Stock" items : The Computer prints out the statement of items of "Out of Stock" for over one year. These items should be reviewed and lists are forwarded to stockholders for closing such cards as a measure of preventing erroneous recoupments in consultation with consuming departments.

14.17 Check of Survey committee reports : Copies of these reports signed by the members of the Survey committee with their recommendations in connection with the mode of disposal of surplus/scrap material duly sanctioned by G.M/COS are being received in the verification section /P.L.Section and the same should be scrutinised by the ISAs. A few high value items may be selected and checked with the initial records to find out :-

- i) How they were rendered surplus ?
- ii) Whether the purchase itself could have been avoided ?
- iii) Whether sufficient grounds exist for fixation of staff responsibility for the losses sustained as a result thereof ?

A qualitative report in this connection should be put up to the Accounts Officer concerned.

14.18 Overhauling of Accounts at the Stock-holders offices/Depots on Line :

The ISAs deputed for overhauling the accounts at the Stockholders' Offices/depots on line **should carry out their duties as stated below:-**

- i) Examination of maxima and minima level for items in stock,
- ii) Review of Imprest ,
- iii) Scrutiny of overstock,
- iv) Review of un-operated items,
- v) Review of assets lying idle,
- vi) Review of Local Purchase,
- vii) Review of Surplus stores.
- ix) Voucher checks in respect of Receipt and Issues.

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CHAPTER - XV

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STOCK VERIFICATION IN CONSTRUCTION ORGANISATION

The detailed procedure to be followed with regard to the accountal of Stores obtained for sanctioned works is laid down in paras 1445 to 1454 and 1730 to 1747 of the Indian Railway code for Engineering Department and Chapters XXXII and XXXIII of the Way and Works Manual. However, the following guidelines are issued for the guidance of the staff.

15.1 General :

Materials obtained for specific works should be kept entirely outside the accounts of any other category of Stores. Such stores should be separately requisitioned for by the Executive Officers and despatched to the site of works. All the stores received for the construction excepting these directly consigned to Works Supervisors will be under the charge of DSK/Stores(C) attached to the Construction. The DSK is responsible for the custody and accountal of all the stores in their respective charges and are directly under the control of the DEN(C). The actual consumption of such stores on each work costing above 3 lakhs in respect of Track Relaying or Renewal Works and one lakh in the case of other works should be watched through a Suspense Head-"The Material-at-Site Account" of the Works.

For Tools and Plants, Survey instruments and Dead Stock i.e. cost of which is borne under Cap.IV/Cap.VI etc., the Head MAS should not be operated. The cost of such materials should be finally charged to 4500, 6100, 6420 etc. All returns prescribed in paras 1450-E, 1451-E, 1453-E, & 1454-E should be prepared and submitted to the DEN's office for pricing and onward transmission to the Accounts office which will have the accuracy of the returns checked in terms of para 1452-E Project itself. The Plant holder should maintain proper 'Movement Register'.

15.2 Source of Supply :

The materials in the Construction Depots are received from the following sources:

- i) Purchases made through COS or CTE or DGS&D.
- ii) Supplies made from Open Line Depots.
- iii) Transfers from other Departments or Divisions and other Railways.

- iv) Stores manufactured in Workshops.
- v) Released materials from works.
- vi) Direct purchase by DEN.

Stores manufactured by Artisan staff of the executive sub-ordinates.

In case of purchase through DGS&D, the supplies are accompanied by the Inspection Note and this will be the basis for preparing Receipt Notes.

15.3 The supplies made against COS Supply Orders on DGS&D Rate contracts are accompanied by Firm's challans. The DSK will prepare Receipt Notes with the Firm's challans. The documents like Invoice, Firm's challans, Inspection Notes will form the basis of accountal in the above case.

In case of supplies from open Line Depots, the issue note will form the basis of accountal.

15.4 In the case of items (iii) and (iv) of sub-para 15.2 above, the issue vouchers such as challans/RE9B/Delivery Note/Issue Notes etc. of the consignor which may accompany the consignment will form the basis of accountal by the DSK/Stores(C) after tallying the materials received. The DEN(C) will note the compliance in the material schedule register and pass on the adjustment memo to DSK(H.C/Stores) for verification and quoting Receipt Note particulars. The A.M. thus completed should be sent to Accounts Office concerned.

15.5 Materials released from Works (i.e. other than surplus for which necessary credits will be afforded to the Material-at-site Account concerned by per contra debit to the work/depot to which it is transferred) will be returned to the Depot on DS 8 and this will form the basis for accountal.

Indenting of materials for H.C/Stores (C)'s Stock :

15.6 As far as possible, the DEN will fix maxima and minima stock of general items of stores that are normally required for day-to-day work. Indents in form S-1313 should be prepared in six foils by the Stores Section of DEN after Working out the requirements in consultation with the Drawing branch. The DEN should not enter any particulars in the lowest portion of the form which is reserved for Stores Ward making the issue. The block copy should be retained by the indenter viz., DEN as his office copy, the other five copies being forwarded to the concerned Stores Depot.

The lower portion will be filled up by the Ward Keeper, the quantity issued being shown in words as well as in figures.

15.7 The second and third foils will be sent to the (DSK) H.C/Stores by the Stores Depot along with the materials. The H.C/Stores should retain the second foil and return the third foil immediately to the Stores Depot through DEN as an acknowledgement for the materials received.

15.8 The indenter, DEN should note in his block copy (first foil.) the particulars of Issue Note No., date, quantity actually received from the 3rd copy received from the H.C/Stores before passing the 3rd foil with his countersignature to the Stores Depot. On receipt of the fifth foil from the Stores Accounts Officer along with monthly summary of issues in the DEN's office, the same should be checked with the office copy (first copy) in which particulars of issues must have been already noted with reference to the 3rd foil form S.1313.

15.9 It is the duty of the DEN to compare the particulars of stores as accepted by the H.C/Stores as noted by him on the first foil of the issue note with those shown in the fifth foil of the issue notes accompanying the monthly summary of issues from the Stores office. Any discrepancy in quantities or particulars of materials should be taken up with the Depot Officer concerned immediately.

15.10 The indents, before being put up to the DEN and submitted to the Stores Depot, should be routed through the Divisional Accountant attached to the DEN's office. The Divisional Accountant shall check the allocation and sign it in block copy in token of having verified the allocation and keep the Indent Register up to date.

15.11 In case of indents to be passed on to the CE/C's office, requisition in form S.1302 shall be made out in 4 copies retaining 1st as office copy, two copies shall be forwarded to the CE/C so that he can process to the COS one copy and return the 2nd copy of passed indent to the DEN and 4th copy sent to H.C/Stores to enable him to know the materials to be received and deal with the DCOSs concerned directly in all matters connected with the indenting of stores required for the project.

Before the Indents are placed for materials, the DEN must satisfy himself :-

- a)** that the materials indented for are actually required according to the approved programme of work,
- b)** that the quantity indented for will cover the demand for an adequate period to avoid repeated purchase of the same stores several times within a short period,
- c)** that funds are available and estimate provision has been made in the relevant sanctioned estimate for the materials at the prevailing price. Reference to items of the detailed estimate should be quoted in the indents in addition to giving the allocation.

15.12 Stores received by H.C/Stores (C) Engg. Depots :

- 1)** The DSK(H.C/Stores) should maintain numerical accounts in P.Way ledgers in the case of P.Way Materials and Non-P.Way ledgers in the case of other than P.Way Materials procured for specific work. He is responsible for the custody and correct account of all such materials received by him and will be under the control of the Executive Engineer-in-Charge of the work.
- 2)** Separate ledgers should be maintained for each category of Stores viz., P.Way, Consumable and Non-P.Way etc., providing one or more pages as required to cover transactions for 3 years for each item of the stores.
- 3)** All receipt vouchers i.e., advices, challan & receipt notes etc., should first be posted in the manuscript register. The register should have columns to show, inter-alia, the party from whom the materials have been received, the date of receipt of the above voucher as well as the dates of receipt of materials and cross reference to P.Way Ledger in which the receipts have been finally brought to account. When the materials are received in advance of the receipt of vouchers, the particulars of the materials should also be entered in the manuscript register and the receipt of the voucher is watched through it. DSK/SE(P.Way)/Works is however, responsible to account for the materials then and there soon after they are physically received, even without waiting for the particulars of vouchers from the consignors. The vouchers should also be called for from the consignor and on receipt of the same the particulars should be quoted against the transaction already accounted for. The quantity already taken into account and the quantity indicated in the vouchers subsequently received should be compared and differences, if any, should be brought to the notice of the DEN and action taken to set right the same. The other procedure prescribed in para 1619-S should be followed Mutatis Mutandis. Similarly in the case of account for stores lost or damaged in transit, the procedure prescribed in paras 2128-S, 2131-S and 2134-S should be followed Mutatis Mutandis.
- 4)** Materials obtained for specific work on receipt should be entered in the Ledger under 'Receipts' column. The particulars with regard to Bill No. or any document under which the materials received should also be entered thereon.
- 5)** Similarly, when materials are issued to sub-ordinate incharge of the work, viz., SE(P.Way or Works) for their use on specific work for which they have been intended, entries should be made in the Ledger under 'Issue' column. The particulars with regard to quantity issued, reference to the issue ticket No., Challan No. OR any other document under which the materials have been issued should be entered thereon.

Submission of Quarterly Returns :

15.13 Daily Materials Transaction Register :

Please refer 3.62 of this Manual.

15.14 Submission of Quarterly Return of MAS Ledger Form E 1737 :

The H.C/Stores(C) should prepare in duplicate by carbon process, quarterly return at the end of each quarter i.e., period ending June, September, December and March from the MAS Ledger (Form E 1737) in respect of all items of Stores involving transaction of receipts or issues in the quarter under reference and send one copy to the Office of the DEN by the end of the month following the period to which the transactions relate. The quarterly return should contain all items of Stores under his custody, even including those items of stores not involving transactions of either receipts or issues during the period.

15.15 Issues from (DSK) HC/ST/CN :

As construction Depots are within easy reach of the consumers, stores should be drawn as far as possible in small quantities for immediate consumption. such quantities should always be within those provided in the sanctioned work order.

A special type of Issue Tickets should be used. These will be machine numbered books with 5 folios.

All the 5 folios in the Issue Ticket Book should be written by Carbon process by the sub-ordinate indenting the materials. The first four foils should be handed over to the party deputed for taking delivery of the materials. The H.C/Stores (C) should fill in all the four copies regarding quantity of materials issued and retain the first and second foils and hand over the third and fourth foils with the materials. The party taking delivery of the materials should sign all the four copies in token of correct delivery. He should then hand over the third foil at the gate as a gate pass. The fourth foil together with materials will be taken to the site of the work. The SE(W) or the Works Executive who has signed the materials received with the quantity shown on the fourth foil and also make an endorsement about the quantity received on the 5th (Block) foil signing both those foils.

The H.C/Stores(C), after posting the issues in the ledger and the Material-at-site Return of the date concerned, should send all the 2nd foils of Issue tickets for the day duly listed to the DEN's Office along with the MAS return. Reference to the item No. of the return should be quoted on each issue ticket as specified in the case of receipt vouchers. Collected gate passes should be forwarded by the Watchman to his immediate superior for record.

On issue of the material to subordinate in charge of the work, the same should be posted in fourth foil for a fortnight should be sent by the SE/Works Executive to the DEN's Office duly listed under a covering memo on the first day of the following week. In the DEN's office the copies of the Issue tickets received fortnightly from the H.C/Stores(C) should be paired with the copies received from the subordinates in charge of the works with a view to see that the quantity shown as issued has actually been received by the subordinates. Discrepancies noticed therein should be taken up. In the case of issue tickets relating to materials issued to contractors, the cost of which is recoverable from them, after pairing and pricing the same and noting in the contractor's ledger, the amount recoverable from them 4th foil of the issue ticket should be forwarded to Account (Construction Accounts Branch) together with covering Transfer Vouchers to enable that office to take necessary action.

On no occasion should materials required for more than one Work Order be drawn on a single requisition. When under special circumstances, materials not mentioned in the Work Order or in excess of the quantity mentioned in the Work Order is to be issued, the same shall be drawn in the normal way through a requisition placed by the subordinate, but every Issue Note pertaining to such transaction should be rubber stamped 'to be regularised'. All other procedures as per the normal issue will be followed.

Copies of Issue Notes rubber stamped as above, will be received in the DEN's office along with the usual MAS fortnightly reports. At that stage if the issue has not been regularised, action should be initiated to regularise the same.

Note : The Blank Issue Ticket books should be requisitioned through the AEN or DEN and a record of the books issued should be kept in those offices. The Blank and completed issue ticket books issued to the various sub-ordinates should be kept in their personal custody after noting them in a register. Before a new Book is brought into use its number should be intimated to the H.C/Stores(C), DEN and AEN duly noting in the Register.

15.16 DEN's Office :

a) The receipt, issues and accountal of stores would be dealt with in the DEN's Office in 3 stages in the 3 sections, viz., (a) Stores Section dealing with indenting or placing orders for stores, chasing of receipts of stores, taking action regarding stores lost in transit and all correspondence on these matters with the COS, CE etc.

b) Pricing Section dealing with verification and accountal of debits, verification and certification of vendors' and ISD Bills and maintenance of pricing registers, suspense registers for materials received in advance before payments

are made and 90% advance payments made before the receipts of materials, preparation of Transfer Voucher, RE9B, AMs and all other work incidental thereto, and

c) Works Register section dealing with the posting of debits and credits and account of receipts and issues in the Works Register.

15.17 DEN's Office- Stores Section :

The Monthly DMTR Vouchers received from HC/Stores(C) should be verified to see that the receipt of materials and quantity received are covered by the indents approved by the competent authority or by advice of materials returned and the receipts should be marked off accordingly on the indents or supply orders or advices concerned. The Stores Section should ensure that the supported vouchers for receipts and issues for all the entries appearing in the Monthly DMTR vouchers is received, if not, the same should be called for before passing on the same to the pricing section.

Action should be promptly taken regarding short receipts, losses in transit etc. by the H.C/Stores(C), who would report details to the DEN's Office, which shall deal with the same further. In accounting for the stores lost or damaged, the receiving depot should bring the full issues as indicated in the issue vouchers of the consignor/invoice on to his books as received in terms of paras 1226-S and 2128-S. This procedure should also be followed for materials despatched by other construction and Open Line Depots but lost or damaged in transit as provided for in para 1231-S and necessary records also maintained as contemplated in paras 1231-S and 1228-S.

Vendors or ISD Bills should also be dealt with in this Section. These should first be sent to the H.C/Stores(C) for verification and on receipt, they should be marked off against the indent, LPO and also against the relevant entry in the MAS/record. The rate and amount charged should then be checked and the bill duly certified for payment, if in order, should be sent to the Pricing Section for further action quoting thereon reference to item No. of MAS monthly record concerned.

90% advance payment bills received from the Construction Accounts Branch after payment for note should first be dealt with by this section. The bills should be checked with as regards rates, condition of delivery, etc., and then noted prominently under the initials of the Head of Stores Section, so that only 10% bills are accepted later. The bills should then be certified and allocated to a separate Sub-Head of Account 'Advance Payment' and passed on to the Ledger Section. On receipt of the 10% bills and after they are verified for correct receipt of materials, the amount of the relevant 90% bill will be transferred by

preparation of TVs from the Sub-Head 'Advance Payments' to 'Material-at-site Account' along with the amount of 10% bill, so that full cost will be reflected under 'MAS'.

In respect of direct purchases by DEN, the Stores Section should indicate the rate of purchase against each item in column 7 of the MAS monthly record to enable the pricing Section to take the receipts on value account.

The priced D.Notes will not be passed through the Stores Section. They will be forwarded by the pricing Section direct to the H.C/Stores(C) for verification and then dealt with by the pricing and Works Register Sections, as indicated below:

15.18 Drawal and accountal of Stores by SE(P.Way) etc :

For each specific job in a sub-estimate, the SE(P.Way/Works) concerned will prepare one or more work orders in prescribed form and after the work orders are sanctioned by the AEN/C, the SE(P.Way/Works) will draw the stores within the W.O. provisions from the H.C/Stores(C) on issue tickets.

The subordinate in charge of the work should record the materials drawn on the work order. On completion of the work, left over materials will be returned to H.C/Stores(C) or utilised on other works and RE9B for the same are submitted.

