

दक्षिण मध्य रेलवे
South Central Railway

भंडार नियंत्रक का कार्यालय
सिकंदराबाद
Office of the Controller of Stores
Secunderabad

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
1999 से to 2004

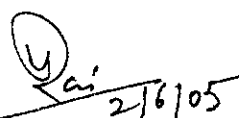
PREFACE

In Govt. Organization like Railways, for efficient and smooth working, there is every need to follow the instructions and guidelines circulated by the administration from time to time. It is more pertinent in Stores Department where instructions are to be scrupulously followed for transparent & efficient working.

Several Office Procedure Orders are issued by Hqrs. giving policy guidelines. But, there is no compendium of all these Procedure Orders. Efforts are made to compile all these Office Procedure Orders issued during the last 6 years in a book form for quick retrieval and the benefit of the staff and Officers.

I hope that this book will be an useful tool in the hands of the staff & Officers in Stores Deptt. to enable them to work and meet the objective of providing material in a prompt and efficient manner.

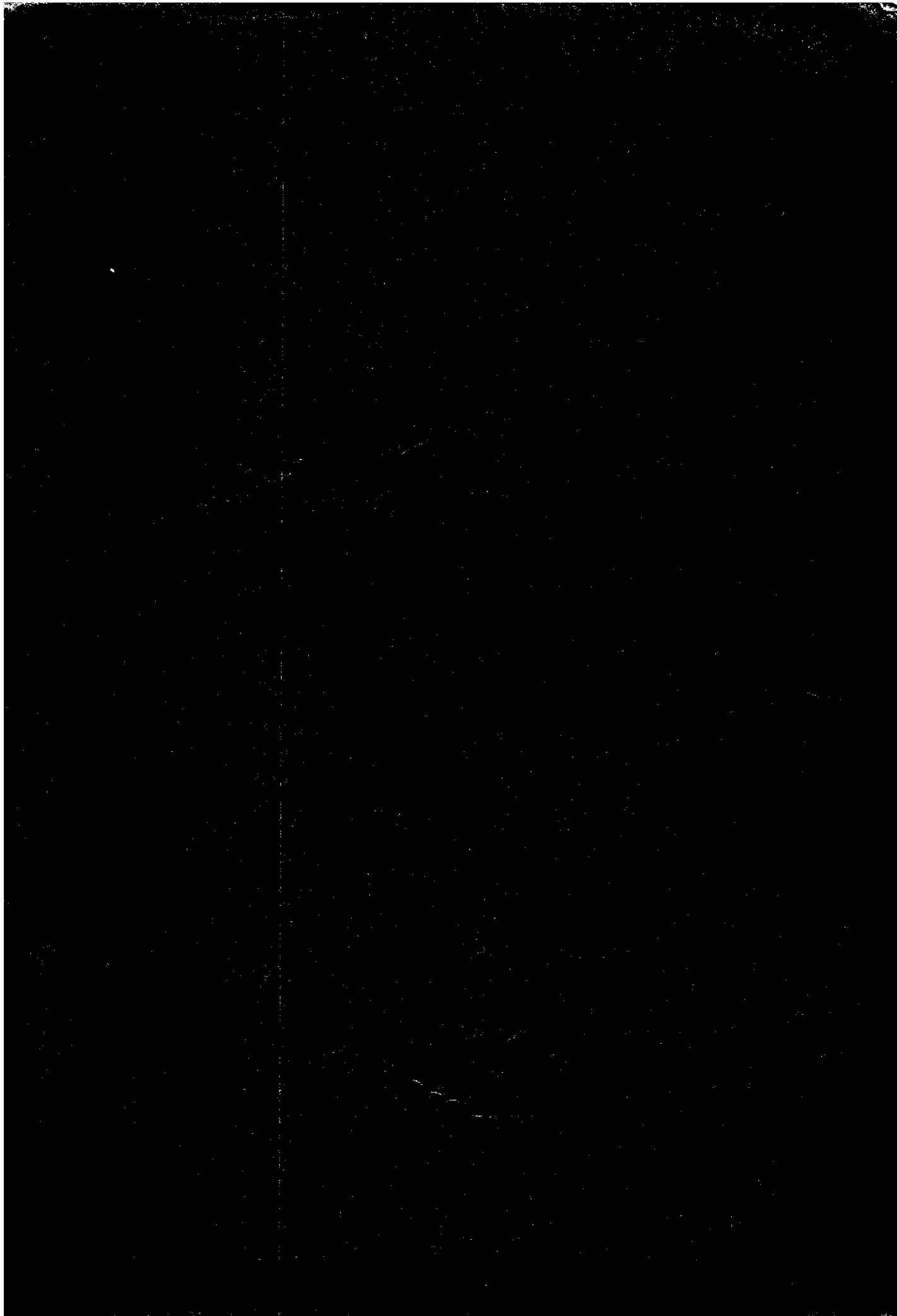
I acknowledge the efforts put in by Shri Md. Rahamtulla Khan, Head Clerk and Shri D.Venkateswara Rao, Secretary to COS who have worked hard to compile the Office Procedure Orders in one place. I also commend the efforts put in by Shri P.M.Mohanan, Sr.Manager/P&S and his team to make this booklet possible by way of printing in the Railway Printing Press in a short time.

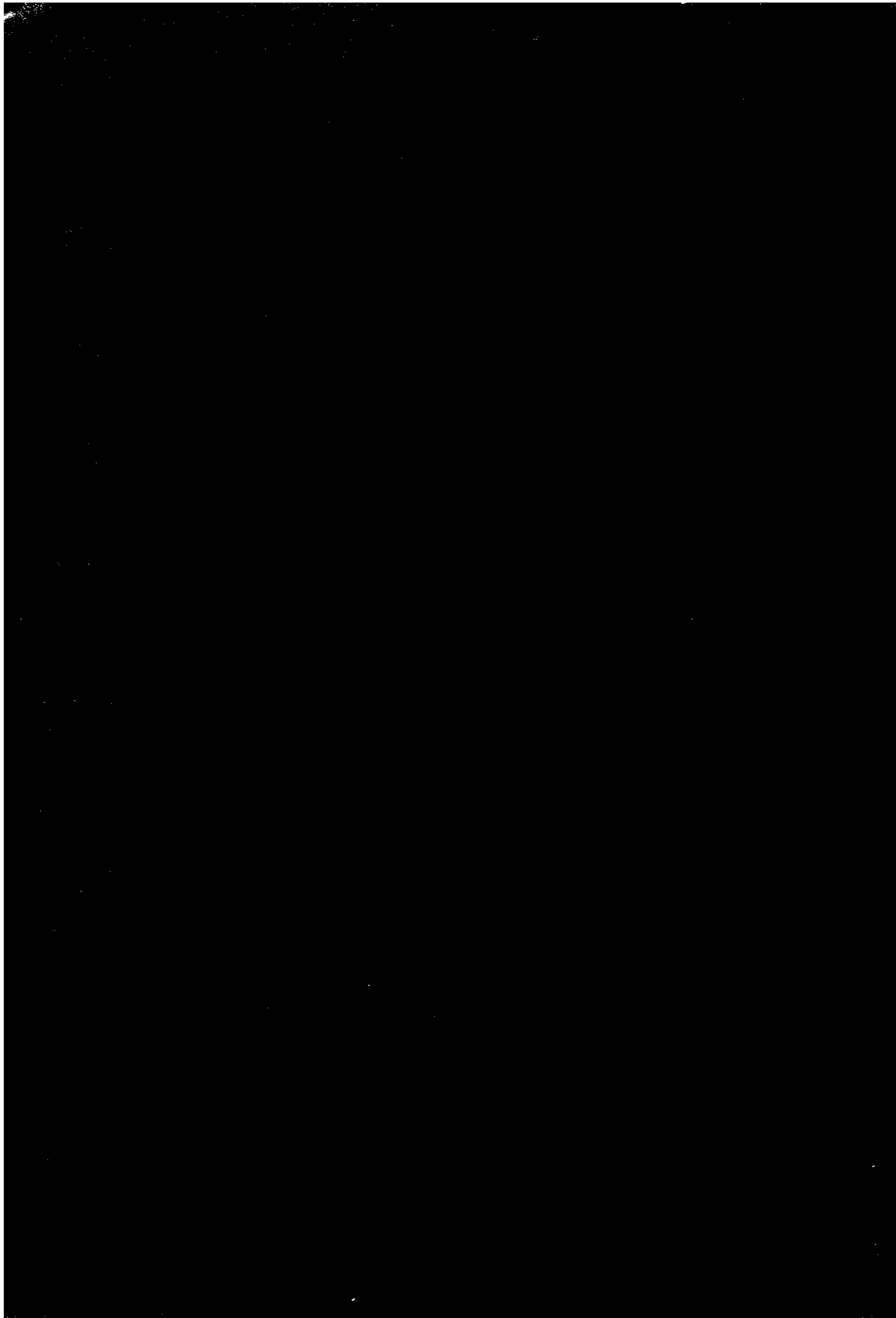

(MANGAT RAI)
21/6/05
CONTROLLER OF STORES

Place: Secunderabad
Dated: 02.06.2005

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OFFICE PROCEDURES ORDERS YEAR -1999

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SOUTH CENTRAL RAILWAY

No.S.236.Genl.Vol.7

Date:23.12.1998

05.1.99

JOINT PROCEDURE ORDER / No.16 1/99
FOR RELEASE OF PURCHASE ORDERS THROUGH
COMPUTERS

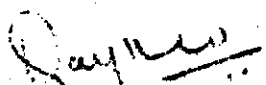
Ref: Joint Procedure Order no.even dated 04/18.12.1997

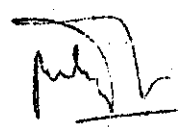
A Joint Procedure Order No.S.236.Genl.Vol.7 dated 04/18.12.1997 was issued authorising the release of purchase orders, stock and non-stock, of DSL section of COS office through computer.

Now, the phased computerisation has been extended to PH, PW, PC, PA and is going to be extended to other sections shortly it is hereby decided that the purchase orders, stock and non-stock, of all purchase sections of COS office would be released through computers. The other instructions contained in the Joint Procedure Order referred above (copy enclosed) shall be adhered to, by all concerned.

All concerned may please note.

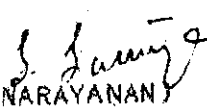
Encl: As above.


DY.CAO/S&W/SC 27/12/98


DY.COS/GEN

Copy to: All Purchase Officers
All Depot/Stores Officers
All Divl.Stores Officers
All Purchase Sections.

FA&CAO/WST/SC
DY.CVO/Stores/SC
DY.CAO/S&W/SC
SAO/SF/SC
AAO/Bills/SC.


(S. SATYANARAYANAN) 5/1/99
Secretary to COS
for Controller of Stores

Dt.: 04/12/1997
12

JOINT PROCEDURE ORDER FOR RELEASE OF PURCHASE ORDERS
THROUGH COMPUTERS

1. A meeting was convened on 04.12.1997 in the chamber of Dy.CAC/SC to workout modalities for release of Purchase Orders through Computers as a next step towards computerisation of Purchase activities.
2. As decided, Purchase Orders Stock and Non-stock of DSL Section of COS Office would be released through Computers.
3. Finance copy of Purchase Order have to be clearly marked. Heading of Purchase Order will clearly show whether it is a stock P.O. or Non-stock P.O.
4. Computerised Purchase Orders (Stock and Non-stock) will have all the details/fields as is available, in the present formats.
5. Stock and Non-stock Purchase Orders of DSL Section will be released on multiply white continuous computer stationery duly taking 2/3 prints for getting required number of copies. The third copy is for accounts and this copy will not have details or Bills on the reverse of it. However, Bill Section may use cyclostyle format pasted/stapled on the back of their copy.
6. All concerned may please note.

sd/-
Dy.CAC/S&W/SC.

sd/-
Dy.COS/GEN/SC.

Copy to :-

All Purchase Officers
All Depot/Stores Officers
All Divl.Stores Officers
All Purchase Sections-

FA&CAC/WST/SC
Dy.CVO/Stores/SC
Dy.CAC/S&W/SC
S&D/SF/SC
AAD/Bills/SC.

sd/-
(N.G.Prasada Rao)
Secy.to COS
for Controller of Stores

SOUTH CENTRAL RAILWAY

HEAD QUARTERS OFFICE,
STORES BRANCH
6th FLOOR, RAIL NILAYAM, SEC-BAD.
DT. /11/98.

NO. S.P.560.SYSTEM IMPROVEMENT.VOL-I

DT: 7/01/99

OFFICE PROCEDURE ORDER NO. 2/99

SUB: COORDINATION MEETING BETWEEN THE DEPOTS AND COS OFFICE

REF: THIS OFFICE PROCEDURE ORDER OF EVEN NO. DT:03/08/98.

The coordination meetings between the Depots & COS office being held on 5th & 6th of every month is discontinued and stands cancelled from next month.

This has the approval of COS.

(S. SATYANARAYANAN) 7/11/99
SECY. TO COS
FOR CONTROLLER OF STORES

COPY TO:
PA TO COS : FOR KIND INF. OF COS
CMM/P, CMM/SALES
ALL OFFICERS/STORES HQRS
ALL DEPOT OFFICERS
ALL OS's OF COS OFFICE

SOUTH CENTRAL RAILWAY

HEADQUARTERS OFFICE
STORES BRANCH
6TH FLOOR, RAIL NILAYAM
SECUNDERABAD-71

NO. S/250/MATERIALS BY ROAD/98

DT: 7/01/99
12

OFFICE PROCEDURE ORDER NO. 3/99

The following Bulletin tender conditions have been modified for incorporation in the Bulletin tender conditions.

CLAUSE NO. REVISED TO BE INCORPORATED AS

- 5(i) Supplies are to be despatched by road and delivered to the consignee at his premises. The road freight charges is to be indicated in the offer invariably, as taxes and duties are not payable on freight and offers without this information are liable to be ignored. Despatch by Rail may be considered by Railway only as an exception.
- 5(iii) In the case of offers received with rates on FOR despatching station basis, for evaluation purposes, the Railway freight will be taken into account.
- 13 Railway will prefer 100% payment on receipt and acceptance of material by consignee subject to other conditions being equal. However, 95% or 98% payment shall be made only if such bills are accompanied by the receipted challan signed by the Gazetted officer of the consignee indicating the physical receipt of the goods and Inspection certificate.

Clause Nos 5(ii), 44(i), & 44(ii) existing in the Bulletin tender conditions are to be deleted. All other conditions in the Bulletin tender conditions remains same.

The above conditions should also be incorporated as special conditions in all other tenders to be issued.

This issues with the approval of COS & in consultation with associate finance.

(S. SATYANAPAYANAN) 12/1/99
SECRETARY TO COS
FOR CONTROLLER OF STORES

FA&CAO/WST/SC : FOR KIND INF.
ALL OFFICERS /STORES HQRS.
ALL DEPOT STORES OFFICERS,
ALL DIVL. STORES OFFICERS
DY.CVO/STORES/SC
PRINCIPAL/STC/SC
ALL OS'S /STORES HQRS.

OFFICE PROCEDURE ORDER NO.4/99.

Sub: Approval of Rate Contract Proposals.

Ref: 1. Rly. Board's Lr.No.97/RS(G)779/13 dt.28.8.97
(COS office Serial Circular No.11/97 dt.12.11.97)
2. Office Procedure Order No.14/98 dated 08.09.98.

In supersession of the procedure order No.14/98, the procedure envisaged below, connected to the approval of rate contract proposals will be followed forthwith.

PRE-RECOMMENDATION PHASE:

(i) The section in charge will ensure the collection of all Rate Contract copies, preparation of consolidated comparative statement indicating the all inclusive rate, confirmation of delivery schedule including despatch of the material by road from the R.C. holders, preparation of grouping form indicating the quantity to be procured and furnish the details of RC orders already pending with different RC holders and put up the proposal to the Responsibility Centre (RC) officer in charge of the section.

(ii) While putting up the proposal, item-wise proposal should be processed to avoid cumbersome matrix preparation and evaluation but it should be ensured that all the proposals for group of items covered in the same rate contract are processed/ordered simultaneously to maintain the balance in placement of orders among the firms.

RECOMMENDATION PHASE:

(i) For items value up to Rs.25 lakhs: The recommendation shall be given by the Dy.COS for final decision by the Chief Material Manager.

(ii) For items value over Rs.25 lakhs: The proposal shall be put up through Dy.COS concerned for recommendation by CMM and for final decision by COS.

POST RECOMMENDATION PHASE:

(i) The amendments and cancellations of RC orders and any other post order correspondence pertaining to the supply order shall be processed for approval of competent authority by the section in charge through Dy.COS.

(i) The withdrawal order (supply order), modifications, cancellations shall be signed by the responsibility centre (RC) officer concerned.

This issues with the approval of COS.


(S.SATYANARAYANAN)
Secretary to COS

For Controller of Stores.

Copy to:
All Officers of Stores Headquarters
All OSs of Headquarters
Dy.CVO/Stores; STC/SC.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
SECUNDERABAD

No.S.23.IC/2

Dt.11.4.99

OFFICE ORDER-5/99

Sub:-12 monthly Review ANE for C2 category items.
Ref:-Minutes of meeting on stores computerisation
EDP Module.II held on 24.2.99 circulated vide
Lr.No.S.197.S.Com.Mgt.99 dated 1.3.99.

The competent authority has decided to introduce a Review ANE for all C2 cat. items in between two successive scheduled ANEs. Accordingly for all C2 category items one more ANE called Review ANE, shall be generated in the EDP Centre after 12 months of regular ANE generation.

This review ANE shall be generated only if physical stock is not sufficient to IP requirement. + buffer stock.

Depot shall review all the Review ANE s generated, and submit to HQ only those review ANEs, on which procurement is required.

S. S. S.
Secretary to COS 13/4/99

Copy to:

- | | | |
|---------------------------|------------------|------------------|
| 1. Dy.COS/M&E/LGD | 6. ACOS/DSD/GIL | 11. ACOS/ELS/LGD |
| 2. DCOS/G&S/MFT | 7. ACOS/DSD/GY | 12. ACOS/D&L/MLY |
| 3. DCOS/M&E/RYPG | 8. ACOS/CRS/IPTY | 13. ACOS/S&F/SC |
| 4. DCOS/GSD/UBL | 9. ACOS/ELS/BZA | |
| 5. ACOS/MSD/UBL | 10. ACOS/DSL/BZA | |
| 14. All Dy.COSs of Hqrs. | | |
| 15. All SSOs of Hqrs. | | |
| 16. All ACOSs of Hqrs | | |
| 17. All OSs of COS office | | |
| 18. SAO/SF | | |
- S.S. 13*

No.S.236.Genl.Vol.I

SOUTH CENTRAL RAILWAY
Headquarters Office
Stores Branch
Secunderabad - 500 071.
Date:21.04.1999

OFFICE PROCEDURE ORDER NO.6/99

Sub: Decentralisation of Coding work.

The Coding Section in COS office has all along been functioning as an independent section.

It has since been decided with the approval of competent authority that the coding of purchase orders will henceforth be done by the respective purchase sections only. In this connection copies of office orders No.7/90 of 09.04.90; 18/90 of 16.11.90 and 5/91 of 30.01.91 are enclosed for guidance.

