



SOUTH CENTRAL RAILWAY

Head Quarters Office,
Works Branch,
Rail Nilayam,
Secunderabad.

No.W.501/1/Misc

Dated 19.04.2022.

CWM/RYP
Dy.CE/TM/Lines/BZA

Sub: Test checks to be carried out in Track Machine Organisation by
JE/SSE/TMs, ADEN/TMs, AXENs, XENs, Dy.CE/TM/Lines,
Dy.CE/CPOH/RYP In-charge for Works / AMC Contracts and Stores
Contracts - Reg.

Ref: CVO/Engg/HQ's Lr.No.G.265/PC/2021/02/02286/E/N/RYPs, dt.11.01.22 &
03.03.22.

As per the CVO/Engg/HQ's letter under reference, the following guidelines are
issued for carrying out mandatory test check of various works / AMC & Stores contracts
in Track Machine Organisation (TMO) :

1.0 Works / AMC Contracts of TMO :-

1.1 Record of measurements in Measurement Book (MB) and test check by ADEN(TM) / AXEN(TM) / XEN(TM) In-charge of the work :

JE/SSE/TM In-charge of the works will record the measurements in
Measurement Book. ADEN(TM) / AXEN(TM) / XEN(TM) will test check a
minimum of 20% of the bill value irrespective of the value of the bill.

1.2 Minimum percentage of test check is to be done as given below by Dy.CE/TM/Lines / Dy.CE/CPOH (Bill passing authority) :

1.2.1 Minimum percentage of test check to be done in CPOH / RYP by Bill passing authority :

Description of work	Minimum percentage of test check to be done by Dy.CE/ CPOH / RYP (Bill passing authority).
Works / AMC contracts in CPOH / RYP	5% of the value of items of works / AMC recorded irrespective of agreement value.

1.2.2 Minimum percentage of test check to be done by Dy.CE/TM/Lines (Bill passing authority) :

Description of work	Minimum percentage of test check to be done by Dy.CE/TM/Lines (Bill passing authority)
In respect of works with individual agreement values exceeding Rs.2.00 Cr.	
Works / AMC contracts of Dy.CE/TM/Lines	i) 5% of the value of items of works / AMC recorded, when the value of individual bills exceeds 20% of the agreement value.
	ii) 5% of the value of items of works / AMC recorded, in alternate bills, when the value of individual bill is less than 20% of the agreemental value.
	iii) No two consecutive bills should go un-test checked.

In addition to the above mentioned mandatory test checks, Dy.CE/TM/Lines / Dy.CE/CPOH/RYP should also conduct test check on the works / AMCs done in their jurisdictions at their discretion irrespective of the value of the work to ensure that :

- (a) Correct methods for recording measurement are being adopted
- (b) Works / AMCs are getting executed to the specifications
- (c) Specified initial records are being maintained

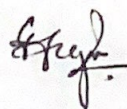
1.3 Items of specialized nature involving costly / high value items should preferably be covered in their discretionary test checks. The test check should not be restricted to one single item but should preferably spread over a few representative items as far as possible. Items test checked must be signed with date by the concerned officials at the relevant pages of MB and a certificate is to be recorded in the MB mentioning the items which were test checked along with the page number of MB.

2.0 Stores Contracts :

2.1 Responsibilities of Store Keeper / Store In-charge / DSK, JE/SSE/TM (Consignee) and ADEN(TM) / AXEN / XEN(TM) of TMO :

2.1.1 Store Keeper / Store In-charge / DSK will receive the materials and account properly and post them into DMTR / UDM based on the Delivery Challan (DC) / Invoice Bill.

2.1.2 Store Keeper / Store In-charge / DSK will offer the materials to the consignee (JE/SSE/TM) for necessary inspection. Consignee (JE/SSE/TM) will carry out inspection based on the laid down acceptance criteria / PO conditions such as Dimensional Tolerances / Destructive / Non-destructive testing / Metallurgical Analysis Testing / Chemical Analysis Testing / Visual Inspection etc and will prepare Inspection Certificate duly indicating the quantum of materials accepted / rejected.



2.2 ADEN/TM, AXEN/XEN/TM under the control of Dy.CE/TM/Lines / Dy.CE/CPOH will test check 100% of the materials offered by Consignee and will issue Inspection Certificate.

2.3 Minimum percentage of test check is to be done as given below by Dy.CE/TM/Lines / Dy.CE/CPOH (Bill passing authority) :

2.3.1 Minimum percentage of test check to be done by Dy.CE/CPOH / RYP (Bill passing authority).

Description of work	Minimum percentage of test check to be done by Dy.CE/CPOH / RYP (Bill passing authority).
Stores contracts of CPOH/RYP	5% of the bill value of the PO recorded, irrespective of PO value.

2.3.2 Minimum percentage of test check to be done by Dy.CE/TM/Lines (Bill passing authority) :

Description of work	Minimum percentage of test check to be done by Dy.CE/TM/Lines (Bill passing authority)
In respect of POs exceeding Rs.40 Lakhs	
Stores contracts of Dy.CE/TM/Lines	<p>i) 5% of the value of the PO recorded, when the value of individual bill exceeds 20% of the PO value.</p> <p>ii) 5% of the value of the PO recorded, in alternate bills, when the value of individual bill is less than 20% of the PO value.</p> <p>iii) No two consecutive bills should go un-test checked.</p>

In addition to the above mentioned mandatory test checks, Dy.CE/TM/Lines / Dy.CE/CPOH/RYP should also conduct test check on the supplies made in their jurisdictions at their discretion irrespective of the value of the POs to ensure that :

- (a) Correct methods of inspections / testing are being adopted
- (b) Supplies are getting executed to the specifications
- (c) Specified initial records are being maintained

2.4 POs of specialized items involving costly / high value items should preferably be covered in their discretionary checks. The test check should not be restricted to one single item but should preferably spread over a few representative items as far as possible. Items test checked must be signed with date by the Dy.CE/TM/Lines / Dy.CE/CPOH/RYP at the relevant pages of bill.

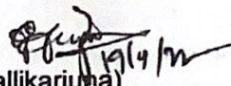


3.0 Test check of spare parts changed on condition basis during POH / IOH of machines in CPOH / ZTMDs :

Nominated JE/SSE/TM of ADEN/TM / AXEN / XEN/TM In-charge of the work shall do 100% test check the Spare parts to be replaced on condition basis during POH in CPOH or during POH / IOH at ZTMD.

Dy.CE/TM/Lines / Dy.CE/CPOH/RYP shall conduct random checks of 20% of the items / spare parts that are being replaced / repaired on condition basis but not less than two items per machine, preferably high value items.

This issues with the approval of PCE.


(E. Mallikarjuna)
Dy.Chief Engineer/TM

Copy to : CVO/Engg/HQ – for kind information w.r.t. letter indicated under reference.