15.19 Issue of Machinery, Tools and Plant :

The indenting, accountal and issue of machinery, tools and plant required for the project is centralised under the DEN/C (HC/ST/CN). Machinery, tools and plant required by the SE(P.Way/Works) in charge, will be drawn on indents to be passed by the AEN to the DEN's office, in triplicate. After the indent is passed by the DEN, one copy should be retained as office copy, the other sent to the HC/Stores(C) and the third copy to the subordinate concerned, who should then draw the items on issue tickets, quoting reference to the sanctioned indent. The HC/Stores(C) will issue the items of machinery tools and plant after verifying with the copy of the sanctioned indent received from DEN. If any item is not available with him, indents will be submitted by the DEN. The issue ticket for such item should indicate the final head of account and reference to item of the sanctioned estimate. Each PWI/IOW/BRI in charge of independent sections will maintain machinery, tools and plant register, and post all the receipts and issue transactions regularly therein. Unserviceable machinery tools and plant will be returned by them to the H.C/Stores(C) on DS 8s and these will be inspected by the AEN at Headquarters for classification. Whatever machinery, plant and tools can be repaired at the DEN's workshop. In this connection procedure prescribed in para 1453-E should be followed.

Heavy Machinery, tools or plant required for specific jobs should be indented for, for direct delivery to the subordinate supervisor in charge concerned. The debits should be accepted against the correct allocation on verification of the receipts by the subordinate and noted in his machinery, tools and plant register. Thereafter, an advice of the receipt of the item should be simultaneously sent along with the voucher and receipted issue ticket to the HC/Stores(C) who will account for the same in this register also both as a receipt and issue to the subordinate supervisor concerned and then send the voucher to the AEN/DEN duly endorsing thereon its account in his register. The receipted issue ticket will be dealt with in the normal manner. Machinery tools and plant register will be sent by all the subordinate supervisors to the office of the DEN each quarter for checking. Physical verification of machinery, tools and plant should be carried out by the subordinate concerned once every year and annually test checked by the AEN/DEN and a verification certificate should be recorded in the register.

A Central register of all machinery, tools and plant obtained for the project shall be maintained by the HC/Stores(C) showing the movements of each item of tools, plant and machinery not issued and are in the custody of the HC/Stores(C) will be borne under Capital HEAD 6100 Plant. As and when issues are made there from on issue tickets, necessary adjustments will be effected by DEN's office through Transfer Vouchers as per allocation given on the issue tickets by credit to Capital head 6100.

15.20 Issue of Stores to Contractors :

A separate work order should be issued by the DEN or AEN for materials to be issued to contractors against specific contracts, indicating the maximum quantity to be supplied. The H.C/Stores(C) should note all such issues on the Work Order as well as in a separate register. The issue ticket authorising the issue of material should indicate the work order No., name of the contractor, name of work and allocation of the work, and that the cost is recoverable from the contractor. A transfer voucher should then be prepared, debiting the cost of the stores at the rate specified in the contract or at rates chargeable to the contractor (details of which must be specified in the Transfer Voucher or statement appended thereto) to the head of account "Amount due from the Contractor" of the sub-work concerned by credit to site account sub-head (A) and/or(B) the prime cost and incidentals, and credit to "Receipts to Capital Account", the departmental charges levied or the balance. The Transfer Voucher together with the copy of the Issue ticket should be sent to the Accounts office immediately after the transactions have been taken place. If the delivery to be made to contractor, a receipt should be obtained from him by the Stores Supervisors/Sub-depot Stores Keeper. If the material is handed over at the site of work, the same should be issued under a receipted challan, and a statement of all such issues should be furnished by the subordinate to the Divi. Engineer, for effecting necessary adjustments. The transfer voucher should be posted in

the Works Register under the Column "Amount due from the contractor" and also to the contractor's debit in the contractor's ledger. When the recovery is effected from the contractor's bill, it should be credited in the Works Register under the column "Amount due from contractor".

15.21 Custody and accounts of Stores to be issued to contractors :

Contractors are normally responsible for safe custody but the in charge of the Section shall maintain an account of the stores. The SE(W) shall verify physical stock of stores supplied to contractors at frequent intervals or as often as may be necessary. The SE(W) should also see that the materials drawn are used for the work for which they were drawn.

Surplus materials, which are in good condition on completion of the work, shall be taken over from the contractor at the stipulated place and the SE(W) in charge shall give a receipt to the contractor for such Stores taken back. These stores shall be immediately returned to the HC/Stores(C) under a separate DS 8, and the details shall be sent by the SE(W) to the AEN for necessary accountal.

15.22 Departmental stock-verification of Stores Balances :

Executive Engineer should arrange for the periodical stock verification of stores balances as per the instructions contained in Para 1339-S and 1728-S and also in accordance with such other local instructions issued by the Administration in the matter from time to time.

15.23 (A) Stock verification of Stores by Accounts Dept :

The Stores with the HC/Stores(C) and the executive subordinates will be verified by the Accounts Stock Verifiers. The DEN should once in a year afford all facilities to the stock verifier who will assess the correct position and advise the department as well as the Associated Accounts Officer of the result of verification. Any large discrepancies found as a result of the verification should be investigated by the S.V. on the spot and a detailed report submitted to the Accounts Officer.

Since the Store holders are expected to maintain their initial records connected with the receipt and issue of Stores concurrently, it should be ensured that the Accounts Verification of Stores is being conducted according to the programme without postponement. Expeditious disposal of Stock Sheets and Narrative Reports should be arranged by the DENs.

(B) RECORDING OF JOINT INVENTORY :

The Existing Inventory (foot by foot) of all the proposed Gauge Conversion lines (M.G.Tracks) should be recorded in the presence of S.E.(P.way), the representative of the contractor and ISA/ASV as per the Joint circular No.5/95 issued by DRM/W/BG/SC's Ir.No. CW/485/Tc/scrap/Genl. Dated 8-11-95. These Inventory statements/Books (Reach-wise) should be signed by the three witnessing representatives and also by the concerned Incharge AEN. Separate copies should be prepared and should be retained by the representatives. The ASV who is deputed for this work, should hand over the copy of the Inventory to the concerned ISA for record.

Whenever the ASVs are deputed for the verification of SE(P.way) units for gauge conversions, ISA concerned should hand over a copy of the Reach-wise Inventory to the ASV for comparing the accountal of Released materials accounted by the custodians as per the joint Inventory.

15.24 STOCK VERIFICATION OF THE UNITS OF NEW LINES / CONSTRUCTION PROJECTS :

Before awarding the work to Contractors, the proposed New Line is divided into some Reaches to enable the contractors as well as the Section Engineers/Officers to execute and supervise the work properly. The incharge Project Engineer (DEN/DY.CE) divides the total proposed Track KMs into convenient Reaches (say 10 KMs per Reach) and award the work to the contractors for laying the New Line. The work is completed by the contractor under the supervision of the incharge custodian, who is posted to supervise the work either by SE(P.way)/SE(W). If it is Bridge portion, it will be done by SE(Bridges).

As per the contract agreement Railway will supply the P.way materials class-I&II to the contractors and he will execute the work as per the conditions laid down in the contract under the supervision of incharge SE/AEN.

(A) VERIFICATION OF SE(PWAY)/CON :

After the completion of work, the concerned Reach SE(Pway) should complete the posting of DMTR/Ledger Account and be ready with the following particulars for verification.

- i) Particulars of class-I&II materials received from the associate DSK and other units on transfer account.
- ii) Particulars of class-I&II materials issued to the contractor to execute the work as per the contract conditions.

- iii) Particulars of B.G. laid (New Track) materials in the Track. This is to be taken from the B.G. laid inventory particulars recorded foot by foot after the completion of work fully by the custodians in the presence of contractor/his representative.
- iv) B.G.laid inventory, after foot by foot inventory, should be verified by the concerned Draughtsman. B.G.laid inventory, which is verified by the Draughtsman only to be taken for accountal. It should be ensured that the Draughtsman should append his signature in the laid inventory register.
- v) Materials supplied to the contractor and actually laid in the Track as per B.G. inventory should be tallied and balance if any, available with the contractor should be returned by the contractor to SE(Pway).
- vi) If there is any shortage, in the handing over of the balance materials by the contractor, it should be reported to the DEN/Dy.CE. for taking necessary action to recover the cost of materials from the Final Bill of the contractor.

(B) CHECK BY ASV/ISA :

SE(Pway)/Con generally will not have any materials and separate stores Depot/yard. Generally, he will not deal with the materials directly, but the materials are routed through him in the form of vouchers. But SE(Pway)/con is responsible for the proper accountal of materials. Physical inventory of the materials will not be there in most of the units. ASV who is deputed for the verification of this unit, should verify the record as per the following procedure. This is in addition to the general procedure of stock verification.

- i) ASV should collect voucher collection from the associate DEN/DY.CE office and associate DSK's office.
- ii) ASV should record the inventory of materials, if it is available with the custodian.
- iii) ASV should verify all the Receipts/Issues transactions maintained by the custodian (DMTR/Ledger) with the original vouchers. The following statement should be prepared and filled in column-wise with all the particulars so that the clear picture of all the transactions is revealed.
- iv) During verification, if there is any difference between the material handed over by the contractor and accounted by the custodian, it should be ensured that necessary recovery has been made from the contractor. If the shortage has not been reported/advised by the custodian or recovery has not been made by DEN inspite of the advice from the

custodian, it should be reported to the FA&CAO/CON. for taking necessary action. For the difference between the materials accounted by the custodian and actual ground balance recorded by the ASV , necessary Stock Sheet is to be issued on the custodian.

- v) ASVs should prepare the following statements (D) Reach-wise and submit the same to concerned ISA alongwith the Completion Report.

(C) STOCK VERIFICATION OF SE(W) AND SE(BRIDGES) :

The procedure for the verification of these units is same as mentioned above for the verification of S.E.(P.way)/CON. Separate Statements of transactions should be prepared in the prescribed format as shown below (D)and should be submitted alongwith the Completion Report.

(D) VERIFICATION OF SE(P.way)/NEW LINES/GAUGE CONVERSION WORKS FOR CI-I/II MATERIALS.

Particulars Of Cl. I&II Materials received from the Associate Stores Depots/DSK units and other units for the work.	Particulars of Cl. I&II Materials Issued to the Contractor.	Particulars of Cl. I&II Materials used for the work.	Particulars of Cl. I&II Materials as per the laid Inventory.	Particulars of Cl. I&II left over materials to be returned by the contractor to SE(P.Way)	Particulars of Cl. I&II materials actually returned by the contractor.
(1)	(2)	(3)	(4)	(5)	(6)
Particulars of Cl. I&II materials accounted bySE(P.Way)	Difference Of (5)-(6)	Difference of (6)-(7)			
(7)	(8)	(9)			

15.25 Stock Verification of SE(P.Way)/Gauge Conversions for Released Materials.

Particulars Of old Existing Inventory Of the Track (Joint Inventory).	Particulars of released materials to be handed over by the Contractor	Particulars of released materials handed over by the Contractor to SE(P.way)	Particulars of released materials accounted by SE(P.Way).	Difference of (2) – (3)	Difference of (3) – (4)
(1)	(2)	(3)	(4)	(5)	(6)

Stock verification of SE(P.WAY) for Releases account should be conducted as mentioned in the above statement and results of the verification should be submitted alongwith the completion Report. If the S.E.(P.way) is responsible for the shortages noticed if any, during stock verification, a stock sheet is to be issued on the custodian i.e for the difference of column (3) – (4) of the above statement. If the contractor is responsible for the shortages noticed if any during verification, a special Narrative Report is to be submitted alongwith the completion Report i.e. for the difference of (2) – (3) of the above statement.

15.26 STOCK VERIFICATION OF DEPOT STORE KEEPER/CON.(New Lines/Gauge Conversions) :

Voucher collection and Voucher Check should be conducted as per the procedure mentioned below :

RECEIPTS :

- i) Direct Receipt particulars from the Companies/Firms (Class-I materials),----- Bill Payment particulars available in the office of DEN/Sr.DEN/Dy.CE.
- ii) Materials drawn from the Dy.COS(M&E)/LGD, DCOS(G&S)/MFT, DCOS/RYPs, ACOS/TPTY, DCOS/UBL, ACOS/GTL and ACOS/GY. (Issue particulars from these Stores Depots are the Receipt Particulars to the custodian.

- iii) Receipts from other units/custodians/divisions on transfer account(RE9B inward).
- iv) Receipts from the contractors through the custodians(Left over CI.I&II materials).
- v) Left over materials received from the custodians after the completion of work.
- vi) Receipt of released materials from the reach contractors through the custodians under DS8(Inward DS8).

ISSUES :

- i) issue challans/vouchers/gate passes for the materials issued to the work i.e. to the custodians.
- ii) Materials issued to the contractor through the custodians under a separate challan/voucher/gate pass.
- iii) Outward Transfer Transactions (RE 9B outward). Materials issued on transfer account to other units/custodians/ divisions under issue challans/vouchers/gate passes.
- iv) Outward D.S.8s i.e materials sent to scrap depot.
- v) D.S.8 particulars of the Scrap materials delivered to Scrap purchasers.

Normally the verification of the unit of DSK/Con. for new lines/gauge conversions should not be taken up until the verification of all the custodians in that particular division is not completed. If the unit of DSK is programmed for verification immediately after the completion of work (New lines/Gauge conversion) without commencing the verification of sub-ordinates, it is nothing but mere wastage of Mandays. Subsequent verifications can be programmed at any time.

The concerned ISA who will depute the ASVs for verification of these units should ensure that the copies of statements of material transactions for new lines and gauge conversions submitted by the ASVs along with their completion reports after the completion of verification of the custodians (all SEs) are handed over to the ASV who is going to conduct the verification of DSK unit, so as to enable him to verify the correct accountal of Receipts and Issues by the DSK.

The ASV should compare the accountal particulars with the statements of transactions of the custodians and bring out the non-accountal part/transactions in the proforma as prescribed below.

As per the procedure the ASV should conduct the physical Inventory and complete the verification as per the normal procedure.

It is to clarify that there is no difference between the units of DSK(New lines/Construction) and DSK (Gauge Conversion). DSK will deal with the transactions of both New Works and Conversions in his jurisdiction/division.

The concerned ISA should collect the particulars of work done in that particular division under the control of DSK and ensure that all the material transaction of all the works are programmed separately for the verification.

15.27 DRAWAL OF MATERIAL ON ISSUE TICKETS – CLEARANCE OF MAS BALANCES.

The reason for the accretion of MAS balances and non-clearance of the same is mainly due to drawal of material by the sub-ordinates without proper issue tickets. Consequently, the material actually utilized for the works, could not be charged off to the works, due to non-preparation of issue tickets, and as such huge quantities would be available in MAS account. In order to obviate the above anomaly, the following instructions are issued for strict compliance.

1. Material required for works, should be drawn on printed issue tickets (mahchine numbered) which should be prepared in carbon process and distributed as per the extant orders on the subject.
2. In genuine urgent cases, when it is not possible to prepare issue tickets, material may be drawn on challans. In all such cases the responsibility for preparation and submission of regularization issue tickets devolves on the sub-ordinates drawing materials. SEs should ensure that such cases should be regularized within a week's time, positively. DSKs should ensure that all such cases be got regularized by sub-ordinates failing which they are liable to be taken up severely.
3. In the material statements accompanying the "On account Bills" of the contractors, issue tickets Nos. and date, and quantities of material drawn through the same be furnished therein. Quoting reference to challan No. or manuscript chits is irregular.

15.28 CLOSED ACCOUNTS VERIFICATION :

On learning either from the divisional office while collecting vouchers or on visiting the station that a particular office of a custodian whose stores are due for verification has been wound up, the stock verifier should check the closed stores accounts of the said unit, wherever the books are available. This information can also be obtained from the divisional offices.

While verifying the closed accounts, it is to be seen --

- a)** that all the items have been closed duly making all accounts "NIL".
- b)** that the transactions transacted after the last stock verification to the closure of accounts should be verified with their usage /issue /acceptance.
- c)** that all the left over materials were either transferred to other units, or handed over to other custodians or sent to Scrap Depot. It should be certified that nothing is available with the custodian.