Consequent upon the decentralisation of coding section and the work having been attached to the respective purchase sections, the list of registered vendors (List.1:Valid Registered Vendors, List.2: Invalid Registered Vendors) and Unregistered Vendor codes (List.3) will be made available by the Registration section incharge to all the purchase sections periodically every quarter to enable the purchase sections to code vendor code correctly. Purchase sections should approach OS/Regn. for new vendor codes, if a vendor is not found in any of the 3 lists made available to purchase sections.

The Office Superintendent of Registration section will ensure that necessary action is taken in assigning a new vendor code for the firms not appearing in the above 3 lists to the purchase sections as and when the purchase section approaches for the same.

Consequent upon the decentralisation of the coding section, the FCC section is merged with Numbering section and will function under the OS/CTC.

ENCL : As above.

S. Satyanarayan
(S.SATYANARAYANAN)
Secretary to COS
for Controller of Stores

Copy to:
All Purchase Officers
All Depot Officer
All OS & COS Office

RAILWAY

HEADQUARTERS OFFICE,
STORES BRANCH,
RAIL NILAYAM,
SECUNDERABAD-500 071,

OFFICE ORDER No.: 7/90

Dated 09/04/90

Sub:- Brochure for the Implementation of Module-II
- guidelines regarding revised codes and lay-outs
of Input Forms.

-:o:-

It is decided to introduce the Module-II of Materials Management System in S.C.Railway from 01-05-90. The Module-II mainly covers the purchase orders, processing and the generation of various demands, viz. ANEs/ SRs etc.

The Module-II envisages the use of revised forms. A Brochure outlining the guidelines for filling up the revised forms and the various codes in Module-II has been made out for circulation to all concerned. The Brochure also highlights some changes e.g., the change in demands numbering system at depots, coding ~~xxx~~ of additional information of RR/DLR/Challan advices, coding the ARD data by depots for updating the demand-file, Revised PO/Modifications Advice/Cancellation Advice Forms for use in COS's Office and filling of Forwarding Advice of RR/ Inspection Certificate (CC-81) by Stores Accounts Office, etc.,

The printing of revised forms has been completed. All concerned are advised to collect the forms from ACOS/S&F immediately and confirm the compliance in E.D.M. of APRIL, '90. The various forms to be used by Users concerned and their mode of despatch to the EDP Centre is also outlined in the said Brochure. The cut-off date for sending the Forms and ARDs to Computer Centre is fixed as 4th of each successive month.

The Depot Officers may also recall the earlier Lr. No. A/SDG/23/Vol.II, dated 7-12-89 of CMM/SC addressed to them and arrange to send all the data for building up the outstanding RR/DLR File etc. upto April, '90 in the prescribed print-format as circulated earlier. All Officers concerned are also requested to direct their staff to follow the revised guidelines of Brochure.

Any clarifications regarding the new guidelines can be had from Dy.COS/Con, SSO/IC & Sr.SA.

This has the approval of COS.

Encl: One copy each of the Brochure for the Implementation of Module-II.

Sd/-
(for Controller of Stores)

-:o:-

Headquarters office,
COS's Office,
Rail Nilayam,
Secunderabad-500 071.

No.S.236/Genl/Vol.V:

Dated 16/11/1990

DPD No. 18/90

All-concerned

Sub: Introduction of new revised purchase order forms - Module-II.

Ref: Sr.SA DD Lr.No. A/SDG/23/Vol.II, dt. 29/10/90.
-to:-

1. Office Order 7/90, dated 9/4/90, was issued in connection with implementation of Module-II of Materials Management System in this Office.

2. In continuation of the above office order, supplementary coding instructions which have been received vide above reference are appended below for information, guidance and necessary action.

i) Codes for Nature of purchase - (1) - 1 digit.

- a) Ordinary Purchase - (6)
- b) Emergency Purchase - (7)

ii) Codes for price variation, time preference, Risk Purchase, Foreign Exchange (35, 36, 37 & 38) - 1 digit each

- a) Yes -- 1
- b) No -- 2

3. New purchase order forms and cancellation advice already printed are to be issued from 01-11-90 which are required to be carried out as part of Module-II implementation in COS's office.

4. 'Modification Advice' to the purchase order requires some modification and all are advised to give suggestions for modifications to the 'Modification Advice'.

5. Phase-III will be discontinued without further advice from 1-11-90, with the introduction of new revised forms, in the event of no objection is received for discontinuation of Phase-III.

6. All are advised to put forward their views/objections against para 3, 4 & 5.

ad/-

(Y. JAGANNATHA RAO)
PA to COS

OFFICE ORDER No.: 5/91, dated 30-1-91

Sub:- MODULE-II Implementation coding of New Purchase Ord
-101-

It has been brought out by Sr. System analyst, EDP Centre that on review of sample print outs after the purchase section have stated implementing Module-II - Coding of new Purchase Orders, the following points should also be followed while coding the purchase orders so as to avoid rejections of purchase orders:

1) All the date fields including the PO date (17-22) and the delivery date (100-105) should be completely filled in DD/MM/YY format. There should not be any blanks in the date. All the leading blanks or spaces in the date should be filled with the zeros so as to make as 6 digits.

For example PO date 5/1/91 should be coded as 05/01/91.
PO date 15/2/91 should be coded as 15/02/91.

2) The consignee code (78/82) should be 4 digits and should be completed. The Consignee code consist of one leading zero (already pre-printed in the PO form (78) depot code (79-90) (2 digit) and ward code (81-82) (2-digits) The depot code and ward code should be filled in correctly and these fields are available in the SRS/ANE. The depot and ward codes should not be zeros and should be numeric fields as given in the SRS/ANE.

For example the PO for DCDS/MFT ward no.06 will have consignee code as 02206.

3) The demand No. should be of 8 digits size (83-90) Depots may be given the 10 digit size demand No. but while coding the demand No. in the PO (83-90) the last 8 digits of the demand No. should be coded leaving the depot code.

For example if MFT depot sends a demand No.22/90/12/0001, the demand No. to be coded in the PO (in Col. 83-90) is 90/12/0001. The first 2 digits of the demand No. indicates depot code. This depot code should be left while coding the demand No. in the PO.

4) The tender type (02) (1 digit) should be left blank, if the type of Order code is 2 or 3 or 8 or 9. The type of order code is nothing but the field D of the PO number given in the Para 4.3 of the booklet circulated with office order No.07/90 dated 04-04-90.

The tender type (02) should be coded as per para 4.2 of the booklet only if the type of order code is 0 or 1 or 4.

5) The price variation clause (35), Time preference Clause (36) Risk Purchase Clause (37) and Foreign exchange Code (38) should be filled in compulsorily with either 1 or 2. These fields should not be left blank.

sd/-
(Y.JAGANNATHA RAD)PA to
for COS

No.S.200.Materials by Road.

SOUTH CENTRAL RAILWAY
Headquarters Office
Stores Branch
Secunderabad - 500 071.
Date:11.05.1999

OFFICE PROCEDURE ORDER NO.7/99

Sub: Treating the date of Lorry Receipt at par with Railway Receipt for the purpose of granting delivery date extension.

...

1. As far as the supply contracts on FOR station of despatch basis are concerned, the date of Railway Receipt is taken as the date of delivery of the material in terms of the delivery period.
2. In the wake of the recent decision taken by the Railway Board to restrict the piece-meal bookings by wagons and the wagons are to be utilised only for rake loads, instructions have been issued by the Stores Directorate of Railway Board permitting the purchase officers to get the materials from the suppliers by road transport to the extent possible.
3. In respect of the purchase orders placed on the suppliers on "FOR station of despatch" basis, the date of Lorry Receipt shall be taken as the date of delivery of the material in terms of the delivery period. It is, therefore, made clear that if the date of the L.R. in regard to the despatch of the material is within the original-extended delivery date, there is no need for the depot officers to ask for extension of delivery date for acceptance of the supplies.
4. This decision has been taken after getting the Finance concurrence and Law branch clearance to treat the date of lorry receipt as the date of despatch for all supply contracts issued on "FOR station of despatch" basis.
5. All the depot officers and purchase officers are, therefore, requested to take necessary action on this issue.

(S.SATYANARAYANAN)
Secretary to COS
for Controller of Stores.

Copy to:

All Purchase Officers
All Depot Officers
All Divl. Stores Officers
All OSs of purchase sections
Dy.CVO/Stores/HQ
SAO/SF
Principal/STC.

SOUTH CENTRAL RAILWAY
Headquarters Office
Stores Branch
Secunderabad-500 071.
Date: 11.05.1999

No.S.CO3.Misc.99(Part "A")

OFFICE PROCEDURE ORDER NO.03/99

Sub: Procurement of materials through Rate Contracts.

...

With a view to improve the availability of materials, it has since been decided in consultation with Finance to procure suitable materials by entering into rate contracts.

The materials that are required to be procured frequently, are commonly available in the market and which are not susceptible for major price fluctuations during the period of the currency of the contract could generally be procured through the rate contract system.

Respective purchase officers will identify the items that are to be procured under the rate contract basis keeping the above parameters in view.

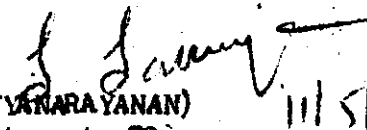
The direct demanding officers for placing supply orders on the suppliers after entering into rate contracts will be the respective purchase officers who have approved the placement of RC.

The competency to decide the tender for rate contract will be as per the normal purchase powers of purchase officers / tender committees. The value of the tender will be decided based on the indicative quantity to be procured. In respect of stock items, the indicative quantities will normally be based on the AAC. In respect of non-stock items, the indicative quantities will be estimated based on the quantity that was procured in the past and projected future requirement.

The indicative quantity multiplied by the last purchase rate will be the estimated total value of purchase and this value will be the criterion for taking a decision regarding the approval for issue of tender for rate contract. The tenders will be settled based on the rates obtained and indicative quantity like normal purchase cases.

The special conditions that are to be incorporated while entering into rate contract are enclosed. These special conditions will be in addition to the IRS conditions of contract.

Encl: As above.


(S. SATYANARAYANAN)
Secretary to COS
for Controller of Stores.

Copy to:
All Purchase Officers
All Depot Officers
All Divl. Stores Officers
All OSs of COS Office
Dy.CVO/Stores/Hqrs
SAO/SF
Principal/STC/SC

CONDITIONS OF CONTRACT GOVERNING RATE CONTRACT

The Indian Railway Standard conditions of Contract as modified upto - date; and in addition to those conditions, the following special conditions shall govern the contract, - called Rate contract and all supply orders placed under it.

SPECIAL CONDITIONS

1. Purpose of Contract - The contract, which shall be deemed to be a "Rate Contract" is intended for the supply of the Stores of the descriptions set forth in the Schedule to Tender during the period therein specified.
2. Period of Contract - Unless otherwise indicated in the schedule, the period of contract shall be one year from the date of acceptance of offer.
3. The Purchaser may authorise any officer (who shall hereinafter be called direct Demanding Officer) at any time during the period of the contract, to place orders, called supply orders direct on the Contractor. The Contractor shall deliver or despatch the full quantity of the stores so ordered by the R. Purchaser or the Direct Demanding officer within the period specified in the contract or as mutually agreed to.
4. Number or quantity contracted for - Subject as hereinafter mentioned, no guarantee can be given as to the number or quantity of the stores which will be ordered during the period of the rate contract which is only in the nature of a standing offer from the Contractor. But the purchaser undertakes to order from the contractor all stores as detailed in the contract which he requires to purchase during the period of the contract except that he reserves the right (1) of submitting to competition any supply of Stores included in the contract, (2) of placing rate contracts simultaneously or at any time during its period with one or more contractors as he may think fit, and (3) of obtaining from any source any stores referred to in the contract to meet an emergency if the Purchaser (whose decision shall be final) is satisfied that the contractor is not in a position to supply specific quantities within the period in which supplies are required.
5. Minimum/maximum order value. The value of any single supply order shall be not less than Rs. and not more than Rs.
6. Delay or default in supplies (either in part or in full entitles the Purchaser, in addition to other remedies, not to order any further quantities on the contractor even up to any quantities indicated in the contract.
7. FALL CLAUSE:-
 - 1) The price charged for the stores under the contract by the Contractor shall in no event exceed the lowest price at which the contract sells the Stores or offer to sell stores of identical description to any persons/organisations including the purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or State Government, as the case may be.

during the period till performance of all Supply orders placed during the currency of the rate contract is completed.

- ii) If and any time, during the said period the contractor reduces the sale price, sells or offer to sell such Stores to any person/organisation including the purchaser or any Department of Central Government or any Department of a State Government or any statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction in sale price to the Purchaser and the price payable under the contract for the Stores supplied after the date of coming into force of such reduction shall stand correspondingly reduced. the above stipulation will, however, not apply to:-

- (e) Export/Deemed Exports by the contractor,
- (f) Sale of Goods as original equipment at prices lower than the prices charged for normal replacement.
- (g) Sale of goods such as drugs which have expiry dates, and
- (h) Tenders submitted in response to fixed quantity contract enquiries issued by the Purchaser.

- iii) The contractor shall furnish the following Certificate to the bill paying officer along with each bill for payment for supplies made against the contract:

"I/We certify that there has been no reduction in sale price of the Stores of description identical to the stores supplied under the contract herein and such stores have not been offered sold by me/us to any person/organisation including the purchaser or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of bill/ the date of completion of supplies against all supply orders placed during the currency of the contract at a price lower than the price charged to the purchaser under the contract except for quantity of Stores categorised under sub-clauses (a), (b), (c) and (d) of sub-para (ii), above, details of which are as follows:"

- 8. Special conditions, where they differ from the standard conditions, override the latter.
- 9. Progress Report :- The contractor shall, as per Clause 2000 of IRS conditions of contract, furnish to the Controller of Stores by 10th of every month, a monthly statement showing chronologically the supplies made during the preceding month against each supply order.

SOUTH CENTRAL RAILWAY

Headquarter Office
Stores Branch
Secunderabad -500 071
Dt.20.05.99.

No.S.269.P.

OFFICE PROCEDURE ORDER NO. 9/99.

Sub: Provision of buffer stocks for vital items.

The latest list of vital items (664 items) has already been circulated to all concerned vide this office letter No.S.197.Vital Items. (Revised) Dated 22.02.1999.

The Railway Board vide their letter No.67/R3/(G)/751/9 (IC) dated 14.01.1976 had advised that buffer stock of 3 months can be provided for vital items. But this Railway has all along been following the system of providing 2 months buffer for all items.

In order to improve the availability of vital items it has since been decided in consultation with Finance that 3 months buffer stock shall be provided for the vital items.

All concerned should ensure that 3 months buffer stock is provided for all the vital items. Depots may send necessary ARDs to EDP Center in this regard.

(S.SATYANARAYANAN)
SECRETARY TO COS
FOR CONTROLLER OF STORES

Copy to:

FA&CAO/WST/SC: with reference to their ref. No.AFS/Policy/Buffer Stock dated 12-05-99.

WAO/LGD } They are requested to vet the Annual estimate sheets submitted by the depot with a
WAO/UBL } provision of 3 months buffer stock for all the vital items. A copy of the vital items
WAO/RYPs } list is enclosed.
WAO/TPTY }

All Purchase officers
All Depot Officers.

FOR CONTROLLER OF STORES.

OFFICE PROCEDURE ORDER NO. ~~199~~ 10/99Sub: Change of IP from 10 Months to 12 Months.

As per the Minutes of the meeting on stores computerisation held on 24.02.99 it has been decided to change the Interim Period from the present 10 months to 12 months. Thus ANE'S are scheduled for generation in EDP 12 months before the start of Contract Period.

The schedule of generation and submission of ANE'S for the transition period for April and May was advised vide lt of even no. dated 10.05.99. From 1st June onwards the ANE'S shall be generated as per the revised schedule i.e. 12 months ahead of start of Contract Period in general.

This issues with the approval of competent authority.

Secretary to COS
for Controller of Stores.

C/-All Depot Officers.
C/-All Purchase Officers.
C/-Sr. EDPM/SC.
C/-FA&CAO
C/-DY. CVO/Stores.
C/-All Divl. Stores Officers.
C/-All OS's of COS Office.
C/-SAO/SF.
C/-Principal/STC.

OFFICE PROCEDURE ORDER NO. 11 /99.

Sub: Purchase of High Value long lead direct purchase items through Running Contracts.

Rate Contracts and Running Contracts similar to those concluded by DGS&O are proposed to be concluded by South Central Railway in order to improve availability especially of high value long lead items with fluctuating demands. Necessary procedure order No.08/99 for entering into rate contract has already been issued.

Special conditions of rate contracts and running contracts have been examined and cleared by finance and Law branch.

As regards running contracts, to begin with, all "A" category direct purchase items will be arranged to be procured through running contracts as the main advantage of running contracts would be the flexibility to vary the quantity against supply order to the extent of (+) or (-) 30% of the RGC quantity within a period of one year and, therefore, fluctuations in demand could be accommodated.

Failure/delay in supplies could also be taken care of by going in for multi sourcing and placement of supply order with severable instalment deliveries.

Accordingly, it has been decided to initiate running contract for direct purchase of contract period requirements of "A" category items. While entering into running contracts the following aspects may be taken into account.

(i) The tender enquiry quantity may be decided 11 months in advance of the contract period based upon the ANE received from the depots. The depots should ensure that for A category direct purchase items, the ANEs received from the EDP centre are submitted to the headquarters within a month.

(ii) For items with fluctuating demand, the tender quantity may be the ANE quantity itself, so that plus or minus 30% clause can be availed of later on.

(iii) For items with known upward trend of consumption (like Air Brake components), the tender quantity may be 1.43 times of the ANE quantity so that at the supply order stage, the quantity can be adjusted from 1 to 1.87 times of the ANE quantity.

(iv) The desirability of multi sourcing may be considered while settling the tender.

(v) Supply order against the RGC may be placed with severable instalment deliveries so that delays/failures against the orders could be acted upon in good time.

(vi) RGC tenders may be finalised and the supply orders placed for the contract period requirements within a maximum period of 6 months i.e., 5 months prior to the commencement of contract period so as to ensure the receipt of supplies by the beginning of the contract period. 3 Months after commencement of the contract period, another quantity review may be undertaken and additional supply order placed for I.P. shortfall quantity as considered necessary.

(vii) Where the trend of consumption for a stock item is very erratic or just not known as in the case of non-stock items, the procedure of entering into rate contracts may be followed so that the supply orders could be placed as and when required for the actual quantities required. However, minimum quantity required whenever it can be estimated may be indicated in the tender enquiry.

(ix) The competency to decide the tender for running contract will be as per the normal purchase powers of purchase officers / tender committees, based on the value of the tender for the indicative quantity (base quantity tendered for) to be procured.

(x) The indicative quantity multiplied by the last purchase rate will be the estimated total value of purchase and this will be the criterion for approval for issue of tender.

(xi) The special conditions that are to be incorporated while entering into the running contracts are enclosed. These special conditions will be in addition to the IRS conditions of contract.

S. Satyanarayan
(S. SATYANARAYANAN)
Secretary to COS

for Controller of Stores. 26/3/19

copy to:

All Purchase Officers
All Depot Officers
All Divl. Stores Officers
All OSs of COS Office
Dy.CVO/Stores/Hqrs
SAO/SF
Principal/SIC/SC.

CONDITIONS OF CONTRACT GOVERNING RUNNING CONTRACT

The Indian Railway Standard conditions of Contract as modified up to - date; and in addition to those conditions, the following special conditions shall govern the contract, - called Running contract and all supply orders placed under it.

SPECIAL CONDITIONS

1. **Purpose of contract** – The contract, which shall be deemed to be a “Running Contract” is intended for the supply of the stores of the descriptions set forth in the Schedule to Tender during the period therein specified.
2. **Period of contract:** Unless otherwise indicated in the schedule, the period of contract shall be one year from the date of acceptance of offer.
3. The Purchaser may authorise any officer (who shall hereinafter be called Direct Demanding Officer) at any time during the period of the contract, to place orders, - called supply orders direct on the Contractor. The Contractor shall deliver or despatch the full quantity of the stores so ordered by the Purchaser or the Direct Demanding officer within the period specified in the contract or as mutually agreed to.
4. **Minimum/maximum order value.** The value of any single supply order shall be not less than Rs. and not more than Rs.
5. **Option clause** – The quantities shown in the running contract are approximate. The Purchaser or Direct Demanding Officer are entitled at any time during the currency of the contract, to increase or decrease the approximate total quantities of each description of the stores by not more than 30 per cent.
6. Delay or default in supplies either in part or in full entitles the Purchaser, in addition to other remedies, not to order any further quantities on the contractor even up to any quantities indicated in the contract.
7. Special conditions, where they differ from the standard conditions, override the latter.
8. **Progress report:** The contractor shall, as per Clause 2000 of IRS conditions of contract, furnish to the Controller of Stores by 10th of every month, a monthly statement showing chronologically the supplies made during the preceding month against each supply order.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Secunderabad.
DT24.09.99

No.S.236.FUNDS FOR NS/POLICY

OFFICE PROCEDURE ORDER NO 12/99

Sub: Re-certification of funds for Non-Stock Indents.

While placing purchase orders against non-stock indents if the cost of purchase exceeds by more than 10% of the funds certified, such additional funds are required to be certified before purchase orders are vetted by finance or purchase orders released in terms of Railway Board's letters No.75/RS/(S)751/4/IC dated 16.11.1976. For this purpose, the indents, now-a-days, have to be returned to the fields units. In order to avoid this transaction and thereby speed up purchase of non-stock items, the following procedure will come into force with immediate effect.

1. The HOD's concerned may retain a portion of the funds available to the field units towards purchase of Non-Stock items chargeable to Revenue under PU - 28 capital, DF, DRF and OLWR and the additional funds required at the stage of release of purchase order, certified from out of this amount.
2. HOD's may maintain necessary records and ensure that all such certifications are with in the funds available with them.
3. The particulars of Non-Stock indents against which additional funds were certified by the HOD's under different allocations of expenditure as indicated in para 1 above should be communicated every month to the indenting officer and their associated finance of respective division/workshop/construction units for booking of funds and also entering the same in the respective liability registers.
4. Fields units may at various stages of budgeting reporting etc., take into account the amounts utilised/available with HODs.
5. In order to ensure the above, the purchase case files wherever the additional funds certification is required before placement of purchase order, should be sent to the HODs of the respective departments in open line/construction organization only and under no circumstances the purchase case files should be sent to the field units.
6. This issue with the concurrence of FA&CAO and approval of GM.

(S. Sathyanarayana) 24/9/99
Secy. To COS

For CONTROLLER F STORES

Copy to:

- | | | |
|------------------|----------------------------|-----------------------|
| 1. FA & CAO/SC | 2. CAOR/SC | 3. All PHODs |
| 4. All DRMS | 5. All Purchase Officers | 6. All Depot Officers |
| 7. SAO/SP/SC | 8. All Sr.DAOs/DAOs & WAOs | 9. All CWMs |
| 10. Secy. to GM. | 11. DY.CVO/S/SC | 12. Principal/STC/LGD |

CONDITIONS OF CONTRACT GOVERNING RUNNING CONTRACT

The Indian Railway Standard conditions of Contract as modified up to - date; and in addition to those conditions, the following special conditions shall govern the contract, - called Running contract and all supply orders placed under it.

SPECIAL CONDITIONS

1. **Purpose of contract** – The contract, which shall be deemed to be a "Running Contract" is intended for the supply of the stores of the descriptions set forth in the Schedule to Tender during the period therein specified.
2. **Period of contract** – Unless otherwise indicated in the schedule, the period of contract shall be one year from the date of acceptance of offer.
3. The Purchaser may authorise any officer (who shall hereinafter be called Direct Demanding Officer) at any time during the period of the contract, to place orders, called supply orders direct on the Contractor. The Contractor shall deliver or despatch the full quantity of the stores so ordered by the Purchaser or the Direct Demanding officer within the period specified in the contract or as mutually agreed to.
4. **Minimum/maximum order value.** The value of any single supply order shall be not less than Rs. and not more than Rs.
5. **Option clause** – The quantities shown in the running contract are approximate. The Purchaser or Direct Demanding Officer are entitled at any time during the currency of the contract, to increase or decrease the approximate total quantities of each description of the stores by not more than 30 per cent.
6. Delay or default in supplies either in part or in full entitles the Purchaser, in addition to other remedies, not to order any further quantities on the contractor even up to any quantities indicated in the contract.
7. Special conditions, where they differ from the standard conditions, override the latter.
8. **Progress report:** The contractor shall, as per Clause 2000 of IRS conditions of contract, furnish to the Controller of Stores by 10th of every month, a monthly statement showing chronologically the supplies made during the preceding month against each supply order.

South Central Railway

Hqrs Office
Stores Branch
Rail Nilayam
Secunderabad

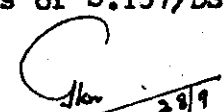
PROCEDURE ORDER NO. 13/1999

28th Sept. '99

Sub: Non-stock purchases.

1. Revised delegation of local purchase powers have been issued vide correction slip No.58 of 24-9-1999 (copy enclosed).
2. In terms of the above, the two lists of prohibited items and listed items will be issued shortly. For listed items indents should invariably indicate the reference number of the item in the list and for others, the major PL Group. PHODs are requested to send their list of "listed items" to COS office early.
3. Extant instructions on the subject are to be followed by all concerned while making local purchase.
4. The local purchase officers should maintain an information system for all local purchases made by them, inter-alia indicating the reference number for listed items, P.L. Number for stock items and PL Group for other items. Any requirement of additional cash imprest etc. essential to implement the revised delegation may be processed as required.
5. Indents beyond the local purchase powers of field units are to be sent to COS office through the concerned HOD (in terms of the decision taken in the HOD's meeting with AGM on 21-5-1999). At COS office, such indents valued below Rs.20,000/- which are decided to be purchased through local purchase will be sent to the Local Purchase Cell at Hqrs. Initially, DCOS/MFT shall make such local purchase on behalf of Hqrs.
6. Regarding re-certification of funds for non-stock indents required at the time of release of PO as decided in the HOD's meeting with AGM, instructions have been issued vide letter No.S.236/Funds for NS/Policy dated 24-9-1999 authorising the HODs to do so.
7. Standing list of non-stock items for which non-stock certification by feeding depots required in terms of S.732 & S.733 can be dispensed with, will be issued by COS on receipt of such list from HODs concerned in terms of S.157/DSK.PL/N.S. Indents dated 15-12-1998.

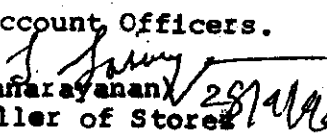
Encl: As above.


Controller of Stores

No. S.236/Non-Stock(Policy)/I
Dated 28-9-1999

Forwarded to:

ALL PHODs + DRMs, FA&CAO/WS
All Depot Officers, Divl.COSs, Associated Account Officers.


(S.Satyanarayanan)
for Controller of Stores

OFFICE PROCEDURE ORDER

No. 14/99

Dt:29-09-99

No:S.181/L.P.C/HQ.

SUB: Local Purchase Cell - Stores Hd.qrs.

REF: Correction slip No:58, dt:24.9.99

-000-

- 1) In terms of the above, it has been decided to organise a Local Purchase Cell (for items amenable to local purchase) at Stores Hd.qrs and the Cell will function under the control of DCOS/G&S/MFT vide S.181/L.P.C. HQ. Dated 28-9-99.
- 2) All the non-stock requisitions pertaining to SC and HYB Division & Hd.qrs area and valued less than Rs.20,000/- pending with the purchase sections on date for processing of tender etc., should be seen by ACOS/Admn in the purchase sections and he will scrutinise the indents and pass orders to forward only such indents to DCOS/MFT for local purchase against which purchases can be arranged through local market.
- 3) ACOS/Admn. will also regularly scrutinise the indents pertaining to SC and HYB division & Hd.qrs area at DSK/PL section valued less than Rs.20,000/- and take a decision whether the indents can be forwarded to DCOS/MFT. For these indents no case files should be opened through computer at Hd.qrs. The remaining non-stock indents valued less than Rs.20,000/- against which local purchase cannot be made, the case files will be opened on computer by DSK/PL section and sent to the respective purchase sections concerned without delay.
- 4) DSK/PL will also ensure that the date of receipt of the indent at COS Office is invariably recorded by affixing the date stamp provided in the section.
- 5) For the non-stock indents valued under Rs.20,000/- pertaining to other 3 Divisions namely, BZA, GTL & UBL, the case numbers will be given by DSK/PL section on Computer and sent to the Purchase sections concerned.
- 6) The above procedure comes into force with immediate effect.

(S.SATYANARAYANAN)
SECRETARY TO COS

29/9/99

C/- All Depot Officers
C/- All Purchase Officers
C/- All OSs of Purchase Sections
C/- DSK/PL.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Secunderabad
Dt 30.09.99

No.S/232/ANE PROCESS/G&P/Vol.I

OFFICE PROCEDURE ORDER NO. 15 / 99

Sub: Procurement of materials against IP shortfall requirements

With a view to ensure that immediate procurement action is taken to cover the IP.Shortfall requirements, the following procedure will be implemented with immediate effect.

The depot officers should submit a monthly statement to Stores /HQ. in the following format, the statement may be prepared DY.COSs wise and submitted while sending the ANEs.

S.No.	PL No.	Brief Description	AAC	Interim period requirements		Remarks
				Shortfall	Excess	

The depot officers should ensure that the statement is prepared in respect of all PL Nos. for which ANE is submitted in the month to HQ and details in the statement are furnished in the ascending order of PL Nos. to facilitate compilation at HQrs. Manuscript statement will continue till DCOS/UBL develops a computer programme for this

On receipt of the statement at HQ, DY.COSs concerned will consolidate the IP Shortfall /IP excess of all depots to know the overall shortfall / excess of each item on S.C.Rly.

If the IP shortfall Qty is more than the buffer limit emergency procurement action should be initiated wherever possible through repeat order / 30% Qty option clause / single tender.

For ensuring priority monitoring of IP shortfall procurement, the purchase sections will allocate the demand No. followed for Red signal purchases for IP shortfall purchases also.

All the depot officers and HQ purchase officers should ensure that the above procedure is followed.

This issues with the approval of COS

J. Satyanarayana
(S.SATYANARAYANAN) 30/9/99
SECRETARY TO COS
FOR CONTROLLER OF STORES

Copy to: All Purchase officers
All depot officers
All OSs of purchase sections
Principal/STC/I.gd.

SOUTH CENTRAL RAILWAY

Head quarters Office,
Stores Branch,
Railnilayam,
Secunderabad - 500 071
Dt.11.11.99

NO.S.245.Q.S.Diesel Loco.99

OFFICE PROCEDURE ORDER NO 16/99

Sub: Procurement of quality spares for Diesel Locos

Ref: Railway Boards Ir.No.73/RS(G) 779/30/Pt II
Dt.17.01.95,26.10.95,06.09.99 and 16.09.99.

In suppression of this office OPO No.3/98 GM has approved the procurement of 427 Diesel Loco spares on limited tender basis for a period of two years i.e. up to 10.11.2001 from the short listed firms proposed by a committee consisting of COS, FA & CAO and Co-ordinating HOD of consuming department. The list of items and firms are enclosed.

The purchase officers concerned may therefore, take necessary action implementing the above system immediate effect.

Encl: As above.


(S.SATYANARAYANAN) 11/11/99
SECRETARY TO COS
FOR CONTROLLER OF STORES

- Copy to: 1. All Purchase Officers
2. All office Supdt. Of COS office.
3. All Depot Officers.
4. FA&CAO/SC.
5. SAO/SF/SC.
6. CME/SC
7. CMPE/DSL/SC

South Central Railway

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad.

Dt.26th October, 1999.

PROCEDURE ORDER No. 17 /1999.

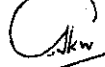
Sub: Local Purchase.

Ref: Correction slip No.58 issued under GM's Lr.No.G.203/Policy.

Dt.24.9.99.

- Letter No.S.181/L.P.C.HQ dt.28.9.99.
- Stores Procedure order No.13/1999 dt.28.9.99.

1. Revised delegation of local purchase powers have been issued vide correction slip No.58 of 24.9.99.
2. Accordingly a statement containing non-stock 'listed items' which may be purchased through local purchase by field Stores officers is enclosed as annexure..
3. All non-stock indents received at COS office beyond 30.11.99 shall be routed through the concerned HOD for their scrutiny.
4. Non stock indents received at COS office shall be scrutinised and those earmarked for local purchase shall be purchased by the Headquarters local purchase cell functioning under DCOS/MFT.

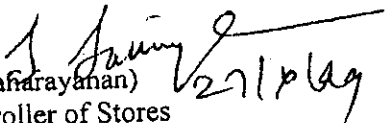

(K.M.Thomas)
COS

No.S.236/Non-Stock (Policy)/I
Dated:26th October, 1999

Forwarded to:

All PHODs, DRMs, FA&CAO/WS

All Depot Officers, Divl.COSs, Associated Accounts Officers.


(S.Sathyakrishnan)
for Controller of Stores

LOCAL PURCHASE NON-STOCK LISTED ITEMS.

GROUP NO.10 - 19 Diesel Loco Parts & Fittings

GROUP NO.10

Alco DLW diesel electric locomotives BG/MG/NG, WDM1, WDM2, WDS5, YDM4, YDM4A, Power Pack
1001 Parts, components, fittings for repair of locomotives

GROUP NO.11

WDM1, WDM2, WDS5, YDM4, YDM4A, Vehicle portion
1101 Parts, components, fittings for repair of locomotives

GROUP NO.12

WDM1, WDM2, WDS5, YDM4, YDM4A, Transmission
1201 Parts, components, fittings for repair of locomotives

GROUP NO.13

MAK/CLW diesel hydraulic locomotives BG/MG/NG WDS4, WDS4A, ZDM3 Power Pack
1301 Parts, components, fittings for repair of locomotives

GROUP NO.15

Hardware Items common to group 10 & 11

GROUP NO.20-29 Electric loco parts & fittings

GROUP NO.21

DC Elec. locos BG/Pre-war
2101 Parts, components, fittings for repair of locomotives

GROUP NO.22

AC Elec.BG Post-war (WCM1, 2, 3, 4, 5, WCG2)
2201 Parts, components, fittings for repair of locomotives

GROUP NO.23

AC Elec.locos "GROUP" WAM1, WAG2, WAG3, WAG4
2301 Parts, components, fittings for repair of locomotives

GROUP NO.24

AC Elec. loco Japanese design WAM2, WAM3, WAG2
2401 Parts, components, fittings for repair of locomotives

GROUP NO.25

AC Elec. locos CLW

2501 Parts, components, fittings for repair of locomotives

GROUP NO.27

AC/DC Elec. locos BG

2701 Parts, components, fittings for repair of locomotives

GROUP NO.28

All AC Elec. locos MG

2801 Parts, components, fittings for repair of locomotives

GROUP NO.30-39 Carriage, Wagon, EMU, Railcar
parts & fittings

GROUP NO.30

ICF Coaches BG & MG

3001 Parts, components, fittings for repair of coaches

GROUP NO.33

BEML Coaches BG & MG

3301 Parts, components, fittings for repair of coaches

GROUP NO.36

Other coaching stock BG/MG

3601 Parts, components, fittings for repair of coaches

GROUP NO.37

Old IRS Design wagons, CR, O, MAC, NCL

3701 Parts, components, fittings for repair of wagons

GROUP NO.38

New IRS Stock wagons, BOX, BOI, BCX, BRH &
future new designs

3801 Parts, components, fittings for repair of wagons

GROUP NO.39

Other goods stock: eg. IRCA & Non-IRS

3901 Parts, components, fittings for repair of wagons

GROUP NO.43 - Electrical measuring instruments,
appliances and components.

4301 Echo meters
4302 Tacho Meters
4303 Meggers
4304 Compressor motors

GROUP NO.45 - Cells all types, train lighting items of
special nature & electrical amenities
for passenger.

4501 Portable Gen. sets
4502 Batteries

GROUP NO.46 - Sub station, transmission and distribution
equipment.

4601 Cables
4602 Circuit Breakers
4603 Contact wires
4604 Capacitors
4605 Amplifiers

GROUP NO.47 -Electric Machinery & Parts

4701 Battery chargers
4702 Rectifiers
4703 Induction Motors
4704 Current Transformers
4705 UPS
4706 Display systems

GROUP NO.50-59 Signal & Telecommunication stores

GROUP NO.50

Telegraph & Telephones equipment

5001 Parts, components, fittings for repair of
Telegraph & Telephones equipment

GROUP NO.52

5201 Parts, components, fittings for repair
of wireless equipments.

GROUP NO.54

5401 Parts, components, fittings for repair of Signals &
Interlocking devices single wire

GROUP NO.55

5501 Parts, components, fittings for repair of Signals & Interlocking devices for double wire

GROUP NO.56

5601 Parts, components, fittings for repair of Signals & Interlocking devices

GROUP NO.59

5901 Spares & Consumables for computers.

GROUP: 60 - Permanent Way and Bridges, Track Tools.

6001 Jack Screw.

GROUP: 61 - Building Materials.

6101 Ladders

GROUP: 62 - Pipes and Pipe Fittings.

6201 Pipes/Tubes

6202 Pumps

6203 Meter

6204 Valves

GROUP: 65 - Plant and Machinery Including Complete Unit.

6501 M&P items (Subject to approval by the competent authority)

6502 Spare parts for repair of M&P items

GROUP: 67 - Road Motors, Auto Trucks - Material Handling Equipments and Spares.

6701 Spare parts for repair of road vehicles & materials handling equipments

GROUP: 72 - Tools Accessories, Components and Instruments.

7201 T&P items (subject to approval by the competent authority)

7202 Crimping tool

7203 Cleaner vacuum

7204 compressor

7205 Spare parts for repair of T&P items

7206 Office equipments

7207 Spare parts for repair of office equipment

GROUP: 73 - Hardware Items & Fasteners

7301 Bolts, nuts, fasteners

Group: 74 - Hardware (other than fasteners), Wire ropes,
Chains, and allied fittings, oil lamps etc.

7401 Wire ropes

7402 Chains

Group : 75 - Rubber, Leather, Canvas, Plastic, Flooring and
Kindred Materials.