**15.29 VERIFICATION OF S&T UNITS IN CONSTRUCTION AND GAUGE
CONVERSION PROJECTS :**

(a) JOINT INVENTORY : Joint Inventory of the existing S&T installations should be recorded in the presence of S.E.(S&T) and ASV (also in the presence of the contractor or his representative if the work is being done by contractor) on the same lines as it is recorded for the Track by the Engineering department. Reach-wise statements should be prepared duly recording the signatures of witnessing officials and statements should be also be countersigned by the incharge executive officer. Separate copies should be prepared and the ASV who is deputed for this work should handover a copy of statement to the concerned ISA for record.

(b) DAILY MATERIAL TRANSACTION REGISTER :

As per the procedure, DMTR should be maintained by all SEs to record the daily material transactions. The maintenance of DMTR should be ensured by the Departmental officers.

(c) VERIFICATION OF S.E.(S&T) : The S.E.s who are working in the particular project and deals with the execution of work should be subjected to verification. All the S.E.s(S&T) should maintain the Daily Material Transaction Register (DMTR) for recording the daily material transactions and it should be verified by the ASV during the stock verification.

SE(S&T) should observe the following guidelines :

- i)** Recording of Joint Inventory of the existing S&T installations of the Section.
- ii)** Handing over of released materials to the OS/Stores after receiving same from the contractor under DS8.
- iii)** Receipt of Class-I materials from the O.S. and issue to contractors to execute the work.
- iv)** After completion of the work, SE should arrange to hand over the balance left over materials by the contractors to O.S/Stores.

(d) CHECK BY ISA/ASV (ON THE CLASS-I MATERIALS ACCOUNTAL) :

It is to be verified that,

- i)** All the Work-Schedules/Agreements have to be verified and it should be ensured that the Class-I materials have been received from the O.S./Stores as per the Work-Schedules and specifications mentioned in the Schedules.
- ii)** Class-I materials are issued to contractors for executing the work.
- iii)** The particulars of materials which are to be received from the O.S./Stores and to be issued to contractors as per the Schedules, but not received and issued to the contractor should be noted and brought out in the Narrative Report.
- iv)** After completion of the work, left-over materials have been returned by the contractors.
- v)** That all the left-over materials returned by the contractors have been handed over to the O.S./Stores.
- vi)** If there is any shortage with the contractors, it should be reported in the Narrative Report.
- vii)** If there is any shortage with the custodian, a stock sheet is to be issued on the custodian.

(e) CHECK BY ISA/ASV (ON THE RELEASES ACCOUNT):

It is to be verified that the

- i) Joint Inventory is prepared.
- ii) All the released materials have been received from the contractors and handed over to O.S./Stores as per the joint inventory.
- iii) If there is any shortage with the contractor, it has been brought to the notice of the Executive officer concerned.
- iv) All the materials handed over by the contractor have been handed over correctly to the O.S./Stores under DS.8.
- v) if there is any shortage with the account of custodian, stock sheet is to be issued on the custodian for the discrepant items.
- vi) If there is any shortage with the contractor and the shortages have not been reported, it should be brought out in a Narrative Report.

(f) VERIFICATION OF OS/STORES(S&T) :

- i) Stock Verification of this unit is conducted as per the normal procedure.
- ii) In the S&T units, the contractors not only execute the work but also supply the materials as per the contract schedule/agreement. During stock verification ASV should verify each and every contract schedule/agreement and observe whether
 - a) The supply of materials have been done as per the schedule of contract.
 - b) The supplied materials have been accounted properly by the OS/Stores.
 - c) Schedule-wise accountal particulars are available with the OS/Stores.
 - d) The supplied materials are as per the specifications and standards required/mentioned in the contract agreement and the same are accepted by the SE(S&T) after a technical check.
 - e) If the materials supplied are rejected by the administration due to various reasons, necessary action has been taken to replace the item or to affect recoveries from the contractors.

- f) If the rejected items are not lifted, the action taken by the administration for the removal of the rejected items should be observed.

After the completion of verification of SE Units, all the particulars shown as handed over to the O.S./Stores(S&T) in the records of Section Engineers should be verified with the O.S.(S&T) for the correct accountal of all the transactions. As per the procedure, necessary Stock sheet and a Narrative Report should be prepared and submitted.

CHAPTER - XVI

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16.1 VERIFICATION OF H.S.D. OIL AT RAIL CONSUMER DEPOTS (RCDs).

a) H.S.D. Oil, in storage tanks with the Loco Foremen and Diesel Fuelling installations is verified once in every year. Verification of HSD Oil should be carried out by the Accounts Stock verifiers by recording in their field Book, tank number, dip-rod readings of the oil in each storage tank and the temperature of the oil at the time of taking the dip-measurement in the presence of the official in-charge of the fuelling installation. He should, thus, convert the dip-readings in volumetric contents of each storage tank in liters at the recorded temperature by making use of the conversion table. Signature of the stock holder should be obtained in the Field Book in token of the correctness of each dip-reading. While taking the dip-readings, he should ensure that the dip rod/tape touches the bottom of the tank. In cases where it becomes necessary to take the dip-readings of a standing tank wagon (when the receipt of which has already been taken to account without its actual decantation), the wagon should be allowed to rest at least 15 minutes before the dip measurement is taken to allow for any turbulence to subside. While recording the inventory of HSD Oil, the quantity which is available in the pipe line should also be taken into account either as charged off or as stock as per the guidelines of the oil companies.

b) The results of the physical verification thus carried out by the stock verifiers should be tabulated in the stock sheet,(S.1260). The stock sheet should be prepared irrespective of whether there is any discrepancy or otherwise between the actual balance verified and the book balance and the signature of the official of the fuelling installation obtained. The stock sheet should be prepared in five copies and after posting the results of verification in the numerical ledger tank wise in HSD-4 and HSD-5 (daily stock register) should be disposed of as under :

c) The office copy(original) should be forwarded to the Stores Accounts Officer along with Completion Report. The Completion Certificate and Narrative Report, if any, and the other 4 copies should be forwarded direct under a covering letter to the concerned Sr.DAO, who maintains the Priced Ledger Accounts of HSD Oil under a covering letter for valuation and onward transmission of 3 valued copies of stock sheet to the concerned DME for further action duly endorsing a copy of the covering letter to Stores Accounts Officer.

d) The Stock Verifier at the time of the above verification should call for the loading advices received from the firm, pocket card and the tie-labels of the wagons, wagon placement memo issued by the Station Master, wagon unloading register maintained by the official-in-charge of the fuelling

installation and issues to diesel locos under issue voucher F-12 and for other purposes on HSD Issue Voucher (HSD-8) for any three consecutive months and check up the receipts and issues in detail. While selecting the period of 3 months, the stock Verifier should select the period in which there were heavy transactions. In addition, the ASV should collect the particulars of wagon placement Memo from the Station Master concerned independently and compare with those available with the stock holder and also with the loading advices received from the firms with Form F-3 for diverted wagons. Any irregularity noticed should be reported to the Accounts Officer/Stores for special action. Where placement memo system is not in force, apart from commenting on the irregularities, the Stock Verifier should take steps to conduct his own independent examination from other operating records at the Station.

16.2 Departmental Verification :

Regular departmental verification of HSD Oil is required to be carried out by the officials of the Mechanical Departments as under :-

a) The Depots-in-charge carry out surprise surveys of HSD Oil at their sheds monthly. The divisional Fuel Inspectors of Hqrs. Office carry out verification quarterly. The Fuel Inspectors/Diesel Loco Inspectors will conduct survey once in 4 months. While only remarks can be made in HSD-5 and report submitted in all such checks. No adjustment for discrepancies should be made in the HSD-4 or HSD-5. Power Officers conduct surveys of HSD Oil THREE TIMES in a year, the month of survey being staggered in relation to the check by Fuel Inspector/Diesel Loco Inspector so that the frequency between verifications carried out by the Inspectors and Divisional Officers is at regular intervals. The differences between the book balance and the actual measurements of the stock of HSD oil as arrived at by the divisional Officer should be adjusted.

b) The Stock Verifier during his verification should examine whether departmental verification has been carried out regularly as indicated above and any departure from the above frequency should be specially brought out in their Narrative Report.

c) **Extracts of the relevant paras of the Jt.P.O.O. No.13 of 1968 for the accountal and issue of HSD Oil at the fuelling installations are reproduced below for guidance :**

Para 3.1 of the P.O.O. :

16.3 The supply of HSD Oil for S.C.Railway Diesel Locos will be arranged by the Oil company, which has been awarded the contract by DCS&D at the base station in tank Wagons/Lorries. The quantity and quality will be inspected by the Inspectorate of DGS&D at the base station. The supplier will send the Advice to the consignee by Postal Dak, within 28 hours of loading. Advice should be

serially numbered for each consignee, showing separately the following particulars on the tank wagons/lorry loaded in a day on any consignee's Account :-

- i) Tank Wagon/Lorry No.
- ii) Carrying capacity.
- iii) Net quantity loaded in litres.
- iv) Temperature in centigrade and time of loading.
- v) Loading station code.
- vi) Date of loading.

Para 3.2 of the P.O.O. :

16.4 Copies of loading advices will simultaneously be despatched by postal dak to COM, South Central Railway. In addition, the supplier will send the Railway Receipt separately by postal dak to the consignee immediately on receipt from the despatching station to enable the consignee, take delivery of the tank wagons on arrival at his end.

Para - 6 of the P.O.O.- Procedure for Receipt and Accountal of Tank Wagons/Lorries :

16.5 The Station Master of the Station at which the tank wagons are received will hand over the tank wagons to the Power Official at the fuelling installation on a wagon placement memo form to be normally used for coal wagons, F-7, prepared in triplicate. The Power Official will check the particulars of the tank wagons and return the original to the Station Master entering the time of unloading, release and removal of tank wagon and he will send the duplicate copy to the Divisional Accounts Officer or FA&CAO along with the Form HSD-2 and the third copy will be retained as office record.

Para - 6.2 of the P.O.O. :

16.6 The depot official will maintain a register of Oil tank Wagons received and dealt with in the Form HSD-2, in quadruplicate. This register should take into account all tank wagons booked to the Depot, unconnected and placed in sheds for unloading diverted to other depots or intercepted on orders of Headquarters or returned to the loading installations because of contaminated supply. In the case of diverted wagons, fuel Form F.3, common with coal particulars should also be indicated in HSD-2 statement. At the close of the month. He will complete all the columns and indicate monthly totals and despatch the copies as under :-

- i) One copy to DAO accompanied with Form F-7 in support of the entries.
- ii) One copy to FA&CAO accompanied with DGS&D challan-cum-despatch advice.

(In case any wagon mentioned in the Advice has not been received, a copy of the same may be taken and kept as office record for watching the receipt of wagon and original challan may be sent to Accounts Office with remarks thereon).

iii) One copy to COM(Fuel)/S.C.Rly/Secunderabad.

iv) The fourth copy as office record.

Para - 7 of the P.O.O. - Decanting off tank Wagons/Lorries :

16.7 No tank Wagon/Lorry should be decanted after the sunset except in exceptional circumstances. Before decanting the tank wagon/lorry, dip measurement should be taken and the time of decanting and temperature of oil should be recorded. The tank wagon should have been at rest for atleast 15 minutes before the dip rod/tape readings are taken. It should be ensured that the dip-rod/tape touches the bottom of the tank wagon/lorry while taking the dip measurement. The quantity so assessed by measurement should be shown in columns 10 and 11 of HSD-2 Register. It must be ensured that the Tank wagon or lorry is fully emptied during decanting and no oil is left in them. To prevent any oil being left over, all delivery valves should be opened when tank wagons/lorries move out of the installations.

Similarly before decanting and after decanting a tank or group of tank wagons, dip reading of the storage tank should be taken and recorded under columns 14 and 15 of HSD-2 Register. To allow for any turbulence to subside, atleast 15 minutes should be allowed to elapse after decanting before dip measurement of storage tanks are taken.

Para - 8 of the P.O.O.- Missing of seals and suspected en-route shortage in Oil Tank Wagons :

16.8 As soon as the tank wagon is placed in the siding for decanting, the suppliers' seals at the top and bottom should be checked. If they appear to be tampered with or missing, an immediate joint inspection by representative of Loco Traffic (Commercial) /Security Department should be conducted and the actual quantity assessed in their presence by dip measurement should be recorded in the Forms HSD-2 and 3, which should be countersigned by Shed, Traffic & Security Department representatives. At the end of the month, a statement in Form HSD-3 should be submitted to DME/Power or Diesel, giving details of en-route shortages in the tank wagons received at the Depot, who will prefer claim against the Commercial Department in accordance with 1227-S, 2115-S and 2128-S to 2138-S. The quantity as invoiced, should be recorded in the receipt statement or stock ledger and the shortage/excess should be exhibited in the remarks column of HSD-4.

para 11 of the P.O.O. :

16.9 At the fuelling installation point, a numerical Register as per HSD-4 will be maintained for each storage tank erected, showing receipt, issues and balance of HSD Oil. It will be the responsibility of the Fuel Clerk to keep the Register upto-date by posting day-to-day receipts and issues. At the close of the day, he will draw a line and total up the figures and strike out the balance.

At the close of the month, a monthly summary should be recorded as under :-

- i) Opening balance.
- ii) Total tank wagons received.
- iii) Quantity as per invoice.
- iv) Quantity as per measurement.
- v) Quantity issued.
- vi) Shortage/Excess.
- vii) Adjustments, if any.
- viii) Closing balance.

Para 11.2 of the P.O.O. :

16.10 The Fuel Clerk will obtain all these registers and summaries of the particulars and post the day's receipts, issue and balances in the Daily Register, HSD-5.

Para 12 of the P.O.O.- Issues :

16.11 Where flow meters are provided, all issues will be recorded as per flow meters for all purposes of account and where there are no flow meters or in the event of flow meters becoming defective or inoperative, the issues to locomotives will be recorded as per fuel gauge on the Loco, when fitted, and by dip measurement, when not fitted,. For this purpose, the tank on which locos are placed for fuelling should be specially levelled, and the readings of the fuel gauge on both sides of the tank recorded and the average taken. For other than loco purpose the quantity issued should be measured by measuring cans.

Para 12.2 of the P.O.O :

16.12 Issues to locomotives will be made on Fuel Issue Voucher and for other purposes on HSD issue voucher No.HSD-8. These vouchers should be prepared in duplicate and the signature of the driver or the party receiving the same obtained. One copy of the vouchers may be handed over to the driver for attaching on to the Guard's journal.

Para 13 of the P.O.O. - Daily Stock Register :

16.13 A daily stock register will be maintained to record over all receipts and issues of HSD Oil during the day. The book balance will be worked out which should be compared with the actual balance obtained by dip stick measurement.

Para - 16 of the P.O.O.- Monthly return showing receipts, issues and balance of HSD Oil - HSD-9. :

16.14 The Depot-in-charge of the oil installation will submit a monthly return of receipts, issues and balances at the close of the month in form HSD -9 to FA&CAO, COM (Fuel), DRM(M) and DAO concerned by the 5th of the following month.

16.15 TANK LORRY UNLOADING PROCEDURE :

- 1) Check whether tank lorry is for you and what product is billed.
- 2) Keep tank lorry on level platform and allow 10 minutes for settling.
- 3) Open Master Valves.
- 4) Bond Tank lorry.
- 5) Check seal numbers against invoice and check whether seals are intact.
- 6) Check dip rod, calibration certificate.
- 7) Check your tank dip.
- 8) Break top dome seals and check dips through dip pipe.

Check water dip - use water paste.
Check Oil dip - use Oil paste.
Ensure correct scale is used for corresponding tank.
- 9) Do not bang dip rod to bottom of tank.
- 10) Do not allow dip rod to stay inside for more than a fraction of a second.
- 11) Check for exactness of dip.
- 12) If short, recorded and check again - show to tank lorry crew. Fill up product to exact dip level using your stock or from the compartment using a calibrated measure and record shortage, take crew's signature.

- 13) After checking dips, break bottom seals.
- 14) Drain about 10-20 liters of product in a bucket and pour back into compartment.
- 15) Check for physical presence of water while draining.
- 16) Take a sample from tank lorry bottom after draining 10-20 liters and check density in each compartment. Record these and convert to 15 o Centegrade.