7501 Hose

7502 Pipes/Tubes

Group: 76 - Electrodes cutting and Welding accessories
and electrical oxy acetylene.

7601 Electrodes

7602 Gas Hose Pipes.

7603 Silver brazing Rod.

Group: 77 - Paints, Varnishes, Enamels including Painters Oil.

7701 Bituminous Compound.

7702 Bitumen Paving (Asphalt).

7703 Paints for general purpose

7704 Thinner

7705 Putty

Group: 79 - Cloth, cutting and personal equipment and cotton
products like chord, twine, rope and waste cotton etc.

7901 Shamiyana

Group: 80 - Petroleum & petroleum products

8001 Oil lubricating

8002 Mineral oil

8003 Grease

Group: 81 - Acid, Chemicals and chemical products and
vegetable oil (Including soaps, Disinfectants,
insecticides and explosives).

8101 Gas cylinder

8102 Fertilizers

8103 Pesticides

8104 Consumables for M&P items

8105 Consumable for T&P items

8106 Consumable for office equipment

Group 85 - Ball and Roller bearing.

8501 Bearings

Group 90 - Raw materials (Ferrous)

9001 Tubes/Pipes

9002 Rounds

9003 Angles

9004 Plates

9005 Structurals

Group: 91 - Non-ferrous Metals.

9101 Tubes/Pipes

9102 Rounds

9103 Angles

9104 Plates

9105 Structurals

9106 Soldering sticks

Group: 93 - Timber.

9301 Acrylic Sheet

9302 Decolam sheet

9303 Plywood

South Central Railway

Hqrs Office
Stores Branch
Secunderabad
Dt. 11-11-1999

Office Procedure Order No. 18 /1999

Sub: Procurement of stock items in emergency through Purchase Committee.

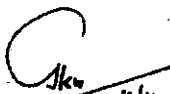
In terms of Para S-332 of Stores Code, General Manager with the concurrence of FA&CAO has approved procurement of Stock Items (Vital & Safety only) through a standing "Emergency Purchase Committee" for a period of six months, as under:-

- i) Maximum one month's AAC and not more than Rs.3 lakhs in value at a time may be purchased.
- ii) Essentiality of such an emergency purchase and the quantity to be purchased may be certified by the HOD of the user department.
- iii) COS/CMM may approve the purchase through the emergency purchase committee. A copy of this approval may be sent to FA&CAO.
- iv) The purchase may be made through a standing "Emergency Purchase Committee" at Hqs consisting of concerned officers of Stores, Accounts and user department as indicated below:
 - a) Dy. COS (Concerned) Convener
 - b) JAG Officer of the concerned user department.
 - c) SAO/SF
- v) The committee will ensure that:-
 - a) The competent authority has approved the emergency purchase.
 - b) Minimum of three quotations are normally obtained and rate reasonableness of the purchase is ensured. Reasons for not obtaining three quotations, in exceptional cases are to be recorded.
 - c) After the committee takes a decision about acceptance, the important terms and conditions of the offer that have been accepted are recorded and signed by all the 3 members. A copy of this noting will be made available to SAO/SF/Hq along with the PO copy for record.
- vi) Purchase Order will be issued by the convener to the supplier after funds certification indicating the terms and conditions in the standard Stock Purchase Order format, copies of which shall be endorsed to the Stocking Depot, Account office etc. like other Stock Purchase Orders.
- vii) Payment against these purchases will be arranged through the FA&CAO/WS similar to any other Stock Purchase Orders.

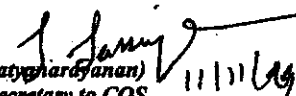
The above procedure will be reviewed after 6 months.

No.S.297/Emergency Purchase Committee

Dt. 11-11-1999


Controller of Stores

Forwarded to:
1
All PHODs, FA&CAO/WS
All Purchase Officers/Hqrs
All Divisional DEOSs, Associated Account Officers, All Depot Officers


(S. Satyanarayana)
Secretary to COS
For Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the,
Controller of Stores,
Railmilayam,
Secunderabad- 500 071

No: S.232.ANE.Process/G&P/Vol.I
Dt:18-11-99.

OFFICE PROCEDURE ORDER NO. 19/99

SUB: Provisional Annual Estimate Sheets.

-000-

1. With a view to ensure that the ANEs generated by the EDP centre are complete in all respects indicating the correct dues position, it has since been decided that the EDP centre will generate provisional Annual Estimate Sheets for all the Depots one month in advance from the date of generation of original ANE and these provisional ANEs will be collected by the Depots from the EDP centre.
2. (a) The Depot Officers will ensure that the dues position (covered and un-covered dues) reflected on the provisional ANEs is thoroughly examined and wherever the correction is required, the same is attended to with necessary attestation and the copy of the corrected provisional ANE is returned to the EDP centre within a period of 15 days without fail.
(b) Depot Officers will also update the Indent information in required format (enclosed).
3. The Depot Officers; should, retain a copy of the provisional ANE with correct dues position for their record.
4. On receipt of the correct ANEs at the EDP centre, Sr. Systems Manager will ensure necessary action is taken to correct the dues position against each item and the regular ANEs are generated as per the time schedule reflecting the correct dues.
5. The Depot Officers will ensure that the regular ANEs are collected from the EDP centre well in time and process for Associate Finance vetting wherever required without any delay.
6. The regular ANEs duly vetted by Associate Finance wherever required should be submitted within One month from the date of generation at EDP to Stores Headquarters.


(S.SATYANARAYANAN) 18/11/99
SECRETARY TO COS.
For Controller of Stores

Copy to:
All Purchase Officers
All depot Officers
SSM/EDP/SC
Principal/STC/SC
All section incharges

Indent Particulars Required for Data Entry

(A) Data common to all Consignees

Ord/Em/	Indent	Indent	Supplier	F Ex.	POSR	PL No.	Rate/	Buying	Acc.	Total
Indent	No.	Date	Code	Y/N	No.		Unit	Unit	Unit	Value
6/7	xx xx xxxx x xxxxx	xx xx xxxx	xxxx		xx	xxxxxxxx	xxxxxx -xx	xx	xx	xxxxxxxxxx
8	9697 0322 0 00000	05-03-1996	Raj Bd CD	M	02	30020000		01	01	300021.00

(B) Details of All Consignees for the same Item

PO SR	Consignee CD	Demand	Cov.	Quantity	Delivery Date	Allocation No.
	0 + DP + WD	No.	Ord.	in Buying Units		
xx	xxxx	xxxxxxxxxx	x	xx		
01	01100	1007070002	1	05		20-7137-3
02	04400	1007070003	1	10		20-7137-3
03						
04						
05						
06						
07						
08						

SOUTH CENTRAL RAILWAY

Headquarters office,
Stores Branch,
Railnilayam,
Secunderabad.
Dt.26.11.99

• No.S.314.P. (T.O)

OFFICE PROCEDURE ORDER NO. 20/99

Sub: Opening of Tenders on Monday with effect
from 17.01.2000.

It has been decided with the approval of Controller of Stores/
Secunderabad to open the tenders on Monday also with effect from
17.01.2000. With this arrangement tender opening at COS Office will be on
all working days i.e. Monday to Friday.


(S.SATYANARAYANAN)

Secy to COS
FOR Controller of Stores

Copy to:

1. All Purchase officers
2. All Depot officers
3. FA&CAO/W&S/SC
4. SAO/SF/SC
5. Dy.CVO/SC
6. All Purchase section incharges
7. OS/Bulletin
8. OS/T.O.
9. OS/Computer.

SOUTH CENTRAL RAILWAY

No.S/197/V/VITAL ITEMS

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
Dt.02.12.99

OFFICE PROCEDURE ORDER NO. 21/99

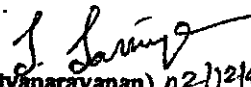
Sub: Ensuring availability of selected Vital items- increase in
buffer stock for 26 items

In order to ensure the all time availability of selected Vital items, it has since been decided with the concurrence of the Hqrs. Finance to increase the buffer stock limit of 26 vital items (as per list enclosed) to 6 months with immediate effect. All the Depot officers are therefore advised to take necessary action in increasing the buffer limit for the items indicated in the list to 6 months.

Whenever Depot are submitting recoupment for these items, it should be indicated on the top of the ANE/recoupment sheet/short fall ANE that buffer stock limit for these items has been fixed as 6 months, in terms of COS office procedure order No. 21/99 dated 02.12.99 to facilitate the Associated Finance and Hqrs. Finance in vetting the recoupment sheet/purchase orders.

This will be reviewed after a period of 6 months.

Encl: As above.


(S.Satyanarayanan) 02/12/99
Secy. to COS
For Controller of Stores

Copy to:

1. FA&CAO/W&S/SC. For information w.r.to letter No.AFS/TOO/Vol.II/4.A dated 09.11.99
2. SSM/EDP/SC .for information.
3. SAO/SF/SC for information.
4. WAO/LGD, TPTY, RYPS, UBL For information.
5. All Depot Officers. For information and necessary action.
6. All Purchase Officers for information.
7. All OSs of COS Office.

List of 26 Vital Items for which the buffer stock has been enhanced to 6 months vide office procedure order No.21/99 dated 02.12.99

Sl.No P.L.No. Description Depot

1	30010548	COMPENSATING RINGS-6MM THICK	DSL/BZA M&E/LGD MSD/UBL
2	30010974	GUIDE CAP FINISHED CONDITION	M&E/LGD MSD/UBL CRS/TPTY
3	30019503	STEECLACKING SIZE 100x100x48MM	MSD/UBL
4	30019515	STEELPACKINGSIZE100x100x38mm	MSD/UBL
5	30019539	RUBBER STOPPER PADON BOGIE FOR	MSD/UBL CRS/TPTY
6	30019540	STEELPACKINGSIZE100x100x26mm	MSD/UBL
7	30217039	ENHANCED, DRWBARRDSO-SK#79063	M&E/LGD MSD/UBL
8	30260127	ENTRANCE HAND RAIL	M&E/LGD MSD/UBL CRS/TPTY
9	30326059	BRACK RIGGING PIN FOR BO61	M&E/LGD MSD/UBL CRS/TPTY
10	30510636	IRS DOOR LOCK RH	M&E/LGD MSD/UBL CRS/TPTY
11	30516250	LATRINE DOOR CATCHES DRG NO CA	M&E/LGD MSD/UBL
12	30516328	BODY SIDE DOOR SAFETY CATCH	M&E/LGD MSD/UBL
13	30540227	GLASS SHUTTER ICFIST CLASS LAR	MSD/UBL
14	30560937	HANDLES CHROMIUM PLATED	M&E/LGD MSD/UBL CRS/TPTY
15	30616177	CL2 STEEL HANDLE UPPER BERTH	M&E/LGD MSD/UBL
16	30631579	RACKS FOR TOILET DRG F-6-3-054	M&E/LGD MSD/UBL

 Sl.No P.L.No. Description Depot

17	30633278	HANDRAIL IN LAVATORY ILFT6365L	MSD/UBL CRS/TPTY
18	30633382	FRAMECOMPLETECHROMIUMPLATED	M&E/LGD MSD/UBL CRS/TPTY
19	30634167	F9AME FOR MIRROR	M&E/LGD MSD/UBL CRS/TPTY
20	30638100	WALLPROTECTOR-STAINLESS STEEL	M&E/LGD MSD/UBL
21	30646789	NOTICEOFIRE PREVENTION-ENGLISH	M&E/LGD MSD/UBL CRS/TPTY
22	30981748	BRACKET FOR SAFETY WIRE ROPE	MSD/UBL CRS/TPTY
23	30981750	FOR SAFETY WIRE RODE FOR BRAKE	M&E/LGD MSD/UBL CRS/TPTY
24	30982431	RUBBER PROFILE BOTTOM LENGTH	M&E/LGD
25	30982546	HOLDING FRAME FOR WIDER WINDOW	M&E/LGD
26	61153229	PLASTIC COMMODE COVER	M&E/LGD MSD/UBL CRS/TPTY

***** End of Report *****

SOUTH CENTRAL RAILWAY

**Headquarter Office
Stores Branch
Secunderabad -500 071
Dt.22.12.99.**

No.S.200.Mode of distribution.99.

22/99

OFFICE PROCEDURE ORDER NO.22/99.

**Sub: Manuscript cash receipt for procurement of small value items by
Station Managers/Station Masters .**

oOoOo

Vide J.P.O.No: 1/97 issued under letter No;S.200.Mode of Distribution.97 dated 10-02-97 Station Managers/Station Masters are delegated with powers to procure low value/locally available items through cash purchase .

Since Station Managers/Station Masters are finding difficulty to obtain a printed cash receipt especially for certain items, because there are no shops in the area selling these materials and giving cash receipt on a printed form, it has since been decided with the concurrence of Hqrs. Finance to introduce the following manuscript cash receipt format for the purchases made up to Rs.50/- (Rupees fifty only).

FORMAT

**Received from the Station Manager/Station Master,
South Central Railway Rs...../-(Rupees.....only) being the
price of (quantity and description)**

Signature/LTI

Name:

Address /Locality

Paid an amount of Rs.....(Rupees.....only)

Signature

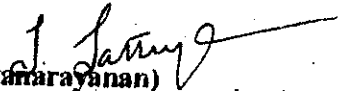
Name

Designation

(To be used for the purchases of value below Rs.50/-(Rupees fifty only)

The receipt will bear the signature/LTI of the seller and would also be certified as having paid by the buyer.

The above procedure will come into force with immediate effect.


(S. Satyanarayanan)
Secy. to COS 22/12/99
For CONTROLLER OF STORES

Copy to:

1. FA & CAO/SC for information w.r.to Dy. FA/Hqrs letter No: AFX/No.1 dated 16/12-1999
2. All DRMs
3. All Sr. DAOs of the Divisions
4. All Sr. DOMs of the Divisions. They are requested to ensure that the copies of the above Office Procedure Order is available with all the Station Managers/Station Masters (to whom cash imprest has been provided as per J.P.O. No:1/97) for taking necessary action and to maintain proper record.
5. COM
6. CCM

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
SECUNDERABAD. 500 071
Dated 27.12.99.

NO. PA-25 GROUP/85 MISC

Office Procedure Order No.23/99

Sub: Payment terms for M/S NATIONAL ENGINEERING
INDUSTRIES.,/JAIPUR.

The above firm is quoting 100% Payment on proof of
despatch after RITES Inspection.

Earlier vide office order No.11/97 dated 29.10.97,
it was advised all concerned that the above payment terms was
sanctioned by General Manager after financial concurrence and was
valid upto 25.10.1999.

Further that this firm is claiming payment from
FA&CAO/WST/SC only for all the cases they quotes including that of
Non-stock also. Based on the financial concurrence dated 22.12.1999,
General Manager accorded sanction on 23.12.1999 for further period
of two years which is valid upto 23.12.2001 for 100% payment (Hundred
percent) terms on proof of despatch after RITES inspection and
payment to be made by FA&CAO/WST/SC only.


(P.V.V. SATAYANARAYANA)
DY. COS/ELEC.
for Controller of Stores.

Copy to:

- 1) All HODs
- 2) FA&CAO/WST/SC and SAO/Stores/SC
- 3) All OSs in purchase section
- 4) All DRMs
- 5) All DAOs
- 6) All WAOs
- 7) File No. S.26/P.G.1

SOUTH CENTRAL RAILWAY

Headquarters office,
Stores Branch,
Secunderabad.- 500 071.
Dt. 27.12.99

No.S.326/Genl.Vol.V.

All Dy.COSs Headquarters
All Responsibility centre officers
All OSs of COS office
DSK/PL

OFFICE PROCEDURE ORDER NO. 24 /99

Sub: Submission of DATA to EDP centre, Revised procedure
Ref: Office order No. /90 dt.9.4.90 (implementation of module II Guidelines)

1. From 01.01.2000 the following procedure is to be adopted by all concerned regarding submission of basic documents to EDP centre for MODULE II.
2. **Submission of purchase order data:**
 - a. EDP copy of the purchase orders after numbering will be kept in a bunch serially or separate blocks. No numbered purchase order should be excluded from these bunches. Everyday these bunches, on top of which total number of purchase orders are written should be handed over to OS computer for data entry.
Responsibility: numbering clerk. Concerned Dy. COS/SALES.
 - b. (I) OS computer, on receipt of bunch of purchase orders will check if they are in serial order, if any PO is missing the same should be collected from numbering clerk. OS computer will get them entered on computer. He will also open a new register in which the following details will be entered.

Date	Total no of POs received	Signature & designation Of Comp. Room Staff	Signature & designation of Num. Sec. Staff
------	--------------------------	--	---

(II) After entry of details the bunch will be handed over the HC/EDP under acknowledgement. At month end the floppy containing PO details will be handed over to HC/EDP along with one hard copy.

Responsibility : OS computer. Concerned Dy. COS/IC

- c. HC/EDP will also check from hard copy if any PO serial number is missing or not. If missing it will be corrected through computer section. He will also open a new register in which the following details will be entered.

Date	Total of bunches received	Total no. of PO's	Total no. of PO's in Hard copy	Sign
------	---------------------------	-------------------	--------------------------------	------

HC/EDP will be handed over the floppy and PO bunches to EDP centre.

Responsibility: numbering clerk HC/EDP. Concerned Dy. COS/SALES

3. **Submission of modifications and cancellations:**

- a. All purchase sections will open two registers for recording cancellations and amendments for stocked items. All cancellations/amendments will be recorded serially every month in the following format.

Sl. No. & Date	PO NO.	Amendment/ Cancellation contents in brief
----------------	--------	---

The serial number is a newly introduced concept without which any amendment or cancellation will have no sanctity. The sections will give serial numbers in following blocks. The serial numbers will start from 01.01. and will continue till 31.12. from 1st Jan of next year the same block will get repeated.

Section	Amendment Sl. No. block	Cancellation Sl. No. block
PA	00001 TO 03000	50001 TO 52000
PB	03001 TO 06000	52001 TO 54000
PC	06001 TO 09000	54001 TO 56000
PD	09001 TO 12000	56001 TO 58000
PE	12001 TO 15000	58001 TO 60000
PF	15001 TO 18000	60001 TO 62000
PG	18001 TO 21000	62001 TO 64000
PH	21001 TO 24000	64001 TO 66000
PI	24001 TO 27000	66001 TO 68000
PM	27001 TO 30000	68001 TO 70000
PO	30001 TO 33000	70001 TO 72000
PP	33001 TO 36000	72001 TO 74000
PS	36001 TO 39000	74001 TO 76000
PW	39001 TO 42000	76001 TO 78000
DSL	42001 TO 45000	78001 TO 80000

All the copies of modifications and cancellations should be numbered and the EDP copy of amendment / cancellation should be kept in a separate bunch SEPARATELY and should not be marked to R&D. Purchase officers will have to ensure that modifications/cancellations issued are serially numbered and entered in the register and responsibility centre officers will have to ensure that EDP copy is kept serially in the bunch. At the end of the month the bunch should be handed over to HC/EDP duly advising him total number of vouchers and starting and ending serial number.

Responsibility : Purchase section OS concerned Dy. COS: Respective Dy. COS incharge.

b. HC/EDP on receipt of bunches should enter them in a register in following format month wise.

MONTH.....