Check against invoice density - should not vary beyond - 0.003.
- 17) If density is okay, connect hose pipe to tank and tank lorry.
- 18) Ensure proper bonding.
- 19) Commence unloading in a sequence.
- 20) Ensure complete unloading of each tank before proceeding to next tank.
- 21) After tank lorry is emptied, collect the remaining quantity in a bucket.
- 22) Physically verify tank lorry is fully empty by visual inspection and by keeping all valves open and by dipping through dip pipe and fill pipe.
- 23) Ensure that Master valves are open throughout the period of unloading.
- 24) Check your tank dips and check correlation of quantity unloaded versus receipt.
- 25) Release tank lorry after having fully satisfied yourself of receipt.

If possible make a checklist of these points and ensure strict implementation.

16.16 Steps to Follow in case of Shortage detected in Tank Lorry. :

- 1) If the tank lorry has been sent by BPCL.
 - a) After having convinced the crew of shortage noticed in tank lorry endorse the quantity of shortage on the rear side of invoice. Get the driver's signature and name affixed. Please affix signature and name also, with company's seal.

- b)** BPC will credit you the value of such shortages endorsed.
- c)** This will appear in your account.
- 2)** If the tank lorry has been arranged by you.
 - a)** Confirm shortage with crew.
 - b)** Get signatures.
 - c)** Arrange for compensation as agreed to between you and transporter.

16.17 If Density Fails :

- i)** Check top and bottom density again and convert to 15 C.
- ii)** Check against invoice density and arrive at variation.
- iii)** If variation is beyond tolerance limits - call on Company & inform.
- iv)** If BPCL confirms- the density is endorsed on invoice.
- v)** Do not unload tank lorry, reject.
- vi)** Call company and inform failure.
- vii)** If tank lorry arranged by BPC, send back to BPC through officer of company.
- viii)** If tank lorry arranged by you, take up suitably with your transporter.

16.18 Quantity Assessment :

By assessing the linear measure on a scale and converting to appropriate volume with the help of a calibration chart.

16.19 Problems you might be facing :

- i)** Quantity always in doubt, Accuracy doubtful.
- ii)** Shows excessive variation between quantity depatched in tank lorries and quantity received. You perceive excessive loss.

16.20 Possible reasons :

- i) Inaccurate dip chart.
- ii) Incorrect dipping.
- iii) Wrong reading of dip chart.
- iv) Tank inclination.

16.21 Solutions :

- i) Use correct dip charts.
- ii) Check dips accurately to the Millimeter.
- iii) Assess volume correctly.
- iv) Have a cross check of quantity received and quantity released. If both tally, over a period of time you can predict the tank behaviour.

16.22 Loss Prevention :

- i) Some amount of loss is inevitable while dealing with Petroleum products due to its nature.
- ii) A loss figure of 0.2% (HSD) of total quantity handled is acceptable by the Oil industry in its dealings.
- iii) Losses should be prevented.

Types of losses :

1. Real.
2. Apparent.

Real losses occur due to

1. Leaks, Spillages.
2. Evaporation.
3. Malpractice/theft/misappropriation.

Loss :

Issues - receipts < 0

Controlling Losses :

At your place.

1. Ensure no leaks or spillage.
2. Keep all valves, pumps, tank fittings in good condition.
3. Ensure placement of drip trays while unloading sampling etc.
4. Do not allow movement of fuel, even in small quantities, unaccounted.
5. Have responsible, trained manpower to handle operations.
6. If possible. please provide a good rubber hose with a flanged coupling at the point of discharge. Keep adequate gaskets for proper coupling.
7. Check tank dips every day at a fixed hour and cross verify issues(in case metered) versus product moved from tank. Maintain a record.
8. Have a method, which is fairly accurate, to calculate volume of product moved from your storage tank.
9. Permit only authorised personnel to operate facilities.

Evaporation :

The quantum of product which would be lost through evaporation in the case of HSD or Furnace Oil is very low.

Malpractices :

- i) Tank Lorries - there is a possibility that product could be lost through malpractices committed by tank lorries.
- ii) It is necessary to be very vigilant.
- iii) Check for authenticity of dip chart, dip rod.

- iv)** Carry out assessment of dips and quality as specified in the tank lorry unloading procedure.
- v)** Remember a shortage in dip of 1 mm equals of approx. 3 to 3.5 liters.
- vi)** Check for any unauthorised fittings on tank lorry.
- vii)** Check for accuracy of proof level with the dip rod. (Annexure-6)
- viii)** Check for empty tank after unloading.
- ix)** Keep a history of tank lorry performance.

16.23 GUIDELINES ON THE SYSTEM AND ACCOUNTAL IN DIESEL FUELLING POINTS:

The method of measurement of HSD oil before taking delivery is that :-

- a)** Dip Measure is taken and tallied with despatch dip as shown in R/R and Delivery Advice Note.
- b)** It should be seen that the Seals are intact.
- c)** If the Seals are tampered with a missing, decanting of wagons should be made in the presence of Loco, Traffic, Security Department scroll.
- d)** HSD oil is issued through tested flow meters.
- e)** Issues to running Locos is made on D.S/ OPT.7 for Misc. use.
In Sheds on form O.P.9 (29).
In other branches on Issue Notes.
- f)** Issue of HSD oil is acknowledged by each driver which is issued on form D-5.
- g)** The full particulars of receipts and issues according to Fuel Issue Books be posted in the Register.
- h)** The opening balance on this Register is taken on Dip
- i)** Measured all underground tanks on the first day of the month.
- j)** Shortages / Excess found on the close of the month is shown clearly in the Register, but no adjustment will be done until stock verification /Divisional Mechanical Officer surveys and arrives at the result.

k) Whenever issue of HSD oil is made approximately due to flow meter out of order or giving wrong reading, adjustment is made under issues after judging correct position.

The cost of fuel is booked under "STORES SUSPENSE". It is not charged off.

CHAPTER - XVII

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VERIFICATION OF S&T UNITS (OPENLINE)

17.1 Classification of Stores : The Stores in the custody of the Section Engineer (Signal & Telecommunication) of the Open Line can be broadly classified under the following stock-heads (a) Imprest Stores - "Charged off" to Revenue (b) Charged Off Stores.

- i) Stores obtained for ordinary maintenance.
- ii) Consumable stores, such as, Cotton waste, Kerosene, Black Oil, Graphite etc., for ordinary maintenance.
- iii) Tools and Plant, Uniforms and books of reference.
- iv) Office furniture.
- v) Stationery and forms.
- vi) Stores obtained for specific works.

17.2 Imprest Stores :

a) Purpose : Stores obtained not for specific works but as a standing advance for the purpose of meeting emergent requirements in connection with the maintenance of Signaling and Telecommunication installations are treated as "Imprest Stores". The imprest stores shall be used to replace damaged gear due to accidents. It should not be used for renewals, except in cases of emergent requirements.

b) Class of Imprest : The imprest stores with the Signal and Telecommunication Open line Section Engineers shall be "Charged Off" Stores, their cost having been finally debited to the Revenue working expenses.

c) Location and scale of Imprest : Imprest stores may be provided with each Section Engineer or centralised with one or more SE on a Division or District. The location, nature of items of imprest stores and the scale of each imprest holder shall be fixed by the Chief Signal and Telecommunication Engineer. The sanctioned scale shall not be increased without his prior approval.

d) Unkeep: The imprest stores shall be kept separate from other stores and a sign. board marked "Imprest Stores" should be exhibited there.

E) Accountal :

a) Each S.E. holding imprest stores shall maintain a numerical ledger showing receipts, issues and balances of imprest materials. Each item of the imprest stores shall be dealt with on a separate page of the ledger.

b) A monthly return showing receipts, issues and balances of all items of imprest stores operated upon during the month shall be submitted by each imprest holder to the Divisional/Signal & Telecommunication Engineer. This return shall give reference to issue notes, adjustment memos and advice notes and bear a certificate from the Engineer that no stores other than those included in the accounts have been received or issued during the month and that the balances of items of stores not included in the accounts remain the same as at the end of the previous month.

Each S.E. holding imprest shall also send his requisitions with this return for recoupment of the imprest stores that have been issued during the month. The recoupment may be arranged by the Divisional where the Engineers are not assisted.

c) The monthly imprest stores return shall be checked in the Divisional Signal and Telecommunication Engineer's Office to see that :

- i)** The opening balances of the items shown in the account agree with the closing balances of the account in which the item last appeared.
- ii)** All receipts have been taken correctly in to account.
- iii)** All issues are in order and have been correctly taken to account,
- iv)** The sanctioned scale has not been exceeded.

f) Review of Imprest Stores - Half-yearly return :

The Divisional Signal & Telecommunication Engineer shall periodically review the position in regard to imprest stores of his District or Division and see that the balances in the imprest stores do not exceed the sanctioned quantities and where they do shall take necessary steps to reduce such excesses. Each S.E. holding imprest stores shall prepare a statement and submit it half-yearly in duplicate to the Divisional Office. A copy of the half-yearly statement shall be furnished to the Chief Signal and Telecommunication Engineer.

17.3 Stores for Ordinary Maintenance :

Stock and Accountal :

a) Each S.E. should have a small stock of material required for spot renewals and replacements in the course of day to day maintenance. Such stores should only be indented for when actually required for use and are not to be accumulated. The cost of such material is charged off to Revenue working expenses.

b) Each S.E. shall at the close of every month prepare a numerical statement showing receipts, issues and balance on hand and shall submit the same to the Divisional/District Signal and Telecommunication Engineer. Reference to issue notes received from the stores depots and other documents shall be given in this statement.

c) In the Divisional Signal & Telecommunication Engineer's Office, these returns shall be checked with issue notes and the summaries of issues received from the Stores Accounts Branch. Discrepancies noticed shall be taken up.

17.4 Consumables and Perishables Stores Scale :

A scale of consumable and perishable stores shall be fixed for each S.E. by the Chief Signal Telecom Engineer. Any addition or alteration to the sanctioned scale shall require his prior approval.

Requisitioning : The Divisional S&T Engineer shall either authorise the S.E. to obtain supplies of consumable stores within the approved fixed scale direct on requisition from the Stores or send a list of items of such stores to the stores Depot to be supplied quarterly or four monthly to the Engineer without any requisition from them.

Accountal : a) A numerical account showing receipts, issues and balances shall be maintained for these stores in a ledger. Each item shall be accounted for on a separate page.

b) The ledger shall be submitted monthly to the Divisional S&T Engineer's office for check or a numerical account shall be submitted, as may be prescribed by the Div. S&T Engineer.

c) In the Div. S&T Engineer's office, the ledger account shall be checked completely with regard to its numerical accuracy, receipts and issues with relevant issue notes and advice notes. Discrepancies noticed shall be taken up.

17.5 Tools and Plant, Uniforms and Books of References :

a) Scale : A scale of tools and plant shall be fixed by the CSTE for each S.E. This scale shall comprise of tools for each maintainer and artisan plus a small reserve with the Engineer.

b) Accountal :

i) Each S.E. shall maintain a Tools and Plant ledger. Each item shall be dealt with on a separate page.

ii) The tools and plant ledger shall be submitted for check once a year to the Div.S&T Engineer's Office.

iii) In the Div. S&T's Office, Tools and Plant ledger shall be checked completely with regard to its numerical accuracy, receipts and issues with relevant issue notes and advice notes. Discrepancies noticed shall be taken up.

c) Excess over the sanctioned scale : The S.E. shall not retain any tools and plant in excess of the number allowed in their sanctioned scale. If additional tools come into their stores from any course, they must advise the Div. S&T Engineer for instructions for their disposal.

d) Damaged or lost tools :

i) For replacement of old, damaged or lost tools, a requisition shall be submitted to the Div.S&T Engineer along with a covering letter explaining the circumstances in which the replacement has been applied for. The Divnl. S&T Engineer shall, after satisfying himself as to the correctness of the explanation approve the requisition and pass orders for the disposal of the worn out or damaged tools and for the recovery or write-off of the cost of lost tools.

ii) Where the cost to be written off exceeds his power of sanction, the sanction of the authority competent to write-off the cost shall be obtained.

e) Uniforms and Books of reference : Accounts of uniforms and books of reference should also be maintained on ledgers similar to the Tools and Plant Ledger.

17.6 Office Furniture :

Accountal and replacement : a) The S.E. shall maintain an account of all office furniture in their charge.

b) All replacements shall be made on returns of unserviceable articles. For any additional item, which is not already borne on the list, prior approval of the Div. S&T shall be obtained before placing the indent.

17.7 Stationery and Forms :

Indents of annual requirements : a) The S.E. shall submit the indents of their annual requirements of stationery to the Divnl. S&T Engineer. In preparing these indents, they shall be guided by the scale for the supply of stationery as prescribed from time to time.

b) The Divnl.S&T Engineer shall see that the sanctioned scale is not exceeded and the items for which no sanctioned scales have been fixed are essential and have necessarily to be supplied.

Accountal : A numerical account of receipt and issue of all items should be kept. The Divnl. S&T Engineer shall make checks periodically to see that there is no accumulation of items of stationery and forms in the subordinate offices.

17.8 Stores obtained for Capital and Special Revenue Works :

a) Requisitioning :

- i)** Stores for works chargeable to Capital, Depreciation Reserve Fund, Development Fund, Open Line Works Revenue, and Revenue Special shall not be requisitioned unless the estimate of the work has been sanctioned by the Competent Authority and funds have been allotted. Indents for such materials that are not readily available in the country and have to be imported or especially arranged, may, however, be placed as soon as a work is included in the Works, Machinery and Rolling Stock Programme, with the sanction of Competent Authority.
- ii)** Requisitions for material must show the name and particulars of the estimate and sanctioning authority for the work.
- iii)** The materials on receipt shall be despatched to the site of work. When, however, there are no storing facilities only such heavy material, which is not likely to be damaged in the open air or stolen, shall be sent to the site of work. The remaining may be stored separately at the Hqrs. station of the Engineer concerned and may be issued to the work when required.

17.9 Accountal in Register of Works :

a) All materials so long as they are not consumed on the work shall be borne under a suspense head "Material-at-Site" opened under the head to which the particular work is chargeable. On consumption it shall be charged off to that head. If more than one head is involved, it should be charged to the head bearing the greatest cost.

b) For effecting the transactions, necessary adjustment memos shall be prepared in the Divl.S&T Engineer's Office for materials shown as consumed in the monthly returns. The adjustment memos shall be effected in the register of works.

c) Before approving the adjustment memos, the Div. S&T Engineer shall generally review the Materials-at-Site returns and particularly see that the issues have been reasonable and that all unutilised balances for completed works have been suitably disposed off.

d) Materials that have been obtained specifically for a work and are left over on completion of the work or are found surplus should be either returned to the Stores Depot or transferred to some other works on which they are likely to be used. The Engineer in charge of the work shall certify on the Completion report of the work that all materials charged off to the work but not used, have been returned to Stores.

17.10 Verification of Materials-at-Site :

a) The Div. S&T Engineer in executive charge of works estimated to cost more than Rs.10,000/- shall arrange for periodical verification of the materials-at-site of that work. All articles may not be checked at the same time but every item should be verified at least once in a year.

b) The Divl.S&T Engineer shall certify on the materials-at-site return of the particular work for the month of March which a balance is shown, submitted on the year, that such verification has been carried out by him.

17.11 Materials-at-Site work estimated to cost Rs.10,000/- and above

a) For all works estimated to cost Rs.10,000/- or less.

i) A daily numerical record of receipts and issues shall be maintained in the same manner as detailed in above para, but the monthly return will only be made out in respect of works which have been completed during the month and will be known as the **"Excess Materials Return"**.

ii) The **"Excess Materials Return"** shall be made out on a separate form and shall show separately materials obtained for and materials released from the work, the numerical balance only of Materials-at-Site i.e. those that have not been consumed on the work nor returned to stores, transferred or otherwise disposed off will be shown. It will also show the date of completion of the work to which it relates.

b) The excess material return shall be checked in the Divl. office as regards the correctness and reasonableness of the balances shown therein against various receipt vouchers and sanctioned schedules. Materials obtained specifically for works shall be finally charged off in accordance with the allocation. The Divl. S&T Engineer shall decide the disposal of the excess materials, in case they cannot be utilised on some other works, they should be returned to stores.

17.12 The Daily Transactions :

The Daily Material Transaction Register (DMTR):

- a)** A daily transaction register should be maintained by each S.E. The register should have columns similar to the form S&T/DT .
- b)** All receipts and issues of stores pending their transfer to their appropriate ledgers, should be entered in this Register.
- c)** The register must be written up daily. A line must be drawn across both pages under the last entry of each date to prevent subsequent entries be made.
- d)** There should be no direct posting of materials in ledgers from challans. All transaction must first be shown in the Daily Transaction Register.
- e)** The dates in the ledgers will be the same as the dates in the daily Transaction Register.
- f)** Issues of materials from outside stocks will be recorded by the S.Es in their line note books first. These entries will then be transferred to the Daily Transaction Register. The date of entry in the Daily Transaction Register must be recorded on the note book.
- g)** The S.Es are personally responsible for all stores in their custody and must satisfy themselves that the Daily Transaction Register and the ledgers are being correctly posted. In token there of they will initial the Daily Transaction Register at least once a week.

17.13 Returned Stores :

Instructions : Instructions regarding returned stores are contained in Chapter xvi of the Indian Railway Code for the Stores Department.

Returning Stores on Advice Notes :

- a)** All stores which have been previously issued for the services of the Railway and are no longer required on a work should in the absence of special instructions to the contrary, be returned to the Stores Department.
- b)** As laid down in 1602- S while returning stores to Stores Depot, advice notes in form S.1539 should be prepared in six foils by carbon process. Separate advice notes should be prepared for each class of store Viz. New second hand and Scrap Stores.

c) Disposal of advice note - in para 1604-S:-.

- (i)** Foil No.1 of the advice note should be retained by the Engineer returning the stores as his office copy.
- (ii)** 3 foils (2nd, 3rd and 4th) should be sent to the depot direct
- (iii)** one copy (5th) should be sent to the Accounts Officer(Stores) and the 6th to the Divl./Dist. S&T Engineer.

Register of Advice Notes : The advice notes (6th foil) should be carefully examined in the Divl.S&T Engineer's office to see that they have been correctly prepared. They should then be listed in a Register of Advice Notes for returned stores maintained in form S.1605. separate page of this register shall be allotted to each returning subordinate. The Advice note 6th foil shall then be forwarded to the depot to which the stores have been returned.

Advice of Credit :

a) As laid down in para 1620-S and 1621-S out of the 3 foils (2nd,3rd and 4th) sent to the Stores Depot, the Stores Depot shall retain the 2nd foil for its office and send the 3rd and 4th duly completed in all respects to the Accounts Officer(Stores). The 6th foil sent by the Divl. S&T Engineer to the stores depot shall be returned to him duly receipted for his office record.

b) The Stores Accounts Officer shall on receipt of the 3rd and 4th foil from the Depot, duly valued, shall prepare the advice of credit and send the same with the 3rd foil as supporting voucher and the corresponding 5th foil received by him, from the Inspector returning the stores, to the Divl. S&T Engineer.

c) As laid down in para 1628-S on receipt of the advice of credit from the Accounts Department, in the Divnl.Office, the 5th foil should be forwarded to the returning subordinate, after noting on it the fact of credit having been received.

Check of Register of Advice Notes : The Divl. S&T Engineer shall frequently inspect the Register of Advice Notes for Returned Stores and see that there is no delay on the part of the Stores in acknowledging the stores and affording credits for the stores returned.

17.14 Credit for returned Stores :

a) For materials for which there is no likelihood of being required within a reasonable period after return, the credit value allowed for it should be kept with in the figure likely to be realised for it as an obsolete material or as scrap.

b) For materials, which are likely to be used within a reasonable time after return, credit value proportionate to its further life may however be provided. The normal lives of equipment used in the S&T Dept. as laid down in items 18 and 18-A of the statement in para 706-G of the Indian Railway Code are as under -

Item No.18 : Telephone apparatus - 13 years.

Item No.18-A : Signaling apparatus both mechanical and power - 25 years.

17.15 Requisition :

Preparation of requisitions, the following instructions are to be observed :

- i)** Separate requisitions shall be prepared for each class of material.
- ii)** All requisitions should be legibly written in accordance with the stores nomenclature given in the price lists. Price list nos. under references should be correctly reproduced. Complete description with reference to Specifications and Drawings should be given in the case of special and non-standard items.
- iii)** Blank space, if any, below the last item should be crossed. Total No. Of items should be indicated on the requisition eg. two items only.
- iv)** The designation of the consignee should be written in full in the column provided. No, code/ abbreviations should be used.
- v)** The head chargeable should be entered on all requisitions in the column provided.
- vi)** The requisitions for material chargeable to revenue works should be distinguished from requisitions for material for sanctioned works and for items of material of non-recurring use, by a mark or a code letter such as 'R' for revenue stores and 'S' for special and non -recurring stores, unless any other method of distinction is laid down by the Stores Department.
- vii)** In the case of sanctioned works, the number of the estimate and the reference of the sanctioning authority should also be given clearly.
- viii)** The quantity of each item should be given in correct units both in words and figures.
- ix)** Corrections, if any, made in the requisitions should be attested.

Stores supplied by firms : Acknowledgement of Stores received direct from the firms should be made promptly. Discrepancy or defect, if any, in the material and shortage of supply, should be brought to the notice of the Divnl. S&T Engineer immediately.

17.16 STOCK VERIFICATION OF CSI UNITS :

It has been observed that ESMs (Electrical Signal Maintainer) working under the jurisdiction of Chief Signal Inspector are drawing bulk quantities of all types of revenue stores from the CSI stores periodically as a lumpsum provision. These issues are immediately debited from the CSIs ledger accounts without any reference to the actual utilisation. Thus it is not correctly charged off to the works concerned. The ESM takes the materials to his jurisdiction and utilise the materials at a later date without maintaining any account.

The ESMs who draw the materials should maintain a clear account of all material transactions i.e. Receipts and Issues, and submit a statement which shows the usage of Class-I materials and the corresponding releases to the CSI concerned. The ESMs should also hand over the Released materials to the CSI concerned under a separate challan and under a clear acknowledgement. During verification, ASVs should verify these statements of transactions and compare with the actual debit entries of Class-I materials and Receipt entries of Releases made in the CSI's ledger account. If there is any discrepancy, it should be dealt as per the procedure.

CHAPTER - XVIII

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MISCELLANEOUS UNITS

VERIFICATION OF CATERING UNITS.

18.1 Unlike verification of Revenue and consumables of other departments, in catering Department, they are verified thrice in a year (once in a four months). The raw materials, provisions, PAD articles including money value books, such as meals coupon, food packet wrapper in catering units are covered in this verification.

18.2 This verification is carried out in General/Divisional Godowns, Catering Units, both static and mobile and PAD stalls on platform.

18.3 The purchase of all the above materials are to be accounted for in a ledger called stock book (DC-4). The stock verification results should be posted in this book.

18.4 The Catering Managers will assess the daily requirements of meals, tea, coffee, etc. in terms of units based on the demands from time to time in the Manager's order book, DC-14. Based on this, the stores acknowledgement of the Head cook in token of having received the materials correctly in the Cooks Issue Register. The Stores Clerk/ACM should post his stock ledger (DC-4) such as VRR/NVRR, except when they are combined postings should be done issue order-wise. The total issues for the day should be arrived at and the balance struck at the end of the day.

18.5 The instructions contained in the Joint Commercial and Accounts POO No. 0-65/F/P/1976 should be borne in mind and the verification staff should look into the cook's issue register to arrive at the quantity of raw materials issued and not posted in DC-4, for the day of verification. They should draw a line in the Book duly initialed and dated and then processed with the physical verification.

18.6 The inter-unit transfers of the commodities is effected on the basis of commodity transfer note in form DC-5. These books are machine numbered and continuity of the same should be maintained. This form is prepared in quadruplicate and the materials are sent along with 3 copies of the same. The receiving unit will acknowledge on all the three copies for the materials actually received and return one copy to the sending unit. Any discrepancy in the quantity or description should be advised to the sending unit and DCS/SCO and receiving unit should account for the deficiency as minus receipt.

18.7 The verification staff should ensure that there are proper acknowledgements obtained for such transfers, and paired with the block copies duly bringing out any discrepancies noticed in such a check, either in quantity acknowledged or any over writing, correction, etc.

18.8 All the empty containers such as tins, gunny bags, packing cases, etc. should be accounted for in a manuscript register, maintained for the purpose. The verification staff deputed for verification of provisions and PAD articles should ensure that all containers received are accounted for, and verify the same.

18.9 Blank Cash Memo Book (DC-1), meals ticket and other money value coupons including food packet wrappers etc. should also be verified by the Accounts verification staff along with provisions.

18.10 Departmental Verification :

The departmental verification of ground balances of consumable/raw materials should be done by RM/Inspector in-charge of the unit on monthly basis, i.e. on the last date of the calendar month. The stock verification results should be posted in DC-4 and stock sheet forwarded to the Accounts Officer to deal in the same manner as the stock verification for Stores Depots.

18.11 PAD Items :

The verification of PAD stalls on platform presents certain peculiarities. In that, there are no ledgers maintained for the individual items. Only a manuscript register broadly showing the opening balance of each item for each day and receipts from godown, value of sales and closing balances.

18.12 Check on hand and Stock with Vendors :

While verifying the items of the PAD of the Catering Department, it is to be seen that the issue to each vendor from the ACM should be such that it agrees with the amount remitted by him plus the outstanding value of the Stores with him. If any shortage is noticed, the Stock Verifier should ensure that the amount(value) should be remitted immediately by the Vendor.

Cent percent check of the receipts, since last verification, should be carried out.

MAIN POINTS OF VERIFICATION IN CATERING UNITS :

1. Raw Materials.
2. Provisions, PAD items including Money value books (Viz. Meals Coupons: Food Packets, Wrappers etc.,).
3. Stock Book – DC-4 : To post Stock verification results.
4. Managers' Order Book – DC-14 : To see the assessed quantity based on daily requirements.
5. Cooks' Issue Register : To see the acknowledgement of the Cook for the quantities received by him from the catering Manager.
6. Commodity Transfer Note – DC-5 : It will contain Machine Numbering. Continuity to be maintained. Deficiency to be accounted as MINUS(-) receipt. Check the acknowledgements for transfers.
7. Manuscript Register to account all the EMPTY CONTAINERS viz. Tins, Gunny Bags, packing cases etc.,
8. Stock verification of PAD items : See that all containers received are accounted.
9. Blank Cash Memo Book : Meals tickets and other money value coupons including food packets, Wrappers along with the provisions.
10. Departmental Stock verification is to be carried-out monthly.
11. For PAD items no ledgers are maintained except a MANUSCRIPT REGISTER broadly showing the Opening Balance of each item of each day and receipts from Godown, values of sales and Closing balance.
12. Cash on hand and stock with Vendors.
13. 100% check of receipts since last verification.
14. Health Inspector is to be contacted/referred to ascertain the quality of the available food stuff which is/may be UN-FIT for human consumption to the knowledge of verifying staff.

18.13 VERIFICATION OF LIBRARY UNITS :

Before commencing the stock verification of Library, separate computerised sheets should be prepared which is a base for the verification showing the serial numbers from 1 to 100 of each set. These sets should be prepared for the total quantity of books available in the particular library where the stock verification is to be taken up. Then all the Books serially are to be verified duly marking on each number of the computerized sheet. Total number of Books verified on a particular date and their catalogue numbers from -and-to are to be recorded in the Field Book. These computerised sheets are used to make the verification process easy and convenient. During verification, separate markings are to be given for,

- a) Books available in the Library.
- b) Books available in circulation.
- c) Books on transfer account.
- d) Books available on DS8 account.

If no marking is made on any number of the computerized sheet, then it can be considered as shortage.

Library Books are being maintained on two parallel catalogue Nos.

i) Spl.fee procurement, ii) Rly. Supply books.

During verification, it should be seen that:-

- i) Subject-wise stacking should be made in the respective almirahs with separate shelves for Spl.fee books & Railway supply Books.
- ii) Catalogue numbers of worn-out, damaged and scrap Books should be deleted.
- iii) Only one catalogue number should be given for either spl.fee procurement or Rly.supply books to avoid duplication. Since stacking of books is done subject-wise, it is not possible to stack the books catalogue number wise. If possible, a list of catalogue Nos. may be pasted on each Almirah for easy identification.
- iv) Computerisation of maintenance of library books will be helpful to minimise the work load as well as reduce the inventory & certification.
- v) While verifying Books of reference, or Books held in the office library of different offices/Departments, the ISA/SV should ensure that the catalogue for Books is maintained properly and the system of issue of Books is such that it provides sufficient safeguard to ensure return of Book within the specified time as followed by particular unit/Dept. Holding up of Books issued for undue long period should be noted and reported.

18.14 VERIFICATION OF DEAD STOCK IN RAILWAY COLLEGES/ SCHOOLS, CANTEENS, HANDICRAFT CENTERS, etc.

1. The ASV should verify Dead Stock in the above Institutions/ Units in the same manner as in the case of verification in Offices/units. While canteen stores are to be verified by the ASV once in a year, the verification of Dead stock in others is to be undertaken once in three years. The ASV should ensure that the items of Dead Stock purchased out of Funds of the Institutions/Units are also taken into account in the Dead Stock Register.

2. When a new Body of office bearers takes over charge, the Dead Stock Register should be scrutinised by the Hon. Secretary and he should also certify

in token of having taken over complete charge of the Dead Stock correctly from the previous Body. Any discrepancy in stock will be attributable to the office bearers who were in charge at the time of Stock verification.

18.15 GENERAL OBSERVATIONS ON THE IRREGULARITIES DETECTED DURING THE COURSE OF STOCK VERIFICATION OF VARIOUS STORES HOLDERS :

a) ENGINEERING STORES HELD BY J.E./S.E.(PWAY), JE/SE(W), JE/SE(BR) :

- i) Non-accountal of materials received from contractors as well as from other sources and unauthorised transfer of materials.
- ii) Failure to account for released materials fully or adopting lesser weights for released materials.
- iii) Unauthorised charging of issues.
- iv) Issue transactions not vouched properly.
- v) Excess charging of issues.
- vi) Failure to carry forward closing balances. Special feature, the store holder not admitted stock verification consecutively for several years on some ground or other.

b) CATERING UNITS/GODOWNS :

- i) Manipulation of records.
- ii) Charging of unacknowledged transfer transactions in the books.
- iii) Charging of issue transactions twice in the books.
- iv) Alteration of book balances certified by ASV.
- v) Undercasting of Book Balances while carrying forward the balances from old books into the new books.
- vi) Non-recovery of amounts involved in deficiencies detected at the time of handing over.
- vii) Non-accountal of costly utensils/dead stock items.

c) MECHANICAL UNITS/LOCO SHEDS :

- i)** Non-accountal of costly materials like paints.
- ii)** Over-casting of issue transactions.
- iii)** Mixing up of good axle oil with burnt oil to cover deficiencies in stock.
- iv)** Fictitious issue/receipt transactions.
- v)** Non-accountal of proper records of diesel oil at pump sheds.
- vi)** Non-accountal of imprest stores.
- vii)** Manipulation of book balances of stainless steel plates, blankets and mosquito curtains.
- viii)** Charging -off of costly oils from ledgers without any vouchers.
- ix)** Substitution of costly item of woolen blankets with a cheap items like kumbly.
- x)** Charging of axle oil/k.oil/cotton wastage periodically without actually issuing the said materials.
- xi)** Non-accountal of huge quantity of HSD oil.

d) ELECTRICAL UNITS :

- i)** Non-accountal of released materials/items sent for repairs outside or to workshops.
- ii)** Non-recovery of Hire charges and non maintenance of proper accountal of receipts and issues of geysers provided in quarters.
- iii)** Non-accountal of electrical materials (electrical fittings), improper or incomplete distribution statements.

18.16 DOCUMENTS PREPARED ON RECEIPT OF STORES IN A DEPOT :

SOURCE OF RECEIPT.	VOUCHER PREPARED.
i) Firm / other Railways.	Receipt Note/Receipt Order.
ii) Workshop.	Workshop Receipt Note.
iii) Return from sub-ordinate.	Advice Note.
iv) Transfer from another Depot.	Depot Transfer Note.
v) Materials received without a voucher.	Depot Stock Sheet.