Section

Amendments in bunch
Starting Sl. No. Ending Sl. No.

Total cancellations in bunch
Starting Sl. No. Ending Sl. No.

He will also ensure that all vouchers are serially numbered and no serial no. is missing. Section wise voucher bunches along with a summary should be handed over to EDP.
Responsibility: HC/EDP. Concerned Dy. COS:SALES

4. This issues with the approval of COS

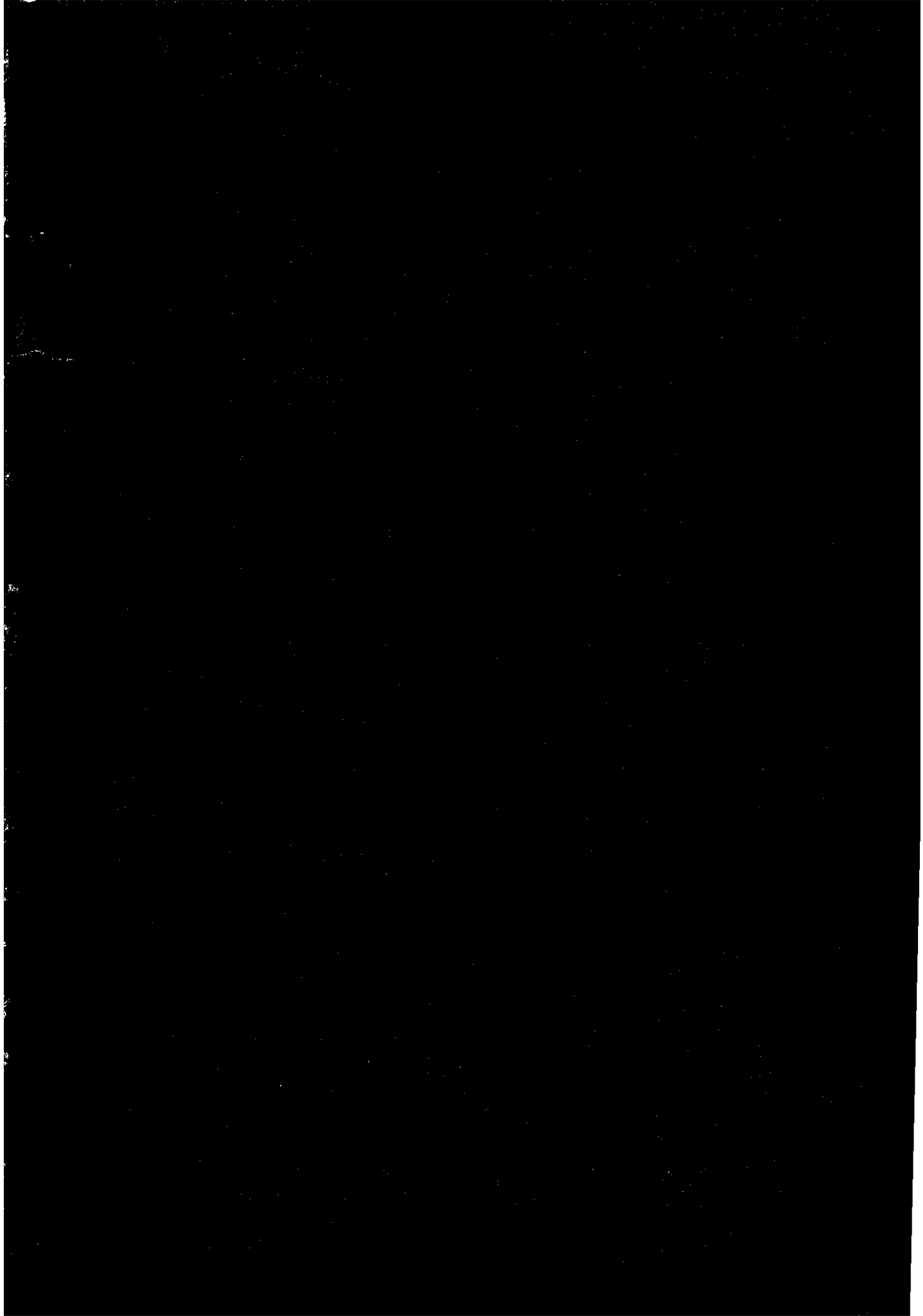
(SATYANARAYANAN)

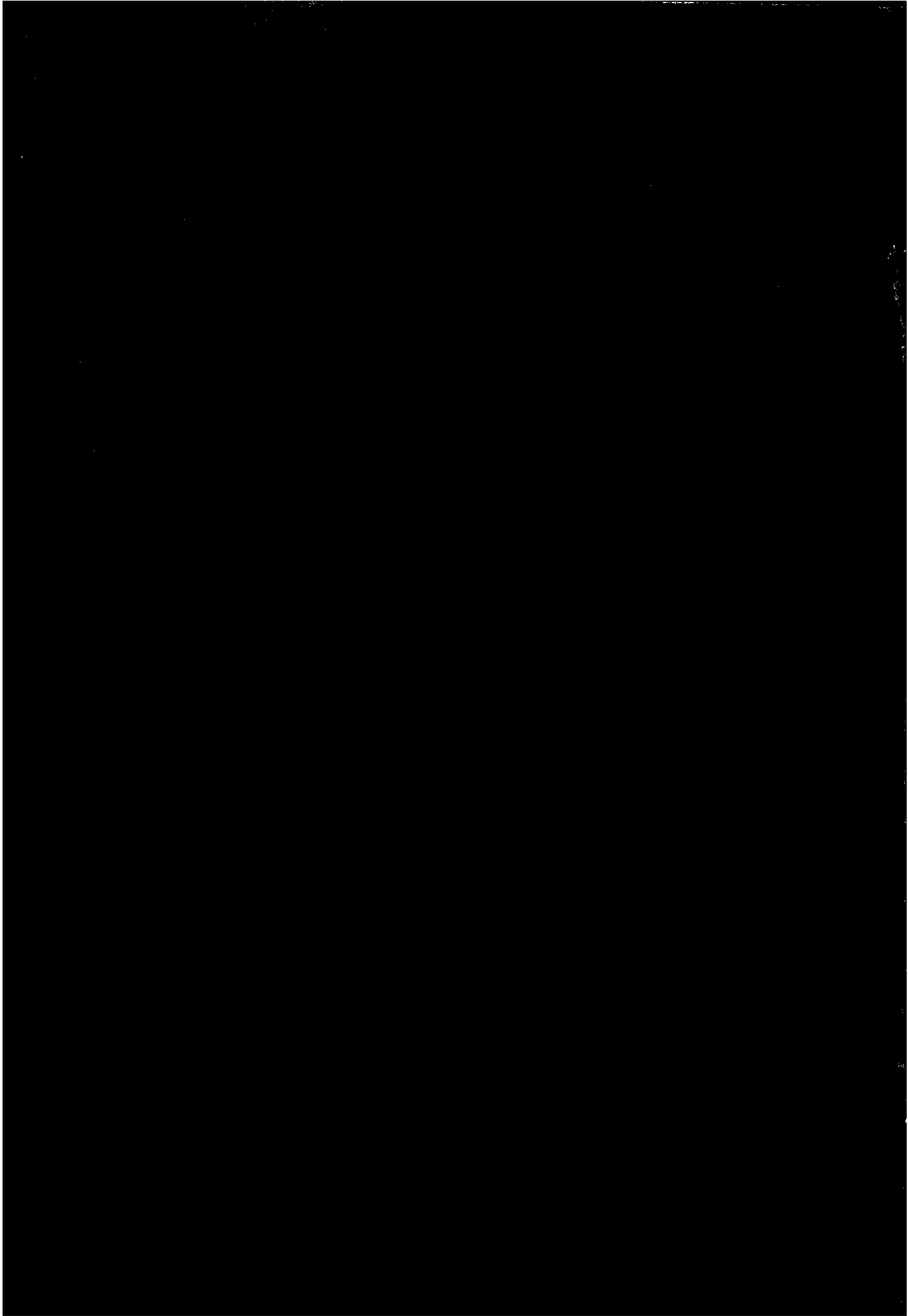
Secy. to COS

FOR CONTROLLE OF STORES

Copy to:

1. FA&CAO/W&S: Any modification or cancellation of PO without above serial number may please be returned from 1.1.2000.
2. BSM/EDP center: He may please report non compliance in this regards.
3. COS/CMM/P, CMM/SALES; for kind information.
4. SAO/S & F.





OFFICE PROCEDURES ORDERS -- YEAR -2000

O.P.O. No.	Date	Brief Description	
01/2000	06.01.2000	Local Purchase	48
02/2000	06.01.2000	Delegation of Local Purchase Powers of Stores Depot Officers against cash imprest and by issue of tenders following bulletin tender procedure	49
03/2000	11.01.2000	Procurement of quality spares for Electric Locos	50
04/2000	17.01.2000	Introduction of Inspection Schedule in Stores Department	51-54
05/2000	20.01.2000	Approved suppliers for Local Purchase	55-56
06/2000	20.01.2000	Delegation of Local Purchase Powers of Stores Depot Officers against cash imprest and by issue of tenders following bulletin tender procedure	57
07/2000	29.02.2000	Local Purchase	58
08/2000	14.03.2000	Distribution - Non-stock Purchase Order Copies	59
09/2000	21.03.2000	Quantity variation in Tender Acceptance Stage.	60
10/2000	03.03.2000	Submission of details of DD expired cases in form of statement	61
11/2000	29.03.2000	30% option Clause on Tenders	62
12/2000	06.04.2000	Simultaneous issue of BT/LT while re-tendering for Non-Stock items	63
13/2000	17.04.2000	List of Prohibited items	64
14/2000	25.04.2000	Procurement of quality spares for Diesel Locos	65
15/2000	04.05.2000	Coverage Against RC/RGC items finalized at Railway Level	66
16/2000	16.05.2000	Allotment of 31 Group for MEMUs spares	67
17/2000	04.07.2000	Revision of monetary Limits of C1 and C2 Category items	68
18/2000	24.05.2000	Procurement of Stock items in emergency through Emergency Purchase Committee	69
19/2000	14.06.2000	Availing concessional rate of APGST on purchases by Government Departments - Issue of Form "N".	70-71
20/2000	03.07.2000	Joint P.O. connected to implemtnation of de-centralisation of Purchases of Rs.40,000/- to Divl. COS, DCOS/MFT and ACOS/S&F	72-74
21/2004	20.07.2000	Local Purchase - Listed Category of Non-Stock items.	75
22/2000	29.08.2000	Joint Procedure Order of Stores & Mech. For dealing with stocked items with shelf life.	76-78
23/2000	16.10.2000	Simultaneous issue of BT/LT for Stock Items, which are to be procured from RDSO/ICF approved firms.	79
24/2000	13.10.2000	Numbering of POs by Divisions/Depots	80-81
25/2000	17.10.2000	Local Purchase of stationery and other articles by the central Government Offices located in Delhi/New Delhi and outside Delhi	82

26/2000	23.10.2000	Procurement of quality spares for C&W items (Group 30 – 39)	83
26/2000	26.12.2000	Procurement of Roller/Ball Bearing of all Types for use in Electric Locomotives on Limited Tender basis from RDSO approved firms.	84-86
28/2000	28.11.2000	Indication of Re-Tender on tender number	87
29/2000	19.12.2000	Procurement of Quality Spares for Diesel Locos	88
30/2000	14.12.2000	Joint Procedure order for one time increase in AAC at RYPS & TPTY – Material planning for increased POH outturn at RYP & TPTY	89

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Railulayam
Secunderabad.
Dt.06.01.2000

No.S.297.SPOT PURCHASE

OFFICE PROCEDURE ORDER NO. 01 /2000.

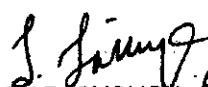
Sub: Local purchase.

Ref: Correction slip No.60 issued under GM's letter No.G/203/Policy dt.08.12.99.

1. Revised delegation of local purchase powers to depot officers and Divisional COSs / Sr.DCOSs has been issued under correction slip No.60 of 08.12.99 circulated to all concerned.
2. The listed items which are to be purchase by the Sr. DCOSs / Divisional COSs and Depot Officers has already been circulated under procedure order No.17/99 dated. 26.10.99.
3. In consultation with the Headquarters Finance and with the approval of Additional General Manager, the prohibited items **which are not to be procured** under local purchase powers by the field officers (Depot officers as well as Sr./ Divisional Stores Officers) has also been decided and the list is as under for information of all concerned.

LIST OF PROHIBITED ITEMS:

1. Motor cycles / Scooters / Mopeds / M. bikes / Sports cycles.
2. Telephone instruments including cordless phones, Dicta phones and Cellular phones.
3. Xerox machines.
4. Fax machines.
5. Computers, Printers & Mother Board, Scanner, CD Writers, Electronic Stencils Cutting Machines, Soft ware.
6. Furnishings - Carpets woolen
7. Furniture, Tables, Chairs, Racks, Book shelf, Sofa sets, Steels almiraahs, Cots.
8. Televisions.
9. Tape recorders.
10. VCRs, VCPs, Video cameras, D.T.P.s.
11. Cameras.
12. Refrigerators, Air conditioners, Room Heaters & Coolers.
13. Any items on PAC
14. Fancy Electrical fittings.
15. Fancy Crockery, Cutlery, Ovens, Utensils.


(S.SATYANARAYANAN) 6/1/2000
Secy to COS
For Controller of Stores.

Copy to : All PHODs, All DRMs, FA&CAO/WS, SAO/SF, All Sr.DAOs, All WAOs,
All CWMs, All DMEs, Principal Director, Audit/SC, DY.CVO/Stores/SC,
All purchase Officers, All Depot Officers, All Divisional Stores Officers.
Principal/STS/SC

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Railnilayam
Secunderabad.
Dt.06.01.2000

No.S.226.GM.SPL.2000

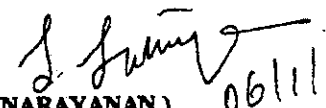
OFFICE PROCEDURE ORDER NO. 02 /2000.

**Sub: Delegation of local purchase powers of stores depot officers
against cash imprest and by issue of tenders following bulletin
tender procedure.**

Ref: OPO No.5/97 dt. 14.07.99 and 9/97 dt.19.09.97.

In view of the latest correction slip No. 60 issued to SOP part 'G', restriction of making cash purchasers up to Rs.10,000/- indicated in OPO No. 5/97 and 9/97 is here by removed. The Depot Officers attached to the workshops as well as sheds are empowered to purchase up to Rs. 20,000/- either through cash purchase or through tendering system.

This issues with the approval of COS.


(S.SATYANARAYANAN)
Secy to COS
For Controller of Stores.

06/11/2000

Copy to: All PHODs, All DRMs,
All CWMs, All DMEs,
FA&CAO/WS/SC, SAO/SF/SC
All Sr.DAOs, All WAOs
All Purchase Officers,
All Depot Officers,
All Divisional Stores Officers,
Principal Director, Audit/SC,
DY.CVO/Stores/SC,
Principal/STC/SC

SOUTH CENTRAL RAILWAY

No.S.245.Q.S.Elec.Loco.99

Headquarters office
Stores Branch
Railnilayam
Secunderabad.
Dt:11-01-2000

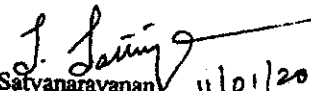
OFFICE PROCEDURE ORDER No: 03/2000

Sub: Procurement of quality spares for Electric Locos.
Ref: Railway Board's letter No.99(RS)G709/1 dated 6-9-99 and 16-9-99.

In supersession of this office O.P.O No.3/98 dated 15-4-98, GM has approved the procurement of 275 (two hundred seventy five only) items of Electric Loco spares on limited tender basis for a period of two years up to 31-12-2001 from the short listed firms proposed by a committee consisting of COS, FA & CAO and CEE. The list of items and firms are enclosed.

The purchase officers concerned may therefore take necessary action implementing the above system with immediate effect.

Encl: as above


(S. Satyanarayanan) 11/01/2000
Secy to COS
For CONTROLLER OF STORES

COPY TO;

1. All purchase officers
2. All office superintendents of COS office
3. All Depot officers
4. CEE
5. CELE
6. FA & CAO
7. SAO/SF

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
SECUNDERABAD-71.

S.560.System Improvement.Vol.I

Dt:17-1-2000.

OFFICE PROCEDURE ORDER No: 04/2000

SUB: Introduction of Inspection schedule in Stores department.

REF: Railway Board's Lr.No:98/RS(G)/509/2, dt:16-7-98.

-o0o-

- 1) Railway Board had issued directives for introducing Inspection schedules on the Stores department by Officers and Sr.Supervisors under their control cited above.
- 2) Keeping the Railway Board's directives in view and also the local practices, the various inspections that are to be carried out by the Stores Officers at Hd.qrs and at Depots and also by the Sr.Subordinates have been furnished in the enclosed statement for reference and strict compliance.
- 3) While carrying out the inspections, the following points may be kept in view:
 - a) The Inspection schedule prescribed is irrespective of purchase values.
 - b) Wherever, ACOS is the Depot incharge, he will carryout the inspections earmarked for ACOS including the areas which are earmarked for Depot Officer.
 - c) Wherever, number of cases at random are suggested for inspection, the inspecting officers shall note down the case number or reference number in the Inspection field book and later enter the details in the remarks column of the Inspection Register provided for.

- d) Each section shall maintain a Inspection Register duly allotting pages ear-marked for each area of inspection. The inspecting officials after carrying out inspection shall make entries in the register. The columns of the register are as under:

Area of Inspection	Date	Design of Inspecting Official	Remarks if any with initials of inspecting official	Action taken (if required) with initials of section incharge

- 4) Each Dy.COS in Hd.qrs and each Depot Officer shall give the details of inspections carried out by themselves and the Officers under their control in the format as given below for consolidation and reporting to Board to the Secretary to COS by 5th of the following month. *out*

Design. of Inspecting Official	No.of Inspections to be carried out	No.of Inspections carried out.

- 5) This issues with the approval of COS.