18.17 Items to be verified in-exchange for New Stores supplied i.e., New for old during the voucher check of C&W units :

1. Axle Guards.
2. Bearing Brass.
3. Draw bar of every size and type.
4. Cotter, flat with chair.
5. Spring Bearing 12p,13p,14 plated.
6. Truss Bars.
7. Pull Rods.
8. Safety Brackets.
9. Vaccume Cylinder.
10. Turton couples.
11. Buffer cylinder.
12. Craver burn type.
13. Screw coupling with shackle and pins.
14. Screw coupling without shackle and pins.
15. Vaccume gauges.

18.18 MAIN REASONS FOR DIFFERENCE BETWEEN GROUND BALANCE AND BOOK BALANCE :

(a) Discrepancies arise mainly due to the following reasons :-

1. Errors in quantity posting in the ledger.
2. Calculation errors.
3. Cross posting.
4. Ommission of posting.
5. Posting twice in the same bin card.
6. Error in counting, weighing, at the time of receipts and issues.
7. Cross issues.
8. Ommission of presenting a lot, wrongly kept elsewhere, for verification.
9. Presenting an item already issued and debited and not despatched to the party.
10. Due to pilferage or fraud.
11. Defective weighing machines.
12. Wrong issue of one material for another will cause shortage of the item issued and excess of item wrongly shown as issued.
13. Not posting an issue made, due to the issue note not being posted or rejected by computer, will shown a `shortage'. Similarly, not posting a minus issue or a Receipt will show an excess.
14. Loss of materials in the ward for any reason, will show shortage.
15. Actually issuing less than shown on an Issue Note will show an excess.
16. Items difficult to issue in precise quantities, like many and frequent issues on weight or very large numbers or items issued in running lengths, can result in excess or shortage of ground balances. A 2% margin is usually allowed for such items on the total transactions, since the last stock verification.

(b) DEFINITION OF CLASS-I, II & III MATERIALS :-

a) Class-I material is that which is new and of standard condition.

b) New items of obsolete sections which are found to be inter-changeable with standard material and are purchased from time to time to prevent wastage of other suitable material should be brought on the stock account as Class-I.

c) Class-II material that includes all new materials of obsolete sections and all material of standard and obsolete section has been renewed from the sections and is kept for further use, classified and sub-divided as:-

i) Rails fit for use in Main line.

ii) Rails fit for use in Branch lines and important sidings.

iii) Rails not fit for use in the sections, but serviceable.

d) Class-III materials shall include all materials that have been un-serviceable.

Whenever materials are released from the Track, they are required to be kept separately under "Released Account" and should not be directly taken into class-III and scrap without segregation and classified as "fit or unfit, serviceable or un-serviceable by the competent authority.

ANNEXURES.

1. Copy of Railway Board's Ir. No. 96/AC-II/46/1 dated 15-1-98.(S-3261)

Sub:- Loss of Railway on account of non-finalisation of stock sheets.

In the course of investigation by vigilance on one of the Railways, a case of involving substantial loss has been detected. This was on account of non-finalisation of stock sheets for a period of over 7 years.

In view of the above it is desired that the codal provisions regarding finalisation of stock sheets laid under chapter 14 & 32 S II may be followed scrupulously. In order to streamline the procedure further, as also to have effective administrative control, **Board further desire that the stock sheets should invariably be finalized within a period of 6 months.** In this regard it should also be ensured that where any employee responsible for shortage is to retire, the matter should be finalized before his retirement so that suitable punitive action can be taken wherever necessary.

Accordingly ACS No.2 to Para 3261 S II is enclosed for information and necessary action at your end. This issues with the concurrence of C&AG.

Sd-----
(Anurag sharat)
Director of Finance (accounts)
Railway Board.

2. Copy of VSO/3/81-82 dated 19-9-1981.

Instances have come to light, where in the ASVs are associating themselves with the investigating Inspectors of Police Department in verifying the stores held in the custody of storeholders, without obtaining the specific approval from the controlling officers. This is highly irregular. Even if the Inspectors or officers of Police/vigilance depts. approach them, they should clarify that according to Bd.'s letter no. 66(RS)/G/779 of 3-1-67, the stock sheets could be prepared by them in the same manner as departmental stock sheets and dealt with accordingly. A copy of the above mentioned Bd.'s letter is attached herewith for guidance.

The ASVs/ISAs may therefore comply with the above instructions.

Sd.-----
for FA&CAO/WST/SC.

Copy of Ir.no. 66(RS)/G/779 dated 3-1-67 from the Jt. Director Railways stores,
Rly. Bd. Addressed to GMs Indian Railways.

**Sub: Preparation of stock sheets as a result of verification by
vigilance staff of Railway Administrations or Directorate of Railway Board.**

The Question regarding the preparation of stock sheets as a result of verification of stores conducted by Vigilance staff of Directorate of the Rly. Board or Rly. Administrations during their visits to the stores depots of Railways have been examined. It has been decided that where an Accounts stock verifier is not available or can not be associated with the verification conducted by the vigilance staff for any reason, the stock-holders should certify the results of physical verification in the vigilance officials's field book. The stock sheets should then be prepared by the vigilance staff conducting such verifications but the numbering and posting in ledger cards, will be carried out by stores staff in the same manner as the departmental stock sheets in terms of para 1343-S except that an additional copy will be prepared. The symbol, VIG. May be added at the end of the number to identify the stock sheets prepared by the vigilance staff. The vigilance staff, should, however, ensure that numbering and posting of stock sheets is actually carried out by the stores staff.

3. Copy of FA&CAO/WST/SC Lr. No.ASV/Instructions/3. Dated 21.11.90.

Sub : Verification of Dead Stock and T&P items of low value.

Instance have come to light that the provisions contained in the VSO No.10/77 dated 27.9.97 are not being followed by the verification staff and SV sheets are prepared for such petty items rather than concentrating on more important items. It is, therefore, reiterated that henceforth the ASVs should follow the procedure envisaged in the above VSO No. 10/77.

However, the above VSO is reproduced below for guidance and strict compliance of the verification staff.

“In terms of para 3225 of Stores Code, articles of Dead Stock and Tools & Plant of low value, such as Notice Boards, Ticket Nippers, Carriage Keys, station seals and the like, may be omitted from physical verification at the discretion of the Stock Verifier, so as to enable him to concentrate on more important items.

Such of the items som omitted from verification, should hoever be recorded in the Field Book, after ensuring that reasonable care is being excercised by the custodian for their accountal, custody, distribution, replacement etc.

Instructions are there fore issued that the above codan provisions are followed by the staff strictly”.

Sd/-
(N.SEETHARAMAN)
for FA&CAO/WST.

**4. Joint Mechanical/Electrical/Stores and Accounts Departments procedure
Office Order number M.65.PP.I.POO dt. 5.3.1983.**

a) In partial modification of the Joint Mechanical, Electrical, Stores and Accounts Departments Procedure Office Order No. M.61/RS/P dt.23.10.1978, the following detailed instructions are issued for compliarce in connection with the reclamation and accountal of useful components from rolling stock when condemned. These instructions will have immediate effect.

b) In order to ensure proper accountal of these reclaimable components, G.M. desired that all reclaimed materials should be handed over to the Stores Depots first and thereafter got issued for use by the Mechanical/Electrical Departments. Brief description of the components and other useful items reclaimable generally from the Rolling Stock is furnished in ANNEXURE ‘A’ (enclosed). These items should be brought to account in the manner explained hereunder by the shops as well as by the Open Line Divisions.

c) (i) Items reclaimed from condemned Rolling stock in the Shops/Sheds.

On condemnation of Rolling Stock by the Competent Aithority, the serviceable components should be listed out by the ACME/DEE (shops/sheds). For the items which are held in stock, the ACME/DEE of the shop/shed should prepare necessary DS-8/S.R.15 and hand over such items to the stores depot concerned for proper accountal. In case any of these serviceable items reclaimed from the condemned Rolling Stock is required for immediate sue on the Shop floor, they should submit DS-8/SR-15 together with the rexeipted requisxions to

the Stores Depot for proper accountal, indicating therein clearly the items which are reclaimed Rolling stock at the time of handing over of the DS-8/SR-15 to the Stores Depot. In case of non-stock items which are serviceable, the same should be retained in the Shops and proper numerical records kept or recording receipt and issue of such materials against various works carried out on the Shop floor. These non-stock items held in the custody of the ACME/DEE shops or sheds will be subjected to Accounts Stock verification once in a year.

(ii) Items reclaimed by Stores/Machanical/Electrical Departments at the time of braking up of Rolling stock by Purchasers and before handing over of the assets to them.

Before the condemned Rolling Stock is handed over to the purchasers for cutting, a joint survey should be conducted by the representatives of the Depot staff not below rank of ASK1, Inspectors of Stores Accounts or Accounts Stock verifiers of Accounts Department, representative of the Machanical/Electrical Department, SIPP of the Security Department and the purchasers. The joint survey report should bring out complete particulars of the fittings/equipments which are reclaimable from the condemned Rolling Stock at the stabling ponds, yards or the nominated sidings and it should be signed by all the representatives including the representatives of the purchasers so that the purchasers also become responsible for safe custody and return of these items in exact number shown in the survey report. Besides this, reclaimable articles should be stenciled as 'NOT AUCTIONED' wherever possible. A copy of the Joint report should be made available to the Depot Officer concerned, ACME/DEE (shops/sheds), Accounts Department, ASO (CIB) of the Security Department and the purchaser. After the cutting operations are over, it should be ensured that all the items that are listed out at the time of the joint survey have been correctly handed over by the purchaser to the official nominated by ACME/DEE (shops/sheds) for proper accountal.

d) In cases where there is any discrepancy or loss in the reclaimable items as assessed by the ACME/DEE and items finally reclaimed, the Mechanical/Electrical Department will have to investigate the causes for the discrepancy and fix staff responsibility jointly with Security.

e) In cases where the Rolling stock is condemned at the Divisional level, the Sr.DME/Sr.DEE should prepare necessary DS-8/SR-15 indicating the items that are to be reclaimed from the condemned Rolling stock. Even in this case, a joint survey should be made by the representatives of Mechanical/Electrical/Stores/Accounts/Security departments and the purchasers before the condemned Rolling stock is handed over for cutting. After the cutting operation is over, the Mechanical/Electrical department on the Division should correctly receive the reclaimed components as listed out in the joint survey list. In cases where the reclaimed serviceable components are retained by the Mechanical/Electrical Department of the Division, the Sr DME/Sr DEE should

submit DS8 along with receipted requisition for all stock items for proper account at the Depot, as the reclaimed parts and fittings are drawn for various repair activities in the Divisions, the mechanical/electrical department should keep necessary numerical record to tally the physical balances at any one time. For this purpose, the Sr DME/Sr DEE should submit a monthly statement of balances of all such items held in their custody on behalf of the stores department to the stores department. The stores department should regulate the recoupment of Imprest items keeping in view the stock held at the depot and at the divisional level.

f) In cases of non-stock items, which are reclaimed from the condemned rolling stock at the divisional level, the Mechanical/Electrical department on receipt of such non-stock items from the purchaser after cutting operations, should maintain proper numerical accounts.

g) The issue of new items should be arranged only by the stores department taking into consideration the authorized extent of Imprest and the available reclaimable fittings with the Imprest holder. A review of all Imprest items should be conducted once in six months by the mechanical department and electrical department to avoid any surplus stock at the depots.

h) The indenting official should furnish the specimen signature of the staff authorized to sign the documents to the Depot Officer (s) concerned for his/their record to correctly identify the staff physically drawing the materials before issuing any material from the stores depot. The documentation of the related transactions should be in the prescribed forms and no manuscript chit will be permitted.

i) All concerned should follow these instructions strictly and ensure maximum use of the released components from the condemned Rolling stock disposed off.

Sd/-----	Sd/-----	Sd/-----	Sd/-----	Sd/-----
CME.	CEE.	COS.	CSO.	FA&CAO/WST.

5. Copy of FA&CAO/WST/SC's letter no. ASV/Instructions/4 dt.23-11-90.

Sub:- Review of Imprest Holding/Schedules.

Attention is invited to VSO No.18/78 dt. 22-9-78 where in the verification staff were instructed to adhere to the Board's instructions strictly regarding scrutiny of Imprest schedules and stores held by the custodians of this Railway.

For ready reference and guidance, a copy of the Board's Ir. No. 77/RS/IC/165/15 dt.30-11-77 together with an extract of para 8.2.03 of the Recommendation No.112 of the second and Final Report of the Committee on Inventory Management in Railways are enclosed.

In this regard, all the ASVs/ISAs during their stock verification /Inspection, should, thoroughly examine whether the Imprests are being reviewed regularly and revised from time to time. Any lapses noticed during their checks, should invariably be brought out through a special report and submit to this office so that executive offices are advised suitably in this regard.

It is once again reiterated that any lapses in this regard will be viewed seriously.

Sd/-----

For FA&CAO/WST/SC.

6. Copy of FA&CAO/WST/SC's P.O.O.No.3/96 dt.12-2-96.

Sub:- Clearance of outstanding stock verification sheets.

Stock sheets should be dealt with promptly as delays in finalisation of discrepancies detected through verification may result in investigation into frauds or irregularities being rendered difficult with the passage of time and records not being readily available.

It has however been observed that there is abnormal delay in finalisation of stock verification sheets. This has invited the attention of Audit. Recently heavy discrepancies in stock verification were noticed where the custodian has expired, but the stock verification sheets pending against him were not cleared nor the recovery for the loss made. This resulted in the issue of a draft para by Audit. The existing instructions on the subject are reiterated hereunder as directed by G.M.

The custodian on receipt of stock verification sheets should furnish the remarks immediately.

The executive should closely monitor the compliance of the above. Action may be taken against those who fail to comply with above.

A register of stock sheets may be maintained by the executive with the following information.

a) Stock sheet No. and date.

- b) Store Holder.
- c) Name of the custodian and date of retirement.
- d) Value of stock sheets i.e. Excess and Shortage separately.
- e) How and When the stock sheet is cleared (By reply/write off/recovery).
- f) Closure advice details issued by the Accounts Department.

The replies for the Accounts should be sent promptly for finalisation of stock sheets and action may be taken either to recover the loss or to process for write off or submitting clear remarks for the discrepancies, before the stock sheets/account notes get older.

Action may be taken to finalise the stock sheets well in advance especially in respect of custodians who are due for retirement as no intimation is being received from executives in respect of stock sheets pending against them. This will also obviate the delay in finalising the settlement dues.

As the time of transfer of staff from one unit to another, the position of pending stock sheet should form a part of the handing over note.

In case of retirement of custodians, the personal Branch should get the "NO DUE" Certificate from the executives and accounts before finalising the settlement dues.

A monthly meeting may be held with the executive as well as associated accounts officers where in the outstanding stock sheets shall be reviewed and necessary directives issued promptly.

Sd/-----
FA&CAO/WST/SC.

7. Copy of FA&CAO/WST/SC's Ir. No. ASV/POM/I dt. 30-4-87.

Sub:- Clearance of outstanding stock verification sheets/stores debits relating to the store holders due to retire shortly.

The following measures are proposed to be adopted to expedite clearance of outstanding stock sheets/stores debits against retiring employees.

At present only the designation of the stock holder is shown in the stock sheet, but without name and date of retirement. But hereafter the name of the stock holder and his date of retirement should be indicated in the stock sheet to enable the executive and the accounts office to pay special attention to those

stock sheets pending against such stock holders who are due to retire within the next one year.

No intimation is being received from the executive officers in respect of stock sheets already pending against those stock holders who are due to retire during the next one year period. This information should quickly be furnished by the executive office concerned.

A separate register should be maintained in the accounts office in respect of stock sheets pending against those staff who are due to retire within the next one year. This register should be reviewed every month by a J.A. Grade officer of the accounts department.

If initial remarks are not received from the stock holder within three months from the date of receipt of stock sheets, the attention of HODs/DRMs should be drawn for expediting the replies. Once the remarks are received, they should be examined by the accounts office and in case the replies are not acceptable to the accounts, an accounts note will be issued to the executive within 15 days. The executive should reply to the accounts notes within 15 days of its receipt. If the remarks are not acceptable, bipartite meeting should be held between the accounts officer and the concerned executive officer to finalise the pending stock sheets. If, in spite of the bipartite meeting, there is still difficulty in closing the stock sheets, the case should be brought to the notice of the concerned administrative Grade officer.

These HOD concerned should nominate an administrative Grade officer to review the position of such pending stock sheets, once in a month.

Sd/-----

For FA&CAO/WST/SC.

8. Copy of Railway Boards Ir.No. 98/CE-II/CS/2 dt. 4-8-99.

**Sub : Advance Correction Slip to Railways Permanent Way
Manual (IRPWM) 1986 Para-320(1) and v320(3).**

Ministry of Railways(Railway Board) have decided that correction/additions in the enclosed Correction Slip No.32 dt.4-8-99 in the existing para-320 of IRPWM – 1986 may be made.

INDIAN RAILWAY PERMANENT WAY MANUAL 1986 – EDITION.

ADVANCE CORRECTION SLIP NO.32 DATED 4-8-99.

The existing para 320(1) may be replace to read as under :-

“Classification and use of released material : After a section of track has been renewed, the released material shall be carefully sorted out so that greatest possible use may be made of them. They should then be classified by the Sr.Section Engineer(P.Way). Tools and plant left over should also be classified and action taken on their disposal.

A new para 320(3) may be added, as below ;-

Accountal of released P.Way materials :

a) The quantity of released materials from every work included for track renewal/gauge conversion will be based on yardsticks for loss of weight to be fixed on the basis of data collected during foot by foot survey. If there is more than one work on the same route, near to each other and under similar ground conditions, only one set of yardsticks would suffice.

b) List of materials likely to be released will be prepared indicating the quantum of such materials separately as second hand (SH) and scrap following the instructions given in the para 320(2) above.

c) While second hand materials will be indicated only in Length/Nos. in case of scrap materials, the accountal will be as follows :

- (i) Railws – in length, then converted to weight.
- (ii) Sleepers – Nos. separately as whole and in parts and then converted to weight.
- (iii) Fittings & Fastings – by weight

d) During foot by foot survey, actual observations will be recorded jointly by PWI and ISA/Stock Verifier giving the percentage loss of weight over the new component for each and every material likely to be declared as ‘SCRAP’. This can be done by actual weighment of few representative samples.

e) The yardsticks will than be approved by the Sr.DEN/DEN personally based on the report duly test checked by AEN/DEN. These will specify the maximum percentage loss of weight for different components under different ground conditions as per format given in the annexure – 3/1.

f) The conversion to weight in case of each of the items for purpose of accountal will then be done by the Section Engineer (P.Way) on the basis of the specified percentage loss of weight over the new components. In case, however, some abnormal variation of weight is observed after the materials have been released and the percentage loss is more than that specified for that category, specific justification will have to be recorded for the same by the Senior Section Engineer (P.Way) and all such cases would have to be certified by DEN/Sr.DEN after actual sample checking at site.

g) In case however, the actual loss after release is seen to be lower than the yardstick the accountal will be done on the basis of the actual.

h) After actual releases of materials, the Section Engineer (P.Way) will take the releases on books on the basis of summary sheet as per Annexure 3/2.

i) The section AEN will carry out test checks to the extent of 20% of each item and make entries to this effect in the summary sheet. The section DEN/Sr.DEN will also carry out randon checks to ensure that the category and weight of releases are correct to the maximum possible extent.

j) The periodical returns for track renewals/gauge conversions are to be submitted at the laid down periodicity as per rules and the existing procedure for checking should be streamlined to ensure that the returns are looked into detail in the AEN's office in Nos. as also their conversion in weight. The returns will be specifically checked with regard to the correctness of input/output materials having been prepedated on the basis of instructions given in para 2 above.

k) As an internal check by the department, one of the works accountants in the division with Engineering department or with Construction department should be made responsible to carry out methodical checks of all MAS accounts of track renewals/gauge conversion works.

l) In cases where the track work is to be done by contractor, the list of released materials shall be jointly prepared on the basis of a field survey to be conducted by the Sr.Sec. Engineer(P.Way) and contractors representative after the work has been awarded but before the dismantling work is allowed to commence. The contractor shall be bound to hand over the materials according to the daid agreed list and should be responsible for any shortages.

LOSS OF WEIGHT OF RELEASED SCRAP
(P.WAY COMPONENTS)

DESCRIPTION OF WORK :

FOOT BY FOOT SURVEY CARRIED OUT BY :

-----RAILWAY

-----DIVISION

DATE :

S.No.	Description of Materials	Weight of New item	Max.% loss of weight on release	Weight of released item	Remarks
1.	Rails				
2.	Sleepers				
	a) Steel				
	b) CST-9				
	c) Wooden				
3.	Fish Plate				
4.	Tie Bar				
5.	Other Fittings				
	a) Bearing Plates				
	b) ACB				
	c) ERC				
	d) Two way key,				
	Other fittings				

9. DISPOSAL OF REDUNDANT LINES :

JOINT PROCEDURE ORDER FOR DISPOSAL OF PERMANENT WAY MATERIALS OF REDUNDANT LINES/SIDINGS ON "AS IS WHERE IS BASIS" WITHOUT DIMANTLING AND AS A "LOT"

a. The following procedure shall be followed for disposal of permanent way materials in redundant lines/sidings on "as is where is basis" by lot without dismantling. These instructions will specifically apply only for the identified and approved redundant lines/sidings.

b. Redundant lines/sidings are to be identified at the divisional level, lines/sidings proposed for removal should have the approval of the competent authority. In respect of cases which donot require CRS sanction, division can process the case after taking approval of COM directly without referring the matter to Chief Engineer. In respect of cases requiring CRS sanction however the plans with COM approval, should be sent to Chief Engineer for approval and issuing necessary signaling plans by S&T department.

c.1 After approval by the competent authority as per para 2 above, the PWI concerned, alongwith the ISA/ASV will arrange to carry out foot-by-foot survey of the redundant lines proposed for dismantlement, and details of P.Way materials shall be jointly recorded in an inventory register . relevant identification paint marks shall be made by the PWI in the field as per para 320 of IRPWM. These details shall also indicate the relevant details of classification viz., class II material as given below ;

c.2 The PWI and ISA/ASV should also record details of other P.Way material lying nearby on both sides of sidings/Redundant line in the inventory register.

d. While class II materials will be indicated only in lengths/nos. in the case of scrap materials the accountal will be as follows :

- | | |
|-----------------------------------|--|
| i) Rails | - in length, then converted to weight. |
| ii) Sleepers | - Nos. separately as full length and broken pieces and then converted to weight. |
| iii) Fittings & Fastenings | - By weight |
| iv) Points & Xings | - By weight (which includes switch rails, check rails and crossings). |

e. Weights for items of P.way materials in the redundant lines/sidings shall be arrived at by sample weighment, done jointly by PWI and ISA/ASV. The details of test weighment done together with the loss of weight arrived at for each item shall be jointly recorded and signed by PWI and ISA/ASV in the inventory register. Details of the inventory recorded as above by the PWI and ISA shall be checked

by AEN of the section and classification of the materials done in terms of 320 of IRPWM. Along with the above inventory, AEN of the concerned section shall also arrange to carry out test weighment of representative samples for each item of P.Way materials included in the inventory and certify for the correctness of the loss of weight for each item entered earlier by PWI and ISA/ASV. Sr.DEN will also carry out test checks for the weight of the P.Way materials included in the inventory.

f. While for class III rails weight reduction of 5% will apply no percentage reduction of weight shall be allowed for class II rails.

g.1 The actual percentage of reduction in weight for each type of materials as per the inventory by PWI and ISA/ASV test checked by AEN and DEN/Sr.DEN should be within the range specified vide Annexure-II of Railway Board letter No. 94/CE-II/MPW/3 dt. 15.7.94 (enclosed as Annexure-I). Variations beyond the range specified in the above said letter should have approval of CTE.

g.2 Since delivery of material in such Lines/Sidings is by Lot and not by weighment, assessment of weight of P.Way material should be as realistic as possible.

i. Based on above details, survey sheet shall be prepared by custodian for survey of the materials as scrap by two Divisional Engineers. The survey sheet shall contain all relevant details including the materials, their classification, weight reduction. Survey sheet shall also indicate both the number and weight for each material as per the classification and standard weight of material. Along with the survey sheet the custodian shall also arrange to send a detailed signed sketch with sufficient number of copies showing the following :-

- i)** Identification of the proposed redundant lines/sidings for disposal prominently marked .
- ii)** The length of siding to be dismantled with reference to fixed points.
- iii)** A tabular statement on this sketch showing the details of the materials to be released from the siding like Rails, Sleepers, fittings points and crossings etc. with their Nos. weight, classification etc. Wooden sleepers should be reclaimed by the custodian.
- iv)** Details of the materials which are required to be retained by the custodian – to be indicated separately on the signed sketch duly certified by AEN and DEN/Sr.DEN.
- v)** It should be ensured “on ground” that the lines planned for disposal should be fully delinked from the lines adjacent to the lines proposed for sale. This is particularly necessary in the case of yard lines.

j. Survey sheet will be forwarded to CTE for approval and onward transmission to CMM/Sales.

k. It should be ensured by the Custodian that there is no tampering of the materials included in the survey sheet till such time, the redundant lines/siding is auctioned and materials are handed over to the successful purchaser.

l. The pre-auction inspection of the redundant lines should be done before the conduct of the auction by the representative of the auction conducting officer to ensure that proper markings have been done as per the sketch/details in respect of the redundant line proposed for auction to avoid any dispute after the auction sale is completed. A certificate (jointly issued by custodian and stores representative) should be recorded to this effect after taking into account the details recorded vide paras 3.1 and 3.2.

m. The siding in question will be handed over to the successful purchaser by custodian in the presence of ISA/ASV and ASIPF/IPF for dimatlement on proof of clear authority issued by COS office or Scrap Depot incharge.

n. After handing over the relevant line/siding, the purchaser will be fully responsible for the dismantling and removal of the released materials. Any loss/damage that may arise from the date of acceptance of the offer of the successful purchaser by COS to the date of complete removal of all released materials from the site., due to theft, accident, flood etc., shall be the sole responsibility of the purchaser and no claim on this account will be entertained by the Rlys. under any circumstances.

o. It should be specifically understood that the purchaser is permitted only to remove the P.way materials as per the schedule shown in the sketch given in the auction/tender notice.

p. The purchaser shall make good all damage which may be caused to any property of railway or to any other person by any act of default of the purchaser, his agents, or servants, in connection with the removal of any of the materials or omission to take necessary precautions provided that the Controller of Stores may at his option, make good such damage and charge the purchaser with the expenses thereof.

q. The delivery of the released materials of the siding/redundant line shall be jointly witnessed by the custodian, ISA/ASV and ASIPF/IPF.

r. The gate passes issued shall be jointly signed by the custodian, ISA/ASV, ASIPF/IPF. All relevant details with reference to the materials loaded/removed shall be entered clearly on the gate passes which shall include rails (Nos. individual lengths), sleepers (Nos.), fittings (Nos.) and all other relevant details.

Sd/-
CHIEF TRACK
ENGINEER
SECUNDERABAD

Sd/-
FINANCIAL ADVISER
& CHIEF ACCOUNTS
OFFICER/WORKSHOPS
& STORES SECUNDERABAD

Sd/-
CHIEF MATERIALS
MANGER/SALES
SECUNDERABAD
dt. 21-3-95.

10. Ref: Sr.DEN/Co-ord/UBL Ir.No.H/W 504/2/ Policy dt.1/8/95.

**NORMS FOR PERCENTAGE OF WEIGHT FOR RELEASED
P.WAY SCRAP MATERIALS.**

Sl.No.	Description of Materials	BG/MG	% Age range of Variation
1.	Rails	No change existing 5% of uniform wear as per the Joint PCO No.S.13/8/81-82 of 30/5/93 to be followed	
2.	CST-9 Linked Sleepers	BG	2 to 5%
3.	CST-9 Linked Sleepers	MG	2 to 5%
4.	CST-9 Plates	BG	2 to 4%
5.	CST-9 Plates	MG	2 to 4%
6.	CI String Pots	BG	2 to 4%
7.	CI String Pots	MG	2 to 4%
8.	ST Sleepers	BG	15 to 25%
9.	ST Sleepers	MG	15 to 25%
10.	Tie Bars	BG	12 to 25%
11.	Tie Bars	MG	12 to 25%
12.	AC Plates	BG	2 to 8%
13.	AC Plates	MG	2 to 8%
14.	MS Canteed Bearing plates	BG	10 to 25%
15.	MS Canteed Bearing plates	MG	10 to 25%
16.	Fish Plates	BG	3 to 10%
17.	Fish Plates	MG	3 to 10%
18.	Steel Keys	BG	10 to 25%
19.	Steel Keys	MG	10 to 25%
20.	Plate screws/Rail Screws	BG/MG	5 to 40%
21.	Round spikes	BG/MG	5 to 40%

11. NORMAL WEIGHT OF TRACK COMPONENTS

Sl.No.	Nomen Clature of Items	Drg.No.	Weight
1. (i)	Rails 52 Kg.	EDO-T630/5	51.89 Kg/m
(ii)	Rails 90R	EDO-T630/4	44.61 Kg/m
(iii)	Rails 75R	EDO-T630/3	37.13 Kg/m
(iv)	Rails 60R	EDO-T630/2	29.76 Kg/m
2.	Steel through Sleepers		
	for 52/90R Rails	BG T-460(m)	78.69 Kg. each
	for 75R Rails	BG T-10273	71.80 Kg.
	for 75R Rails	MG T-10271	33.01 Kg.
	for 60R	MG T-10272	33.01 Kg.
3.	Cast Iron Sleepers		
	for 52Kg/90R	BG T-479(m)/ T-10221	43.55 Kg.
	for 75 R Rails	MG T-498 /T-439(m)	24.50 Kg.
	for 60 R Rails	MG T-10257	25.07 Kg.
	for 60 R Rails	MG T-10232	25.00 Kg.
4.	Tie Bars		
	for 52Kg./90R Rails	BG T-404(m)	12.62 Kg.
	for 75R/60R Rails	MG T-433 (m)	6.45 Kg.
	for 90R Rails	MG T-2368	8.996 Kg.
5.	MS Cotters	T-401 (m)	0.370 Kg.
Sl.No.	Nomen Clature of Items	Drg.No.	Weight
6.	Fish Plates		
	for 52 Kg Rails	T-090(m)	14.355 Kg.
	for 90R Rails	T-1 (m)	13.055 Kg.
	for 90R Rails	T-059 (m)	9.770 Kg.
	for 75R Rails	T-060 (m)	6.790 Kg.
	for 60R Rails	T-061(m)	4092 Kg.
7.	Fish Bolts with Nuts		
	For 52Kg/90R/75R Rails	T-1501	0.940 Kg.
	For 60R Rails	T-11502	0.654 Kg.

8.	Combination Fish Plates for 90R/52Kg For 75/60R	CSO/C1900(m)/ CSO/C/1901(m) T-1049/10494	48Kg. Set of (4 Nos.) 36Kg.(4Nos)
9.	Two Way Keys for 52/90R/75R Rails for 60R Rails	T-405(m) T-413 (m)	0.485 Kg 0.430 Kg.
10.	Steel Keys Over sizes	RDSO/T-580	0.773 Kg.
11.	Dog Spikes Dog Spikes Dog Spikes Dog Spikes	T-276 (m) T-277 (m) T-278 (m) T-279 (m)	0.385 Kg. 0.335 Kg. 0.305 Kg. 0.285 Kg
12.	Round Spikes 160mm long 150mm long	T-019 (m) T-018 (m)	0.459 Kg. 0.439 Kg.
13.	Plate screws 20 mm Dia 120mm long 135mm long 160mm long	T-10679 T-10678 T-10677	0.365 Kg. 0.385 Kg. 0.415 Kg.
14.	Rail Screws 22mm Dia 110mm long 120mm long 135mm long	T-10674 T-10673 T-10675	0.430 Kg. 0.455 Kg. 0.473 Kg.
15.	Flat Bearing Plates for 52Kg/90R Rails For 75R Rails	T-1994 (m) T-12545	8.720 Kg. 3.570 Kg.