S. Satyanarayanan
(S.SATYANARAYANAN)
SECRETARY TO COS. 18/11/2000

1. All Purchase Officers.
2. All Depot Officers,
3. Manager, P & S.
4. All OSs of COS office.

PURCHASE OFFICE INSPECTION

Level of inspection : OS

Sl. No.	Subject/Area of Inspection	Periodicity of Inspection	Details of Inspection		
			Date of Insp.	Case file details	Remarks
1.	(a) COVERAGE OF DEMANDS/REQUISITIONS Review of outstanding entries in the demands/requisitions register to ensure prompt coverage. Review of demands for prompt issue of tenders.	ONCE A QUARTER			
	(b) IP Coverage : Scrutiny of coverage for IP quantities separately where IP provision is sizeable compared to CP provision after consolidation of ANEs/ demands for the item.	ONCE A MONTH (At least 10 cases at random)			
	(c) Coverage of ANE before start of CP	ONCE A MONTH (At least 10 cases at random)			
2.	TENDER OPENING To check all aspects including No. of quotations received against the Tender, Initials by Tender Opening Official, circling of Rates and other conditions having bearing on the Rate quoted, attestation of alterations etc.	FIVE CASES A MONTH			
3.	EXTENSION OF DELIVERY DATE Review to ensure prompt disposal of requests for extension of delivery dates received from firms and consignees.	TREE CASES A MONTH			
4.	RISK PURCHASE Review of Risk Purchase Register to check Risk Purchase has been made as per rules	ONCE A MONTH (Register check)			
5.	AUDIT & ACCOUNTS NOTES To check that replies to audit objections, audit paras and accounts notes are promptly replied	ONCE A MONTH (Surprise check)			
6.	DAK Review of pending DAK for quick processing.	ONCE A MONTH			
7.	COMPLETION OF CONTRACTS AND RECORDING OF CASES	ONCE A QUARTER			

PURCHASE OFFICE INSPECTION
Level of inspection : ACOS/SSO(R.C.OFFICER)

Sl. No.	Subject/Area of Inspection	Periodicity of Inspection	Details of Inspection		
			Date of Insp.	Case file details	Remarks
1.	EXTENSION OF DELIVER DATE Review to ensure prompt disposal of requests for extension of delivery dates received from firms and consignees	TEN CASES A MONTH			
2.	DAK Review of pending DAK for quick processing.	TWICE A MONTH			
3.	COMPLETION OF CONTRACTS AND RECORDING OF CASES	ONCE A MONTH			

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
6th Floor,
Rail Nilayam,
Secunderabad-500 071.

No.S.113.11 Regn.Policy.Firms of LP.

Dated: .01.2000

OFFICE PROCEDURE ORDER No. 5/2000

Sub: Approved suppliers for local purchase.

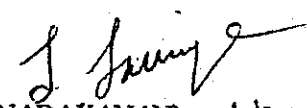
In order to stream line the system of enlisting approved suppliers for local purchase, the following guidelines are hereby issued:

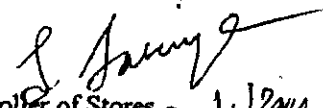
1. The depots/divisional DCOS/Sr.DCOS shall maintain a list of approved suppliers for local purchases. They may identify the likely suppliers and get an application from them for enlistment. A format is enclosed.
2. On receipt of the application from the firm, the Stores Officer may depute an Official to the firm to verify the credentials and certify accordingly, based on which they may be approved for local purchases and the firm advised accordingly.
3. Local purchase should normally be limited to the approved suppliers or those appearing in the "TATA YELLOW PAGES" Purchases outside these sources may be made only in exceptional cases, duly recording the reasons. Firms whose registration with C.O.S. Office has not been renewed as advised by C.O.S. Office from time to time shall not ordinarily be dealt with for local purchases, except under exceptional circumstances and the reasons for the same shall be recorded in each case.
4. Local purchase shall not be made from firms who have been banned or business dealings with whom are suspended.

This issues with the approval of the C.O.S.

Encl.: one application form.

Copy to:
All Purchase Officers
All Depot Officers
All Divisional DCOSs
SDGM
FA&CAO/SC


(S.SATYANARAYANAN) 20/1/2000
Secretary to COS
For Controller of Stores


For Controller of Stores 20/1/2000

SOUTH CENTRAL RAILWAY

STORES DEPARTMENT

APPLICATION FOR ENLISTMENT AS APPROVED SUPPLIERS FOR LOCAL PURCHASES (to be submitted to the Stores Officer concerned)

- | | | |
|--|---|---------------|
| 1. NAME OF THE FIRM | : | TELEPHONE No. |
| 2. FULL ADDRESS OF THE FIRM WITH PIN CODE | : | FAX No. |
| 3. NAME OF PROPRIETOR AND PARTNERS | : | |
| 4. SALES TAX REGISTRATION No. | : | |
| 5. TURN OVER FOR LAST 3 YEARS(in Rs.) | : | |
| 6. VALUE OF STOCKS AVAILABLE AS
ON THE LAST ACCOUNT CLOSING DATE (in Rs.) | : | |
| 7. ARE YOU A REGULAR SUPPLIER TO ANY GOVT./
PUBLIC SECTOR/LARGE PRIVATE ORGANISATION
COMPARABLE TO THE RAILWAYS. IF SO, GIVE
FULL ADDRESS OF THOSE ORGANISATIONS | : | |
| 8. MENTION THE STORES SUPPLIED BY YOU TO
GOVT./PSU/REPUTED PVT. CONCERNS IN THE LAST
ONE YEAR WITH THE NAME OF THE ORGANISATION,
ITEMS SUPPLIED & VALUE IN A STATEMENT | : | |
| 9. ARE YOU REGISTERED WITH S.C.RAILWAY FOR
REGULAR PURCHASES - IF SO MENTION YOUR
REGISTRATION No. ALONG WITH A COPY OF
REGISTRATION CERTIFICATION | : | |
| 10. ARE YOU AN AUTHORISED DEALER OR A STOCKIST
OR A MANUFACTURER? IF AUTHORISED DEALER,
PLEASE ENCLOSE LETTER FROM YOUR PRINCIPALS
APPOINTING YOU AS AUTHORIZED DEALER | : | |
| 11. ANY OTHER INFORMATION IN SUPPORT OF YOUR
CAPABILITY TO SUPPLY QUALITY STORES AT
REASONABLE RATES | : | |
| 12. PLEASE NOTE THAT: | : | |
| a) YOU SHALL GUARANTEE THE QUALITY OF ALL THE STORES SUPPLIED BY YOU & REJECTIONS
IF ANY SHALL BE REPLACED IMMEDIATELY ON DEMAND; | : | |
| b) FULL PAYMENT WILL BE MADE ONLY AFTER INSPECTION & ACCEPTANCE OF THE MATERIAL
BY THE CONSIGNEE; | : | |
| c) IF ANY DISPUTE ARISES WITH REGARD TO APPROVAL/SUPPLIES ETC. THE DECISION OF THE
STORES OFFICER CONCERNED SHALL BE FINAL & BINDING. | : | |
| 13. WE HEREBY CERTIFY THAT WE HAVE NOT BEEN
BANNED/SUSPENDED FROM DOING BUSINESS
WITH THE RAILWAYS & THAT ANY SUCH
OCCURANCE IN FUTURE SHALL BE REPORTED
TO YOU PROMPTLY | : | |

Signature

Name in Bold letters

& Designation of person

signing the application form

(Proprietor/Partner or authorized signatory)

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rainilayam
Secunderabad.
Dt.20.01.2000

No.S.226.GM.SPL.2000

OFFICE PROCEDURE ORDER NO. 06 /2000.

**Sub: Delegation of local purchase powers of stores depot officers
against cash imprest and by issue of tenders following bulletin
tender procedure.**

Ref: OPO No.5/97 dt. 14.07.97 and 9/97 dt.19.09.97.

The following amendment is issued with approval of COS against OPO No. 5/97 dated 14.07.97 and 9/97 dated 19.09.97.

"As far as the purchase of non-stock items by the stores depot officer is concerned, the non-stock indents need not be vetted by associated finance"

(S.SATYANARAYANAN)

Secy to COS

For Controller of Stores.

20/1/2000

Copy to: All CWMs,
All WAOs
All Depot Officers,
All Divisional Stores Officers,
All Sr. DMEs of DSL Loco Sheds
All Sr. DEEs of Elec. Loco Sheds
DY.CVO/Stores/SC,
Principal/STC/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Railnilayam,
Secunderabad,
Date: 29-02-2000

NO: S/297/Spot Purchase

Office Procedure Order No: 7/2000

Sub: Local purchase

Ref: O.P.O No: 01/2000 issued vide letter of even No.
dated 6-1-2000

oOo

Vide O.P.O. under reference a list consisting of 15 prohibited items which are not to be procured through local purchase by the field Officers (Depot Officers as well as Divisional Stores Officers) was circulated to all concerned for information

Against Item No.13 of the list it has been indicated "Any items on PAC"

It has since been decided with the concurrence of Headquarters Finance and approval of AGM to issue the following amendment to Item No. 13.

Existing:

Amended as:

"Any items on PAC" "Any items on PAC except PAC spares for M&P items to be procured from OEMs or their authorised agents."

(S. Satyanarayanan)

Secy to COS

for CONTROLLER OF STORES

29/2/2000

Copy to: All PHODs, ALL DRMs, FA&CAO/WS, SAG/SF,
ALL Sr.DAOs, ALL WAOs, ALL CWMs, ALL DMEs, Principal
Director, Audit/SC, Dy.CVO/Stores/SC, All Purchase Officers, All
Depot Officers, All Divisional Stores Officers, Principal/STS/SC.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
SECUNDERABAD-71.

No:S.31.COS.WQ.96-97

Di:4-03-2000.

OFFICE PROCEDURE ORDER No: 8 / 2000

SUB: Distribution -- Non-stock Purchase Order copies.

-ooo-

- 1) CEE & CSTE have been asking for a copy of non-stock Purchase Order to be marked to them.
- 2) The EDP copy of Non-stock Purchase order are returned by the Computer Cell to the Numbering Section after posting the details on the computer.
- 3) It would now be sent to the respective PHQDs viz., CEE & CSTE.
- 4) This procedure comes into force with immediate effect.
- 5) This has the approval of COS.


for CONTROLLER OF STORES

- C/- CSTE & CEE for information.
- C/- All Purchase Officers for information.
- C/- OS/Computer for information.
- C/- All Purchase Sections.
- C/- Head Clerk, Numbering Section.

SOUTH CENTRAL RAILWAY

**Headquarter Office
Stores Branch
Secunderabad -500 071
Dt.21.03.2000.**

No.S.232/Tender & Purchase Procedure/Part

Office Procedure order No: 09/2000

Sub: Quantity variation at Tender acceptance stage.

oOoOo

As per Railway Board's letter No: 79/RS(G)/779/34 dated 24-11-1997, the Tender Committees have to review the quantity while considering the offers. Though, the review would lead to an increase/decrease in quantity, on this Railway the reduction in quantity was only being considered by the Tender Committee.

It has since been decided with the concurrence of Headquarters Finance that there should be no objection to the acceptance of a higher quantity, over and above the tendered quantity wherever justified, if there is a supplementary demand provided, the extra quantity required is marginal and the level of the Accepting authority remains the same.

This procedure comes into force with immediate effect.

This has the approval of COS.

(S. Satyanarayana)

Secy to COS
for CONTROLLER OF STORES

21/3/2000

COS, CMVR, CMVS
FA & CAO/SC, FA C/O/W & S/SC
All Purchase Officers,
All Depot Officers,
All Divisional Stores Officers,
Dy. CVO/Stores,
Principal/STC/SC

No. S. 232. Tender Purchase Procedures

OFFICE ORDER NO. 10./2000.

Dy. COS/LGD
QCOS/Depot/RYPs, MFT, UBL(GSD&MSD)
ACOSs/D/KZJ, GY, GTL, MLY, BZA.
ACOS/ELS/LGD/BZA
ACOS/TPTY, S&F/SC.

Syb: Submission of details of DU expired ~~in~~ cases in form of statements.

1. Purchase orders where DD has expired are reported to headquarters in the form of individual letters.
2. From now onwards, in addition to submission of individual letters, a monthly consolidated statement of all DD expired cases where no action has been taken by headquarters, should be sent to SECY to COS. For each Dy.COS, the statement should be sent in duplicate and in separate pages in the following format:

Dy. CCS. . . .

S.N	PO No.	DU	Firm name	Item	Qty.	Value of PO	Remarks of Dy.

Signature of Depot Officer

Signature of
Dy. COS

3. The statement should reach Secy. to COS by 10th of every month for consolidation and submission to concerned Dy.COS.
4. The Dy.COS's in headquarters will take action against each entry and return one copy to depots with remarks.

SECY to COS

Copy :

1. All Dy.COS's in headquarters.

SOUTH CENTRAL RAILWAY

Headquarter Office
Stores Branch
Secunderabad -500 071
Dt.29.03.2000.

No.S.232. Tenders & Purchase Procedures

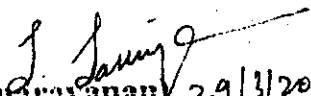
OFFICE PROCEDURE ORDER NO: 11/2000

Sub. 30% Option Clause on Tenders.

Ref: Railway Board's letter No: 93/RS(G)779/5 dated 06-10-1993.

oOoOo

- 1) As per Railway Board's directives, the value for including 30% option clause in the tender quantity is Rs.10 lakhs and above.
- 2) It has since been decided with Finance concurrence and General Manager's approval that the value limit for including 30% Option Clause in the Tender Enquiry will henceforth, be Rs.8 Lakhs and above. This Procedure will be in force for a period of ONE YEAR, subject to review.
- 3) This procedure comes into force with immediate effect.


(S. Satyanarayana) 29/3/2000
Secy to COS

for CONTROLLER OF STORES

COS, CMM/P, CMM/S,
FA & CAO/SC, FA CAO/W&S/SC, SAO/SF/HQ,
All Purchase Officers,
All Depot Officers,
All Divisional Stores Officers,
All Sr. DAOs of the divisions, All WAOs

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad-71.

No:S.314.2.(P).Vol.IV Part.

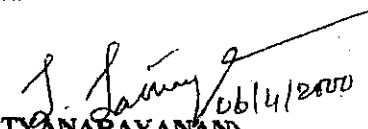
Dt:06-04-2000.

OFFICE PROCEDURE ORDER NO: 12/2000

SUB: Simultaneous issue of BT/LT while re-tendering for Non-stock items.

-o0o-

- 1) It has since been decided with the concurrence of Headquarters Finance and AGM's sanction that in respect of purchase of non-stock items valued less than Rs.3 lakhs, where, the response against the BT is poor and the case has to be re-tendered, the Purchase Officers should identify the sources for the item and issue BT/LT simultaneously at the time of second time tendering with the approval of next higher officer, not below the level of Dy.COS. For this purpose, a proposal indicating the likely sources to whom the LT enquiry is proposed to be sent should be put up and the approval taken.
- 2) In respect of non-stock purchases falling under the purchase powers of JA grade Officers of Headquarters, such approval should be obtained from the concerned CMMs.
- 3) The above Procedure Order comes into force with immediate effect.


(S.SATYANARAYANAN)
SECRETARY TO COS.

C/-COS, CMM/P, CMM/Sales
FA&CAO/W&S/HQ.
SAO/SF/HQ
All Purchase Officers.
All Depot Officers,
All Divl.Stores Officers,
Principal,STC,SC
DY.CVO/Stores/SC.
All OSs of COS Office.

No.S.297.Spot Purchase.

OFFICE PROCEDURE ORDER NO: 13/2000

Sub: List of Prohibited items.

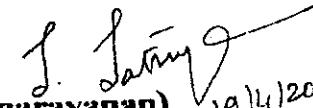
**Ref: 1. Correction slip No.60 issued under GM's letter No: G/203/Policy
Vol.V dated 08-12-1999**

2. Office Procedure Order No:01/2000.06-01-2000

oOoOo

- 1) Vide this Office Procedure Order under reference the list of prohibited items which are not to be procured under local purchase powers by the field Stores Officers (Depot officer as well as Sr./Divisional Stores Officers) has been circulated.**
- 2) A doubt among field Officers has arisen as to whether the DRMs still have got powers to make spot purchase of items like furniture etc., up to Rs.25,000/- under item 13 of SOP part 'G' in the context of the prohibited items circulated vide Office Procedure Order mentioned above.**
- 3) It is therefore hereby clarified with Head Quarters Finance concurrence and AGM's sanction that:**

"The existing powers of DRMs to buy certain items through spot purchase committee up to Rs.25,000/- vide SOP Part 'G' item 13 remains unaffected."


(S. Satyanarayanan)

19/4/2000

**Secy to COS
for CONTROLLER OF STORES**

**All PHODs, All DRMs
CMM/P, CMM/S, All CWMs, All DMEs
EA CAO/WS/SC, SAO/SF/HQ,
Principal Director/Audit/SC, Dy. CVO/Stores/SC
All Purchase Officers,
All Depot Officers, All Divisional Stores Officers,
All Sr. DAOs of the divisions, All WAOs,
Principal/STC/SC**

SOUTH CENTRAL RAILWAY

**Headquarter Office
Stores Branch
Secunderabad -500 071
Dt.18.04.2000.**

No.S.245.Quality Spares. Diesel Loco/99

OFFICE PROCEDURE ORDER NO: 14 /2000

Sub: Procurement of quality spares for Diesel Locos.

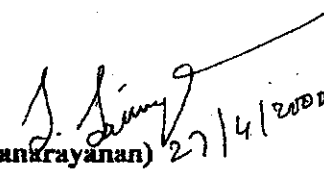
**Ref: Railway Board's letter No: 73/RS(G)779/30/Pt II dated 17-01-1995,
26-10-1995, 06-09-1999 and this office OPO No.16/99 dated
11-11-1999.**

oOoOo

Vide OPO No.16/99 dated 11-11-1999 the list of 427 Diesel Loco spares which are to be procured on limited tender basis only from the short listed firms has been circulated.

In view of the failures of LPS make water jumper bolts reported by mechanical branch it has been decided with the approval of CM to delete the name of M/s LPS Ltd (vendor Code No.L-015) from the list of approved firms circulated under the above office procedure order. The firm is appearing in the list at 321,330,332 to 335 of original list, 13 to 18 and 56 to 82 of additional list.

This is for kind information to all concerned.


(S. Satyanarayana) 27/4/2000
Secy to COS
for CONTROLLER OF STORES

**COS, CMM/1, CMM/2,
FA & CAO/SC, FA CAO/W&S/SC, SAO/SF/HQ,
All Purchase Officers,
All Depot Officers,
All Divisional Stores Officers,
All Office Supdt. of COS office.
CME/SC,
CMPE/DSL/SC w.r.to letter No.M.92.DSL.4/7/Vendors Directory dated
28-03-2000**

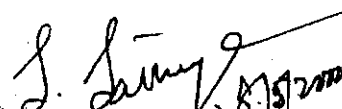
No.S.243.P.DGS&D

OFFICE PROCEDURE ORDER NO: 15/2000

Sub: Coverage against RC/RGC items finalised at Railway level.

oOoOo

- 1) A number of items are getting covered by RC/RGC finalised at Railway's level. Depot officers are advised to have a suitable identification on the ledger card clearly indicating RC/RGC item and Currency of RC/RGC. While submitting any further recoupment RC/RGC details and currency details must be clearly indicated on the top.
- 2) Purchase sections in Hqrs. will also ensure that adequate details are kept regarding details of RC/RGC finalised item wise, currency date, ordering details (Qty. & rate), so that the existing RC/RGC are availed first before initiating fresh purchase action against any demand.
- 3) If the RC/RGC system has functioned satisfactorily during a year, further annual procurement should also be finalised through RC/RGC.


(S. Satyanarayanan) 8/5/2000
Secy to COS
for CONTROLLER OF STORES

CMM/1, CMM/2,
All Purchase Officers,
All Depot Officers,
All OSs of COS office.

SOUTH CENTRAL RAILWAY

Headquarters Office
Rail Nilayam,
Stores Branch,
Secunderabad-500071

No. S.296.Group.31.Vol.I

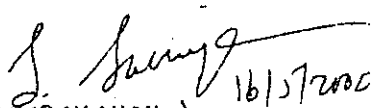
Dated: 16.05.2000.

OFFICE PROCEDURE ORDER No.16/2000

Sub: Allotment of 31 groups for MEMUs spares Reg.