Sl.No.	Nomen Clature of Items	Drg.No.	Weight
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16.	MS Canteed Bearing Plates a) with Square holes for 52Kg/90R Rails for 75R Rails b) with Round holes for 52Kg/90R Rails for 75R Rails	T-10430 T-10431 RT- 516 RT- 664	6.270 Kg. 3.300 Kg. 6.210 Kg. 3.340 Kg.
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17.	ACB Plates with One key With Two keys	T-10141 T-10142	10.76 Kg. 11.26 Kg.
18.	ACB Plates to four holes for 52Kg/90R Rails for 75R Rails	T-10151 T-10152	11.20 Kg. 9.00 Kg
19.	ACB Plates of Three holes for 75R Rails for 60R Rails	T-10146 T-10148	8.00 Kg. 8.00 Kg.
20.	Level Xing Chairs for 52Kg/90R Rails	RDSO/T-3278	16.50 Kg.
21.	Slide Chairs for Wooden Layout for 52Kg Rails for 90R Rails for 75R Rails for 60R Rails	T-4930 (m) T-4931 (m) T-19504 T-19506	19.10 Kg. 19.10 Kg. 9.10 Kg. 9.40 Kg.
22.	Elastic Rail Clips ERC ERC Flot Toe ERC mm III with flat toe ERC mm II with flat toe	T-1892 T-3700 T-3701 T-3722	1.00 Kg. 1.00 Kg. 0.910 Kg. 0.600 Kg.
23.	Single Coil Spring Washers	T-10772	0.526 Kg.
24.	Double Coil Spring Washers	T-1878	0.807 Kg.
25.	Packing Plates/Pieces	T-023(m)	0.673 Kg.
26.	Packing Plates/Pieces	T-026 (m)	
27.	MS Cug	T-083(m)	2.03 Kg.
28.	Tie Plates	RT-3048	93.34 Kg.
29.	Tie Plates	RT-3025/TR/3026	173.298 Kg.
30.	Metal Liners for 52Kg Rail with ERC Drg.No T3700 for 52Kg/90R T-3722 for 60Kg/52Kg T-3701	T-3738 T-3739 T-3740	0.283 Kg. 0.196 Kg. 0.264 Kg.
31.	MS Bracket	T-10740	1.0033 Kg.
32.	Rails 50R Rails 60Kg Rails 85 Lbs Rails 66 ¼ lbs		24.80 Kg/m 60.34 Kg/m 42.16 Kg/m 25.00Kg/m

Sl.No.	Description of Material	BG/ MG	Rail Sec.	Drg.No.	Unit
1.	Rails 52Kg/90	BG		T 12, T 18	Tonnes
	Rails 75R/60R	MG		--	Tonnes
2.	Fish Plates	BG/ MG		T 90(m), T 59, T 60, T 61 (m)	Pairs
3.	Fish Bolts with Nuts	BG/MG		---	Nos.
4.	Sleepers				
	a) Wooden untreated	BG		---	Nos.
	b) Wooden treated	BG			
	c) CST9 Plates	BG	52/90R	T 478(m)	Pairs
	d) Steel through sleepers First Quality	BG		T 9	Nos.
	e) Steel through sleepers Second quality	BG		T 29	Nos.
5.	Sleepers				
	a) Wooden untreated	MG			Nos.
	b) Wooden treated				
	c) CST9 Plates	MG	90R/75R/ 60R		Pairs.
6.	Concrete Sleepers	BG		Mono Block	Nos.
7.	Wooden Sleepers Special	BG/MG			Cum.
1.	Fittings for Concrete Sleepers				
	a) Elastic Rail clips	BG			Nos.
	b) Grooved Rubber sole plates	BG		T 382	Nos.
	c) Steel Liners 4mm thick	BG		CSO 645	Nos.
	d) Insulation of Liners	BG			Nos.
9.	Fittings for steel through Sleepers				
	a) Modified Loose Jaws				Nos.
	b) Elastic Rail Clips				Nos.
	c) Grooved Rubber Sole plates				Nos.

10.	a) One key Bearing plate Anti creep	BG	52Kg/90R	T 10141	Nos.
	b) Two Keys	BG	90R	T 10142	Nos.
	c) Two Keys	MG	90R	T 2552	Nos.
	d) Two Keys	MG	60R	T 10148	Nos.
	e) Two Keys	MG	75R	T 10146	Nos.
	f) Single Key	MG	90R	---	Nos.

CLASSIFICATION AND ACCOUNTAL OF SWITCHES AND CROSSINGS

Sl. No.	Description of Materials	BG / MG	Sleeper C/o	Rail Sec.	Drg. No.	Unit
1.	a) 1 N 12 Crossings	BG	w	52Kg	TA 5269	Sets
	b) 6400mm or switches	BG	w	"	TA 5270(m)	"
					Adv. Alt – 3	
	c) 7730mm (Curved)	BG	w	"	TA 20172	"
					Adv. Alt – 3	
2.	a) 1N 12 Crossings	BG	w	90R	TA 5271(m)	"
					Adv. Alt – 2	
	b) 6400mm or switches	BG	w	"	TA 5272(m)	"
					Adv. Alt.- 3	
	c) 7750mm or switches	BG	w	"	TA 20126	"
					Adv. Alt. – 5	
3.	a) 1 N 16 Crossings	BG	w	52Kg	TA 20142 Alt.-1	"
	b) 9750mm or (Curved)	BG	w	"	TA 20143	"
4.	a) 1 N 16 Crossings	BG	w	"	TA 20143 Alt.	"
	b) 9750mm or (Curved)	BG	w	"	TA 20139	"
5.	a) 1 N 8 ½ Crossings	BG	w	"	TA 20185	"
					Adv. Alt – 4	
	b) 4725mm or switches	BG	w	"	TA 20106	"
	c) 6400mm or Curved Switches	BG	w	"	TA 20197 Adv	"
6.	a) 1 N 8 ½ Crossings	BG	w	90R	TA 20111 Adv	"
	b) 4725mm or Swithces	BG	w	"	TA 20112 Adv	"
	c) 6400mm (curved)	BG	w	90R	TA 20140 Adv	"
7.	a) 1 N 12 Crossings	BG	s	52Kg	TA 20803 Adv	"
	b) 6400mm or switches	BG	s	"	TA 20802	"

8.	a) 1 N 12 Crossings	BG	s	90R	TA 20808 A. A. 1	"
	b) 6400mm or switches	BG	s	"	TA 20809 A. A. 2	"
9.	a) 1 N 8 ½ Crossings	BG	s	52Kg	TA 20805 A. A.	"
	b) 4725mm or switches	BG	s	"	TA 20830 A. A. 2	"
	c) 6400mm Curved	BG	s	"	TA 20836 A. A. 1	"
10.	a) 1 N 8 ½ Crossings	BG	s	90R	TA 20812 A. A. 1	"
	b) 4745mm or switches	BG	s	"	TA 20811 A. A. 3	"
	c) 6400mm or Switches (Curved)	BG	s	"	TA 20823 A. A.	"
11.	a) 1 N 12 Crossings	MG	w	75R	TA 20403 Alt. 3	"
	b) 5425mm or Switches	MG	w	"	TA 20402 Alt. 2	"
	c) 6700mm or Curved	MG	w	"	TA 20405 Alt. 2	"
12.	a) 1 N 12 Crossings	MG	w	60R	TA 20406 Alt. 2	"
	b) 5485mm or switches	MG	w	"	TA 20411 Alt. 2	"
13.	a) 1 N 8 ½ Crossings	MG	w	75R	TA 20406 A. A. 2	"
	b) 4115mm or Switches	MG	w	"	TA 20405 A. A. 3	"
	c) 5500mm or Curved Switches	MG	w	"	TA 20452 A. A. 3	"
14.	a) 1 N 12 Crossings	MG	s	75R	TA 201003 A.A. 3	"
	b) 5485mm or Switches	MG	s	"	TA 201002 A.A. 1	"
15.	a) 6700mm or Switches	MG	w	60R	TA 20467 A. A. 2	"
	b) 1 N 8 ½ Crossings	MG	w	"	TA 20409 A. A. 2	"
	c) 4115mm or Switches	MG	w	"	TA 20408 A. A. 2	"
	d) 5500mm or Switches Curved	MG	w	"	TA 20417 A. A. 3	"
16.	a) 1 N 12 Crossings	MG	s	60R	TA 21012 A.A.1 Nos.	
	b) 5485mm or switches	MG	s	"	TA 21011 A.A.5	"
17.	a) 1 N 8 ½ Crossings	MG	s	75R	TA 21004 Nos.	
	b) 4115mm or switches	MG	s	"	TA 21005 A.A.3	"
18.	a) 1 N 8 ½ Crossings	MG	s	60R	TA 21009 A.A.1Nos.	
	b) 4115mm or switches	MG	s	"	TA 21008 A.A.1	"
19.	1 N 8 ½ Diamond Crossing with double slips	BG/ MG	s	60R	TA 20146 A.A.1	"

20.	1 N 8 ½ Diamond Crossing MG with double slips	s	60R	TA 20146 A.A.1	"
21.	Following Stretcher Bars	BG			Nos.
22.	Following Stretcher Bars	MG			Nos.
23.	Leading stretcher Bars	BG			"
24.	Leading stretcher Bars	MG			"
25.	Diamond X ing in 1 N 8 ½ straight	MG	90R		Set
26.	X ing 1 N 16	MG	60R		Sets
27.	Turn Out Bolts	MG/BG		T-10366	Nos.
28.	Steel sleepers for completed Lay out 1 N 8 ½	BG	90R		Sets
29.	Steel sleepers for cmpleted lay out	MG	60R		Sets
30.	Stretcher Bar Assembly completed insulated	BG	90R	T-10381/ T-10382	Sets
31.	Point boxes with PWI Rods, hand lever etc., (full set)				Nos.
32.	MS Lugs for points	MG	90R		"
33.	Brackets for stretcher Bars	"			"
34.	Point lever box spring	BG	90R		"
35.	Switches 1 n 16	MG	60R		Sets

Bolts for Points and Crossings BG 25mm Dia

Sl. No.	Description of Materials	BG	Rail Sec.	Drg. No.	Unit
1.	25 x 90mm	BG		T 11504	Nos.
2.	25 x 100mm	"		T 11505	"
3.	25 x 110mm	"		T 11506	"
4.	25 x 120mm	"		T 11507	"
5.	25 x 130mm	"		T 11508	"
6.	25 x 140mm	"		T 11509	"
7.	25 x 150mm	"		T 11510	"
8.	25 x 160mm	"		T 11511	"
9.	25 x 170mm	"		T 11512	"
10.	25 x 180mm	"		T 11513	"
11.	25 x 190mm	"		T 11514	"
12.	25 x 200mm	"		T 11515	"
13.	25 x 210mm	"		T 11516	"
14.	25 x 220mm	"		T 11517	"
15.	25 x 230mm	"		T 11518	"
16.	25 x 240mm	"		T 11519	"
17.	25 x 250mm	"		T 11520	"
18.	25 x 260mm	"		T 11521	"
19.	25 x 270mm	"		T 11522	"
20.	25 x 280mm	"		T 11523	"
21.	25 x 290mm	"		T 11524	"
22.	25 x 300mm	"		T 11525	"
23.	25 x 310mm	"		T 11526	"
24.	25 x 320mm	"		T 11527	"
25.	25 x 330mm	"		T 11528	"
26.	25 x 340mm	"		T 11529	"
27.	25 x 350mm	"		T 11530	"
28.	25 x 360mm	"		T 11531	"
29.	25 x 370mm	"		T 11532	"
30.	25 x 380mm	"		T 11533	"
31.	25 x 390mm	"		T 11534	"
32.	25 x 400mm	"		T 11535	"
33.	25 x 410mm	"		T 11536	"
34.	25 x 420mm	"		T 11537	"
35.	25 x 430mm	"		T 11538 to T 11548	"
36.	25 x 440mm	"			"
37.	25 x 450mm	"			"
38.	25 x 460mm	"			"
39.	25 x 470mm	"			"
40.	25 x 480mm	"			"
41.	25 x 490mm	"			"

42.	25 x 500mm	"			"
43.	25 x 510mm	"			"
44.	25 x 520mm	"			"
45.	25 x 530mm	"			"
46.	25 x 540mm	"			"
47.	250 X 12mm	"	90R	T 3167(m)	"
48.	Crossing Tie Plates (1 N 16 Turn out)	"	52Kg.	T 15038	"
49.	Crossing 1 N 12	"	52Kg.	T 3164	"
50.	Crossing 1 N 16	"	80 lbs.	T 15033	"
51.	Crossing 1 N 8 ½	"	52Kg.	T 15003	"
52.	Crossing 1 N 12	"	90 lbs.	T 15005	"
53.	Crossing 1 N 8 ½	"	90 lbs.	T 15011	"
54.	Slide Chairs	"	52Kg	T 4930 (m)	"
	Slide Chairs	"	52Kg	T 4930 - A (m)	"
	Slide Chairs	"	52Kg	T 19501	"
	Slide Chairs	"	52Kg	T 4931 (m)	"
	Slide Chairs	"	52Kg	T 19505	"
55.	Spherical Washers 52Kg/90R/75R	"		T 023 (m)	"
56.	Stud Bolts (Thick thin head)	"		T 11623	"
57.	Stud Bolts (Thick thin head)	"		T 11624	"
58.	Moon Washers 3mm	"	52/90R	EDO T 900	"
59.	Moon washers 6mm	"		EDO T 904	"
60.	A Bolts for Stretchers Bars	"		T 10366	"
61.	B Brackets for Stretcher Bar Box	"		T 10381	"
62.	C Complete Stretcher Bar Box Assembly	"		T 10382	"
63.	X ing Tie Plates (Insulated 1 N 8 ½)	"	90R	T 15075	"

Points and Crossings Bolts 22mm Dia

Sl. No.	Description of Materials	M G	Rail Sec.	Drg. No.	Unit
1.	22 x 110mm	M G		T 11550	Nos.
2.	22 x 120mm	"		T 11551	"
3.	22 x 130mm	"		T 11552	"
4.	22 x 140mm	"		T 11553	"
5.	22 x 150mm	"		T 11554	"
6.	22 x 160mm	"		T 11555	"
7.	22 x 170mm	"		T 11556	"

8.	22 x 180mm	"		T 11557	"
9.	22 x 190mm	"		T 11558	"
10.	22 x 200mm	"		T 11559	"
11.	22 x 210mm	"		T 11560	"
12.	22 x 220mm	"		T 11561	"
13.	22 x 230mm	"		T 11562	"
14.	22 x 240mm	"		T 11563	"
15.	22 x 250mm	"		T 11564	"
16.	22 x 260mm	"		T 11565	"
17.	22 x 270mm	"		T 11566	"
18.	22 x 280mm	"		T 11567	"
19.	22 x 290mm	"		T 11568	"
20.	22 x 300mm	"		T 11569	"
21.	22 x 310mm	"		T 11570	"
22.	22 x 320mm	"		T 11571	"
23.	22 x 330mm	"		T 11572	"
24.	22 x 340mm	"		T 11573	"
25.	22 x 350mm	"		T 11574	"
26.	22 x 360mm	"		T 11575	"
27.	22 x 370mm	"		T 11576	"
28.	22 x 380mm	"		T 11577	"
29.	22 x 390mm	"		T 11578	"
30.	22 x 400mm	"		T 11579	"
31.	22 x 410mm	"		T 11581	"
32.	22 x 420mm	"		T 11582	"
33.	22 x 440mm	"		T 11583	"
34.	22 x 450mm	"		T 11584	"
35.	22 x 460mm	"		T 11585	"
36.	22 x 470mm	"		T 11586	"
37.	Switch Tie Plates (220mm x 12mm)	"	75R	T 15005	"
38.	Switch Tie Plates (220mm x 12mm)	"	60R	T 15010	"
39.	Crossing Tie Plates 1 N 12 Turn out	"	75R	T 15004	"
40.	Crossing Tie Plates 1 N 8 ½ Turn out	"	75R	T 15008	"
41.	Crossing Tie Plates 1 N 12 Turn out	"	60R	T 15018	"
42.	Slide Chairs	"	75R	T 19504	"
	Slide Chairs	"	"	T 19504/A	"
43.	Spherical Washers	"	60R	T 19506	"
44.	Spherical Washers	"	"	T 19506/A	"
45.	Crossing Tie Plates 1 n 8 ½	"	60R	T 15009	"
46.	Moon Washers 3mm	"	75/60R	EDO T 901	"

47.	Moon Washers 6mm	"	EDO T 905	"
48.	Stud Bolts Thick & Thin head	"	T 11625/11626	"
49.	a) Bolts for Stretcher Bars	"	T 10374	
	b) Brockets for Stretcher Bars			
	c) Complete Stretcher Bar Assembly	"		
50.	Plain washers	"		"