It has since been decided with the approval of COS to stock the spares required for Main Line Elect Multiple Unit(MEMU) under group 31 in S.E.Railway. Procurement of these items will be under the control of Dy.COS/Elect in PA Section.

AUTHORITY: File No.S.296.PL.TRS.BZA.Vol.VIII dt 03.03.2000

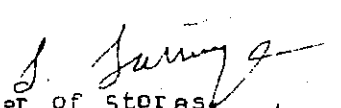

(S. SATYANARAYANAN)
SECY. TO COS

for Controller of Stores.

Copy to:

All concerned for information and necessary action please.

EME, CWE, CRSE, EMPE/DSL, Sr.OME/DSL/KZJ, GY, GTL, DME/DSL/MLY
BZA, CEE, CELE, DESE, SR.DEE/ELS/BZA, LGD, Dy.COS/Elect/BZA
ACOS/ELS/BZA, LGD, ACOS/DSL/KZJ, GY, GTL, MLY, BZA, Dy.COS/M&E/LGD, DCOS/M&G/RYPs, DCOS/MSD/UBL, DCOS/GSD/UBL,
ACOS/CRS/TPTY, CUM/LGD, UBL, RYPs, TPTY, SR.OME/CAW/SE,
HYB, BZA, STL, UBL, LEDGER section SR.SM, EOP Centre. CSI/PA
DSK/PL(mi)


for Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad
Dt. 04.07.2000.

No.S.23.IC.POLICY.VOL.II

OFFICE PROCEDURE ORDER NO:17/2000

Sub:- Revision of monetary limits of C1 and C2 category items.

1. At present monetary limits for C1 and C2 category items are adopted as follows:
C1 Rs.20,001 to Rs.1,50,000/-
C2 Rs Nil to Rs.20,000/-
2. It has now been decided to revise the limits for C1 and C2 category items as under:
C1 Rs.25,001 to Rs.1,50,000/-
C2 Rs.Nil to Rs.25,000/-
3. For items becoming C2 from C1, EDP will generate regular ANE (with 2 years CP) from 1.08.2000. The Stores Calendar will remain same for these items.
4. The items which becomes C2 from C1 and are odd year items, the ANE will get generated next year. However, a review ANE will be generated this year also. (i.e., till 31.12.2000) for one year's requirement.
5. The converted C2 items which are of even year, the ANE for 2 years CP will be generated from August 2000 onwards. However, the even year items, for which ANE generation is already over (JAN to AUGUST), a review ANE will get generated next year from January to August for one year's requirement.
6. Depots should review the stock and dues position and forward these review A/s to Headquarters.
7. All the Depots are hereby advised to implement the above changes from 1.08.2000.

This has the approval of COS.

K. G. Prasad
(S.SATYANARAYANAN)
Secretary to COS
for Controller of Stores

Copy to—All HODs, All Dy.COSs and Purchase Officers, Purchase Sections,
All Depot Officers, FA&CAO and Associated Accounts, all Divisional
Accounts Officers.
SSM/EDPM— He may kindly make all item with Railway AAC upto
Rs.25,000/- as C2 category items and update the master accordingly.
DSK/PL for information.
Principal /STC/Lallaguda for information.

K.G. Prasad
for Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Dt:24-05-2000

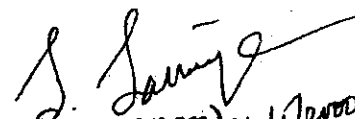
No:S/297/EPC

Office Procedure Order No: 18/2000

**Sub: Procurement of stock items in emergency through emergency
Purchase Committee**

It has since been decided with Headquarters Finance concurrence and GM's approval to **extend the validity of the procedure Order No:18/1999 issued vide letter of even No. dated 11-11-1999 on a permanent basis.**

This is for information of all concerned.


(S. Satyanarayanan) 24/5/2000

**Secy to COS
for CONTROLLER OF STORES**

Copy to

All PHODs, FA&CAO/WS
All Purchase Officers/Hqrs
All Divisional Stores Officers
All Depot Officers
All Associated Accounts Officers
Principal/STC/SC
Dy. CVO/Stores/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad-71.

No:S.291.P.SALES TAX.

Dt:14-06-2000.

OFFICE PROCEDURE ORDER No:19/2000

SUB: Availing concessional rate of APGST on purchases
by Government departments - Issue of Form - 'N'.

- 1) The Andhra Pradesh State Government has issued a G.O.Ms.No:26 Revenue (CT-II) department dated 13-1-2000 authorising concessional rate of APGST to be availed on purchases by Government departments. As per the G.O. the tax leviable under the Sales Tax Act 1957 shall be at the reduced rate of 0.04 ps in the rupee in respect of the sales of goods other than Petrol, Diesel Oil, all kinds of Petroleum gases and other petroleum products made to the departments of State Government and Central Government situated within the state of A.P.
- 2) To avail the above concessional rate of APGST, the State Government has introduced FORM - 'N' to be issued by the purchasing authority. A copy of FORM - 'N' is enclosed.
- 3) It has since been decided with the approval of COS to introduce FORM - 'N' for all the purchases made by Stores Headquarters, Divl.Stores Officers and Depot Officers in S.C.Railway to avail the concessional APGST. The form - 'N' will be signed by the purchase officer similar to form 'D' in use.
- 4) All the Officers are therefore advised to make use of FORM - 'N' wherever the APGST has been quoted by the tenderer so that, concessional rate of tax can be availed.


(S.SATYANARAYANA)
SECRETARY TO COS

14/06/2000

Copy to:

- 1) All PHODs, FA&CAO/WS.
- 2) All Purchase Officers,
- 3) All Depot Officers,
- 4) All Divl.DCOs,
- 5) SDGM/V/SC,
- 6) SAO/SF/HQ.
- 7) All OSs of COS Office.

COUNTER FOIL

THE ANDHRA PRADESH GENERAL SALES TAX ACT, 1957

FORM " N "

FORM OF CERTIFICATE FOR MAKING OF PURCHASES
BY THE GOVERNMENT DEPARTMENT

G.O. Ms. No. 26, Revenue (CT.11) Dept. Dt. 13-01-2000.

Name of the Central /State Govt. : Central Govt.

Name of the Issuing Ministry/Dept. : Railway Ministry

Name and address of
the office of issueCertified that the goods of the following description are purchased
from you for use by this department.

- a) Nature of Goods :
- b) Our Purchase order No. Dated :
- c) Your sale Bill No. : Dt.
- d) Value of Goods (Rs.)
- e) Our Cheque No. Dt.

f) Signature of the authorised officer :

Date :

Seal of the Office

To,
(Seller's name &
Address with APGST. RC NO.)For & on behalf of the
President of the Union of India
Designation of the Authorised
Officer of the Govt. of India

(Note: To be retained by the officer)

DUPLICATE

THE ANDHRA PRADESH GENERAL SALES TAX ACT, 1957

FORM " N "

FORM OF CERTIFICATE FOR MAKING OF PURCHASES
BY THE GOVERNMENT DEPARTMENT

G.O. Ms. No. 26, Revenue (CT.11) Dept. Dt. 13-01-2000.

Name of the Central /State Govt. : Central Govt.

Name of the Issuing Ministry/Dept. : Railway Ministry

Name and address of
the office of issueCertified that the goods of the following description are purchased
from you for use by this department.

- a) Nature of Goods :
- b) Our Purchase order No. Dated :
- c) Your sale Bill No. : Dt.
- d) Value of Goods (Rs.)
- e) Our Cheque No. Dt.

f) Signature of the authorised officer :

Date :

Seal of the Office

To,
(Seller's name &
Address with APGST. RC NO.)For & on behalf of the
President of the Union of India
Designation of the Authorised
Officer of the Govt. of India

(Note: To be retained by the seller)

ORIGINAL

THE ANDHRA PRADESH GENERAL SALES TAX ACT, 1957

FORM " N "

FORM OF CERTIFICATE FOR MAKING OF PURCHASES
BY THE GOVERNMENT DEPARTMENT

G.O. Ms. No. 26, Revenue (CT.11) Dept. Dt. 13-01-2000.

Name of the Central /State Govt. : Central Govt.

Name of the Issuing Ministry/Dept. : Railway Ministry

Name and address of
the office of issueCertified that the goods of the following description are purchased
from you for use by this department.

- a) Nature of Goods :
- b) Our Purchase order No. Dated :
- c) Your sale Bill No. : Dt.
- d) Value of Goods (Rs.)
- e) Our Cheque No. Dt.

f) Signature of the authorised officer :

Date :

Seal of the Office

To,
(Seller's name &
Address with APGST. RC NO.)For & on behalf of the
President of the Union of India
Designation of the Authorised
Officer of the Govt. of India

(Note: To be furnished to assessing authority)

SOUTH CENTRAL RAILWAY

Headquarters office,
Stores Branch
Railnilayam
Secunderabad.
dt.03.07.2000

NO.S.243.P.DGS&D

- Sub:1. Joint procedure order connected to
implementation of de-centralisation
of purchase.**
**2. Correction Slip 71 dt.06.06.2000 to
SOP part 'G' Stores matter.**

A copy of J.P.O.No.20/2000 dt. 03.07.2000 related to the above subject is circulated here with for your information and implementation with immediate effect duly connecting the correction slip under reference.

Encl: As above.

K.G. Prasad Rao 03/7/2000
(K.G.PRASAD RAO)
Secy. to COS
For Controller of Stores

Copy to: All PHOD's
All IDRM's
All purchase officers/HQ
All Depot officers.
All Divl.Stores officers.
FA&CAO/W&S, SAO/SF
All Sr.DAO's, All WAO's

SOUTH CENTRAL RAILWAY

Head quarters Office,
Stores Branch,
Railnilayam,
Secunderabad.
Date. 03.07.2000.

No.S.243.P.DGS&D/Pt.

JOINT PROCEDURE ORDER NO.20/2000

SUB: Joint Procedure Order connected to implementation of de-centralisation of Purchases.

-oOo-

- 1) It has since been decided with the Headquarters Finance concurrence and General Manager's sanction to de-centralise the purchases of listed category non stock items up to Rs.40,000/- in value.
- 2) Accordingly, correction slip No.71 dt: 06.06.2000 has been issued authorising Sr./Divl.Stores Officers of the Divisions, DCOS/MFT and ACOS/S&F/SC to make purchases of all listed category non-stock items up to Rs.40,000/- in value.
- 3) In implementing the above scheme, the following guidelines/procedures should be scrupulously followed by the Officers concerned:
 - a) All rules and procedures for entering into supply contracts, Schedule of Powers, Restriction about sources etc., for making purchases as applicable to Stores Hd.qrs.Office will be applicable against these purchases also.
 - b) Officers should obtain copies of extant relevant instructions and the compendium regarding rules for entering into supply contracts.
 - c) The tender enquiry for all these purchases are to be issued either by BT or BT/LT (with due approval) and got included in the weekly stores bulletin published from Hd.qrs., but the offers are to be received in respective Offices.
 - d) It should be clearly indicated in the tender enquiry that the payment terms against these purchases will be 100% payment against receipt and acceptance only which may be made by the Associated Accounts Officer. The Officers should ensure that no offer with advance payment terms/100% payment against proforma invoice is accepted.

- e) In regard to the sources from which the materials are to be procured the field officers will follow the list of registered/approved suppliers of COS Office. The Officers will arrange to collect the computer print out issued by COS office as and when ready. The latest position/status of any registered supplier may be obtained from SS0/Sales/HQ who is dealing with registration of firms.
- f) The tenders received against the enquiry should be got opened in the respective offices duly nominating an Official from the Stores side and also an official from the Accounts department and the smooth functioning of the tender opening section should be ensured by making necessary local arrangements.
- g) If the field Officers find it necessary after the opening of the tender that acceptance of the offers require the approval of the competent authority at stores headquarters, necessary proposal together with the purchase cases requiring such approval should be sent to the Dy.COS concerned, competent to deal the cases with full details and after obtaining the approval, necessary action taken to release the P.O.
- h) In regard to numbering of purchase orders. Dy.COS/IC/HQ will issue necessary guidelines in consultation with Stores Finance/HQ.
- i) If the field officers find that after the opening of the tender, the value of the acceptable offer exceeds Rs.40,000/- and therefore the tender needs to be dealt with at Hd.qrs level, then, the case would be transferred to Stores headquarters to the Officer concerned where it would be dealt under a separate demand number and the procurement action processed.
- j) The field Officers should keep track of various guidelines/procedure orders issued on policy matters by the Stores headquarters from time to time and ensure that the purchases are made within the frame work of rules, guidelines and procedure orders issued.


SAQ/Stores Finance


Secretary to COS 3/7/20

Copy to:

1. All PHODs, FA&CAO/WS. All DRMs.
2. All Purchase officers,
3. All Depot Officers,
4. All Divl.DCOSs,
5. SAQ/SF/SC.

SOUTH CENTRAL RAILWAY

Head quarters Office,
Stores Branch,
Railnilayam,
Secunderabad.
Date:20-7-2000.

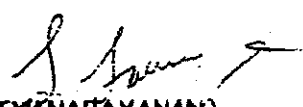
No.S.236.Non-stock Policy.II

OFFICE PROCEDURE ORDER NO.21/2000

SUB: Local purchase - Listed category of Non-stock items.

-oOo-

- 1) A list containing listed category of non-stock items was circulated to all concerned under this office procedure order No:17/1999 dated 26-10-1999.
- 2) Since, the spares required for Diesel Electrical Multiple Units power pack items and electrical portion are not appearing in the list circulated on 26-10-99, it has since, been decided in consultation with Mechanical Branch to include these spares under the listed category of Non-stock items as under:
 - i) UNDER GROUP 10:
DEMU (Diesel Electrical Multiple Unit) Power pack items
 - ii) UNDER GROUP 11:
DEMU (Diesel Electrical Multiple Unit) Vehicle items
- 3) This issues with the approval of Competent authority.


(S.SATYANARAYANAM)
SECRETARY TO COS

Copy to:

- 1) All PHODs, FA&CAO/WS
- 2) All Purchase Office
- 3) All Depot Officers.
- 4) All Divl.DCOs.
- 5) SDGM/V/SC.
- 6) SAO/SF/HQ.
- 7) DME/DSL/BZA ref. to his lr. no.B/M/DLS/SP dt.28.4.2000.
- 8) CMPE/DSL/HQ/SC for i-f. ref. to his lr.no.M.92/DSL/DEMU (Spares) dt.17.2.2000.

SOUTH CENTRAL RAILWAY

Head quarters office
Stores Branch
Railnilayam
Secunderabad.
Dt.29.08.2000

No.S.289.Shelf life items.2000-01.

JOINT PROCEDURE ORDER NO. 22 / 2000

Sub: Joint procedure order of Stores & Mech. For dealing
with stocked items with shelf life.

A copy of joint procedure order of Stores & Mech. ^{upto}
Dt.24.08.2000 on above subject is enclosed for information,
guidance and necessary action.

J. Satyanarayanan
(S.SATYANARAYANAN)

Secy to CBS

For Controller of Stores.

21/8/2000

All PHODs

All DRMs

All Purchase Officers

~~All Purchase Officers~~

All Depot Officers

All Div. Stores Officers.

NO: S.289.Shelf life items.2000-01

Dt 24.8.00

**SUB: JOINT PPROCEDURE ORDER OF STORES & MECH. FOR
DEALING WITH STOCKED ITEMS WITH SHELF LIFE**

With immediate effect the following procedures will be adopted for dealing with materials identified as having shelf life. This will in any case include the following type of items:

1. All chemicals, adhesives & pastes.
2. All type of paints & related products like putty etc.
3. All type of cleaning & disinfectant compounds.
4. All rubber items Gaskets, seals etc.

A: Identification

(a) Stocking stage

At stocking stage it should be clearly mentioned in the stocking application whether the item is having shelf life or not. Depot officer scrutinizing the stocking applications may examine this aspect before forwarding the applications to headquarters. The column for shelf life is available in the new stocking application form. The shelf life aspect should become a part of the standard description of the item. Any special care to be taken in inspection, storage, issue, usage etc. also may be specified for each item.

(b) Items already stocked

The HOD's concerned will provide the list of shelf life items specifying the shelf life for each item. This would be in addition to the type of items identified above for which action would be taken immediately.

B: Recoupment

1. As a principle, for any stock item with shelf life staggered delivery should be asked so that the shelf life constraints of the item can be implemented.
2. No item, which is included in this category, will have a shelf life of more than one year.

C: Purchasing

1. For shelf life item, the manufacturer will have to mark the date of manufacture and their name on each supply, to trace the expiry date during supply, storage, issue & usage. This is to be suitably indicated in the tender enquiry as a part of the tender conditions/ description.
2. The consignee should receive the material within a specified period from the date of manufacture. If received after, supplies in general will not be accepted. However, consignee will have discretionary powers whether to accept or reject supplies depending upon stock position, requirement, etc. This may be put as a part of the tender conditions.

3. Once the items are identified, the possibility of making a list of approved sources for such items is to be examined.

D: Storage and Issue

1. The depot should issue the material on first in first out basis without fail. Suitable method of preservation may be ensured. Depot should also monitor the issue of such shelf life items and bring to the notice of the consuming department any such item whose remaining shelf life is less than one month.
2. Stocking depot should maintain the register for shelf life item for periodical monitoring. All shelf life item stocks should have a board indicating date of receipt and date of expiry. The register should be maintained in following format-

S No	PLNO	Desc	PO NO	Qty received	Date of receipt	Date of expiry	Review & remarks w.r.t. balance qty available

3. At every month end this register is to be reviewed w.r.t. Date of expiry and stocks and the user should be advised the availability of stocks and expiry date. This system may be computerised.

E: Disposal of expired stocks

1. For stocks where the shelf life has expired re-inspection by the user may be arranged.
2. For stocks, which are no more useful, a survey should be conducted for appropriate disposal.

P. S. S.
28/8
CWE

Lehman
28/8/2008
CMH/2

SOUTH CENTRAL RAILWAY

**Headquarters Office,
Stores Branch,
Secunderabad – 500071
Dt:16-10-2000**

No:S.314.(p)VolIV. Part

OFFICE PROCEDURE ORDER NO: 23/2000

Sub: Simultaneous issue of BT/LT for Stock Items, which are to be procured from RDSO/ICF approved firms.

OoOOoo

It has since been decided with the concurrence of Headquarters Finance and AGM's approval that the purchase officers are authorised to issue BT/LT simultaneously up to their powers of purchase for all the stock items valued up to Rs.3 (Three) Lakhs and which are to be procured from approved sources of RDSO/ICF.

Such issue of simultaneous LT/BT should be resorted to for purchase of all items and not in selective cases only.

Latest approved firms list of RDSO/ICF for the item concerned should be placed on the purchase file.

The above procedure order comes into force with immediate effect.


(D.S. Reddy)

Secy to COS

For CONTROLLER OF STORES

COS, CMM/1, CMM/2

FA & CAO/SC, FA & CAO/W&S/SC, SAO/SF/HQ

All Purchase Officers, All Depot Officers,

All Divisional Stores Officers,

All Office Supdt. Of COS Office,

Principal/STC/SC

SOUTH CENTRAL RAILWAY

Headquarter office
Stores branch
S.C.Railway
Rail Nilayam
Secundrabad
Dt 17-10-2000

NO: S.243/P/DGS&D/Pt.

OFFICE PROCEDURE ORDER NO:24/2000

SUB: Numbering of purchase orders
REF: Office procedure order 20/2000

1. As per joint procedure order No 20/2000 circulated vide letter no S 243.P.DGS&D/Pt dt 3.7.2000, all divisional DCOS's and MFT and S&F depots have been authorised to make local purchase upto Rs 10,000/- for listed items.
2. As per para '4' Dy COS/IC was asked to issue guidelines for numbering of purchase orders in consultation with stores finance.
3. The following numbering system as conceived by finance should be followed.

A: PURCHASE ORDER NUMBER: For PO number the format will be as under-

XXXX/MM/ZZZZZ/NNNN dt dd/mm/yy

XXXX- DIVISION or DEPOT NAME

Division	Code
Secundrabad	SC
Hyderabad	HYB
Hubli	UBL
Guntkal	GIL
Vijaywada	BZA

Depot name	Code
ELS LGD	ELGD
ELS BZA	ERZA
GY	GY
GIL	GIL
DSL BZA	DBZA
DSL MLY	MLY
M&E LGD	LGD
MFT	MFT
GSD UBL	GUBL
MSD UBL	MUBL
IPY	IPY
S&F	SNF
KZJ	KZJ
RYPs	RYPs

MM DEPOT CODE

for Division first two letters of DIV will come e.g BZ, HY, SC, GT, UB

ZZZZZ - DEMAND NUMBER

FIVE digit running serial number which will be given to a requisition starting from 00001 and going till 99999. Each division will start from 00001 on 1st APRIL and continue till 31st March.

(Date in dd/mm/yy will be the date of registration of requisition which will be a part of demand registration number)

NNNN - PO serial no

FOUR digit running serial number which will be given to a purchase orders released starting from 0001 and going till 9999. Each division/depot will start from 0001 on 1st APRIL and continue till 31st March.

dd/mm/yy - Date of release of purchase order

B: The corol provision in terms of Para 715 (regarding number of copies of PO's) Para 2805 (Account check of PO's) of stores code VOL I & VOL II respectively is to be followed and other rules are to be adhered to.

D. S. Reddy

(D.S.Reddy)

SECY to COS

For CONTROLLER OF STORES

ALL DRMS, FA & CAO/SC, FA & CAO/W&S/SC, SAO/SF/SC

All Divsn. COSs, Sr.DAOs, WAOs,

DCOS/G&S/MFI, ACOS/S&F/SC

SOUTH CENTRAL RAILWAY

**Headquarters Office,
Stores Branch, Secunderabad,
Dt: 17-10-2000**

No:S.300.KVIC.SSLWDC.

OFFICE PROCEDURE ORDER NO: 25/2000

**Sub: Local purchase of stationery and other articles by the Central Government
Offices located in Delhi/New Delhi and out side Delhi.**

OoOOoo

The local purchase of stationery and other items required by Central Government Offices are to be made only from local Central/Wholesale consumer Co-operative Societies and branches of Kendriya Bhandar and NCCF located therein.

Local purchase of such items from other sources should be resorted to, only under the following circumstances: -

- (i) There are no local branches available or the branches available issue a "NO OBJECTION CERTIFICATE".
- (ii) In case of emergency where these agencies cannot get us timely supplies. Justification to be recorded in each case.

As purchase from these agencies is mandatory, the requirement of collecting quotations, comparing with LPR etc., becomes redundant. However abnormal high rates quoted by them should be advised to this office for reporting to Railway Board.

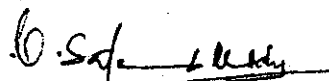
The above procedure order comes into force with immediate effect.

Authority:

Railway Board's letter No: 87/RS(G)779/27 of 31-07-2000

And GM's approval on 27-09-2000 in file

No:S.300.KVIC.SSLWDC.2000-2001



(D.S.Reddy) Secy to COS

For CONTROLLER OF STORES

**ALL PHODs, ALL DRMs, CMM/1, CMM/2
FA & CAO/SC, FA & CAO/W&S/SC, SAO/SF/HQ
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers,
All Office Supdt. Of COS Office,
Principal/STC/SC**

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dt: 23-10-2000

No: S.245.Quality Spares. C&W.2000

OFFICE PROCEDURE ORDER NO: 26 /2000

Sub: Procurement of quality spares for C&W items (group 30-39)

Ref: Railway Board's letter No.99(RS) G/709/1 dated 06.09.1999 and 16.09.1999.

Special Limited Tender procurement system for C&W items, Group 30-39, costing above Rs. 3 Lakhs for a period of one year on trail basis (with a provision to review based on the experience gained during the period of one year) will come into force with immediate effect subject to the following conditions: -

1. Procurement though Spl. L.T.s will be applicable for items covered in the RDSO list pertaining to C&W items & valuing above Rs. 3 lakhs each.
2. Spl. L.T has to be issued for RDSO approved firms (List will be circulated by RDSO every six months i.e. 1/1 and 1/7 and will be valid for six months). In case currency of existing RDSO list expires & new list is not received, then the old list will be treated as "current" till receipt of fresh list.
3. The Spl. L.Ts should be published in the News Papers with the following note:
"Firms who are not in the current RDSO approved list but approved subsequently before tender opening can also quote after obtaining tender documents from COS office. However, offers from such firms will be considered only if they enclose a valid RDSO approved certificate with the offer".

"All such Spl. LT should be given to OS/BT with specific instructions to publish in the paper as a Separate block with above condition on the top".
4. Spl. L.Ts should be sent by Registered Post to firms available in the current RDSO vendor list. RDSO approved firm's request (with proof) for tender form, if they do not get it in time (after seeing paper advertisement) should be considered
5. The status of RDSO approval of firms on the date of tender opening will be criteria for finalisation of tenders and not thereafter, unless a case of downgrading/removal/suspension/banning.

This has approval of AGM


(D.S.REDDY)
Secy to COS
For Controller of Stores

ALL PURCHASE OFFICERS
ALL DEPOT OFFICERS
ALL DIVL.STORES OFFICES
FA&CAO/WS/SC
SAO/SF/SC
CME/SC
CWE/SC
ALL OS's OF COS OFFICE.

Principal STC/LGD

OS/BT: To please ensure publishing of such Spl. LT as a separate block as per para 3 above.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dated 26/12/2000.

No:S.245.Quality Spares. Elec. Loco/99 -2000

OFFICE PROCEDURE ORDER NO: 26 /2000

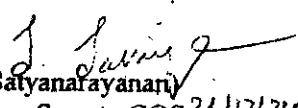
Sub: Procurement of Roller/Ball bearing of all types for use in
Electric Locomotives on limited Tender basis from RDSO
approved firms..

OoOOOo

With the approval of AGM, it has since been decided to procure Roller/Ball bearings of all types used in Electric Locomotives from RDSO approved sources (as updated from time to time) only, through Limited Tender. The list of such items (as indicated in the enclosed RDSO list) which shall be procured from RDSO approved sources only through Limited Tender is enclosed. The list is valid for one year from the date of issue of this letter.

This is for kind information to all concerned.

Encl : as above.


(S.Satyanarayanan)

Secy to COS 26/12/2000

For Controller of Stores

CMM/1, CMM/2
FA & CAO/SC, SAO/SF/HQ
All Purchase Officers, All Depot Officers,
All Office, Supdt. Of COS Office,
CEE
CELE

SOUTH CENTRAL RAILWAY

Enclosure to OPO No.26/2000.

PROCUREMENT OF ROLLER/ BALL BEARING OF ALL TYPES FOR USE IN ELECTRIC LOCOMOTIVE ON LIMITED TENDER BASIS FROM RDSO APPROVED FIRMS.

Sino.	Item	RDSO suppliers approved on regular basis	RDSO Suppliers approved on development basis.	P.L.No/Brg. No.	REMARKS
1(a)	Armature bearing for traction motor type, HS15250A, NU-330, NH-324	NSK/Japan SKF/Germany FAG/Germany	--	Non-stock 85988431 (Brg. No.NH-324	SKF/BB & FAG/Vadodara are authorised agent in India for SKF & FAG of Germany. M/S.Tirupati Agencies/BB are the authorised agent of NSK/Japan, Bearing are to be procured from them only.
(b)	Armature bearing for traction motor TAO-659 NU-328 NH-318	NSK/Japan SKF/Germany FAG/Germany	--	85151233 (Brg. No.NU-328)	SKF/BB & FAG/Vadodara are authorised agent in India for SKF & FAG of Germany. M/S.Tirupati Agencies/BB are the authorised agent of NSK/Japan, Bearing are to be procured from them only.
○	Aux. Motor/ machine bearings	SKF/European Origin FAG/European Origin NSK/Japan SKF/Indigenous up to Size 6310.	--	Brg. No. PL No. 6200 85011253 6204 85011290 6205 85011307 6210 85011356 6304 85011794 6305 85011800 6306 85011812 6307 85011824 6308 85011836 6309 85011848 6310 85011850 Self aligning 1305 85030673 2204 85031185	SKF/BB & FAG/Vadodara are authorised agent in India for SKF & FAG of Germany. M/S.Tirupati Agencies/BB are the authorised agent of NSK/Japan, Bearing are to be procured from them only.

		SKF/European Origin FAG/European Origin NSK/Japan		6311 85011861 6316 85011915	
		SKF/European Origin FAG/European Origin NSK/Japan	SKF/Indigenous for 6312/6313 only	6312 85011873 6313 85011885	
(d)	Taper roller suspension Bearing for Hitachi				
i	Cone M249747 Gear end Cap M249710	Timken, USA (Indian subsidiary Timken India Ltd. Calcutta.	FAG/Germany SKF/Germany NSK/Japan	85988418	SKF/BB & FAG/Vadodara are authorised agent in India for SKF & FAG of Germany. M/S. Tirupathi Agencies/BB are the authorised agent of NSK/Japan, Bearing are to be procured from them only.
ii	Cone M349547 Non- gear end Cup M349510	Timken, USA (Indian subsidiary Timken India Ltd. Calcutta.	FAG/Germany SKF/Germany NSK/Japan	Non-stock	
2	Axle box bearing for WAP 4 Loco	NEI/Jaipur	FAG/PBI Vadodara	Non-stock	
3	Axle box bearing for WAG7 4 Loco	NEI/Jaipur FAG/PBI Vadodara		NEI Brg.No.RB 5020 PL NO. 85988625	NEI Roller bearings or FAG equivalent.
4	Axle box bearing for WAM4 & WAG5 Loco-motives	NEI/Jaipur FAG/PBI Vadodara		NEI Brg.No.L6204 PL NO. 85295206 NEI Brg.No.L6205 PL NO. 85295218	NEI Roller Bearings or FAG equivalent.

FOR CONTROLLER OF STORES

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dt. 28. 11.2000

No.S232.Tender and Purchase Procedure

OFFICE PROCEDURE ORDER NO: 28 /2000

Sub: Indication of Re-tender on tender number.

To have a watch over the number of re-tender cases and also for adequate attention by accepting authority, with immediate effect the tender number for re-tendered cases will be as under.

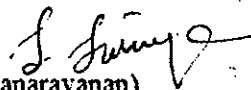
SS.XX.YY.ZZZZ.RTN

CODE	DETAILS	EXAMPLE	
SS	SECTION	PM	
XX	Major Group	65	
YY	Year	00	
ZZZZ	Demand No.	4168	
RT	Re tender indication	RT	
N	Re tender No.	2	SECOND TIME RETENDER

The re-tender number will look like this-

PM.65.00.4168.RT2

All section will give the above information to bulletin section while sending for re-tender both for bulletin and AT's.


(S.Satyanarayanan)

Secy to COS
For CONTROLLER OF STORES

CMM/1, CMM/2
All Purchase Officers, All Depot Officers,
All Office Supdt. Of COS Office,
Bulletin Section

SOUTH CENTRAL RAILWAY

Head quarters Office,
Stores Branch,
Railnilayam,
Secunderabad.
Dt:19-12-2000

No:S.245.Quality spares/Diesel loco/99.

OFFICE PROCEDURE ORDER NO.29/2000

SUB: Procurement of Quality spares for Diesel locos.

REF: Railway Board's Lr.No:73/RS(G)/779/30/Part-II,
dt:17-1-95, 26-10-95, 6-9-99 and this Office
O.P.O.No:16/99 dated 11-11-99.

-000-

1) Vide O.P.O.No:16/99 dated 11-11-99 a list of 427 diesel loco spares which are to be procured on LT basis only from the short listed firms has been circulated. In view of the failure of supply of Gaskets to Fuel pump support made by M/s.Zeroleak Industries as reported by the Mechanical branch, it has since been decided with the approval of General Manager to delete the name of M/s.Zeroleak Industries from the list of approved firms circulated under above Office Procedure Order.

2) This firm is appearing in the list at Sl.No:36 to 39, 42 to 45, 46 to 51, 59 to 63, 69, 157, 158, 160, 162, 168, 173 to 175, 197, 216 and in the additional list at Sl.Nos:5 to 10, 22, 23, 24 to 28 and 52.

3) This is for kind information of all concerned.

J. Satyanarayanan
(S. SATYANARAYANAN)
SECRETARY TO COS

20/12/2000

Copy to:

- 1) COS, CMM-I, CMM-2, FA&CAO/WS.
- 2) All Purchase Officers, *qblu supdls*
- 3) All Depot Officers,
- 4) All Divl.DCOs,
- 5) SDGM/V/SC,
- 6) SAO/SF/HQ.
- 7) *EMPE/OSL/HQ. 24.6.2000*
*his ltr. no m 92/OSL/4/7/Vendors *Qinury**
vt. IV dt 5/12.6.2000

dt 14.12.2000

JOINT PROCEDURE ORDER FOR ONE TIME INCREASE IN AAC AT RYPS & TPTY

J.F.O. No. 30/2000

Sub: Material planning for increased POH outturn at RYP & TPTY

To cater for the likely increase in POH target during 2001-2002 under Group Incentive Scheme yet to be approved by Board following instructions are issued for implementation by all concerned.

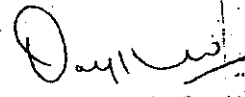
1. Each ANE of RYPS & TPTY will be countersigned personally by the respective CWM fixing realistic AAC based on past experience & future requirements i.e. RYPS - 1200 units/month (inclusive of 200 units of UIC stock) & TPTY - 55 coaches per month. The average outturn is 900 units for RYPS and 40 coaches per month for TPTY.
2. Old & Revised AAC for depots should be indicated on the ANE. Based on revised AAC estimate sheets will be sent by the depot incharge duly vetted by accounts (where necessary).
3. Case by case approval of increase in AAC by CME is not necessary for the proportionate increase as the proposal has standing Approval of CME.
4. Based on the revised AAC, budget provision will be made for 2001-2002 by the shops in WMS. This should be assessed by respective WAO's. Accordingly additional purchase grant will also be asked by stores for 2001-2002.
5. Procurement as per revised requirements will be restricted to the items being purchased at Rly's level.
6. Tenders will be invited based on enhanced requirements projected with + 30% clause as per existing practice. However firm commitment will be made only for the qty. as per old AAC. Additional requirements will be covered at the time of initial ordering/during currency of contract subject to getting final approval of the scheme by Board & necessary funds provision in WMS & availability of purchase grant.



CMM/2



CWE



Dy FA & CAO/WS 16-12-2000

Copy:

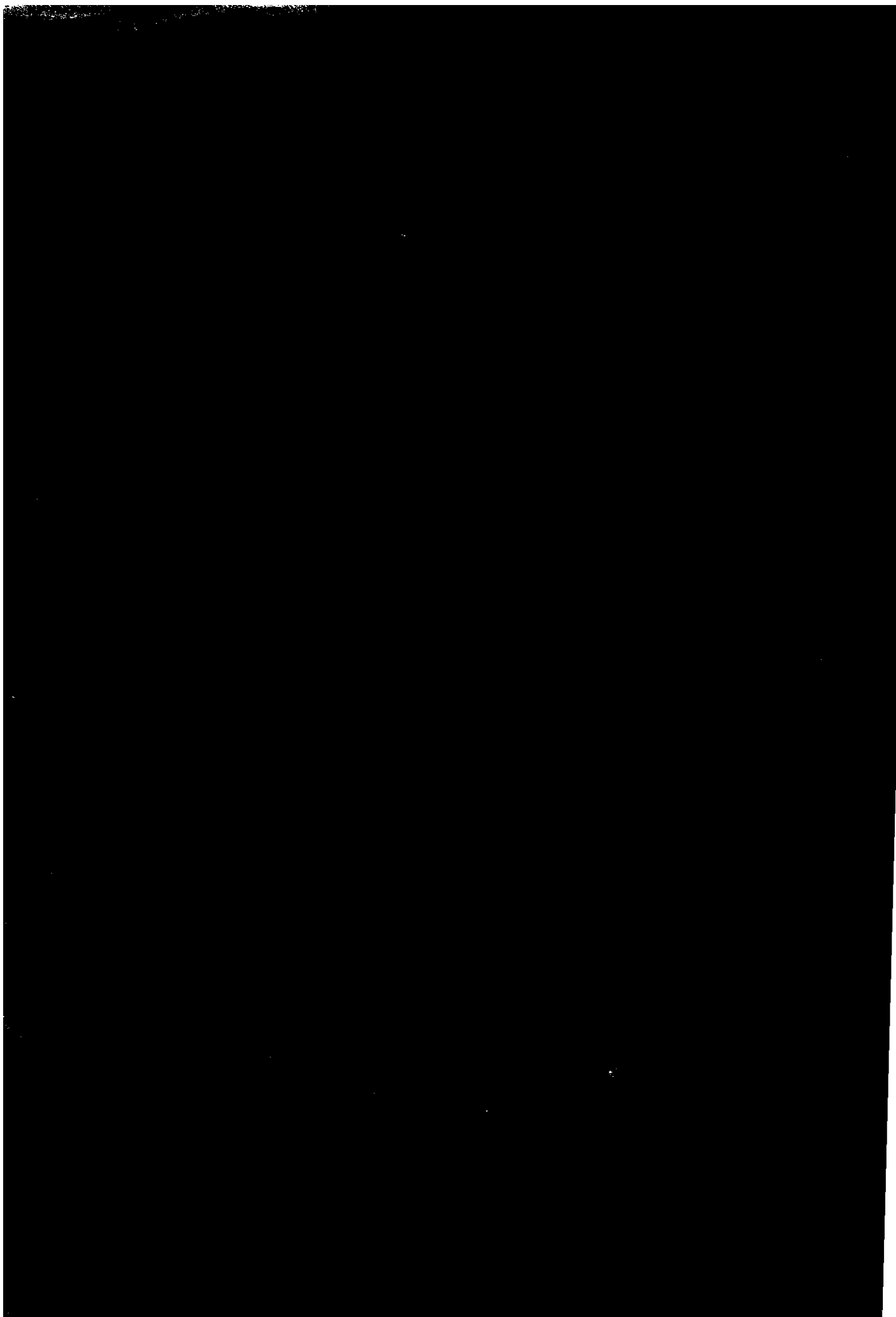
CWM/RYP, TPTY

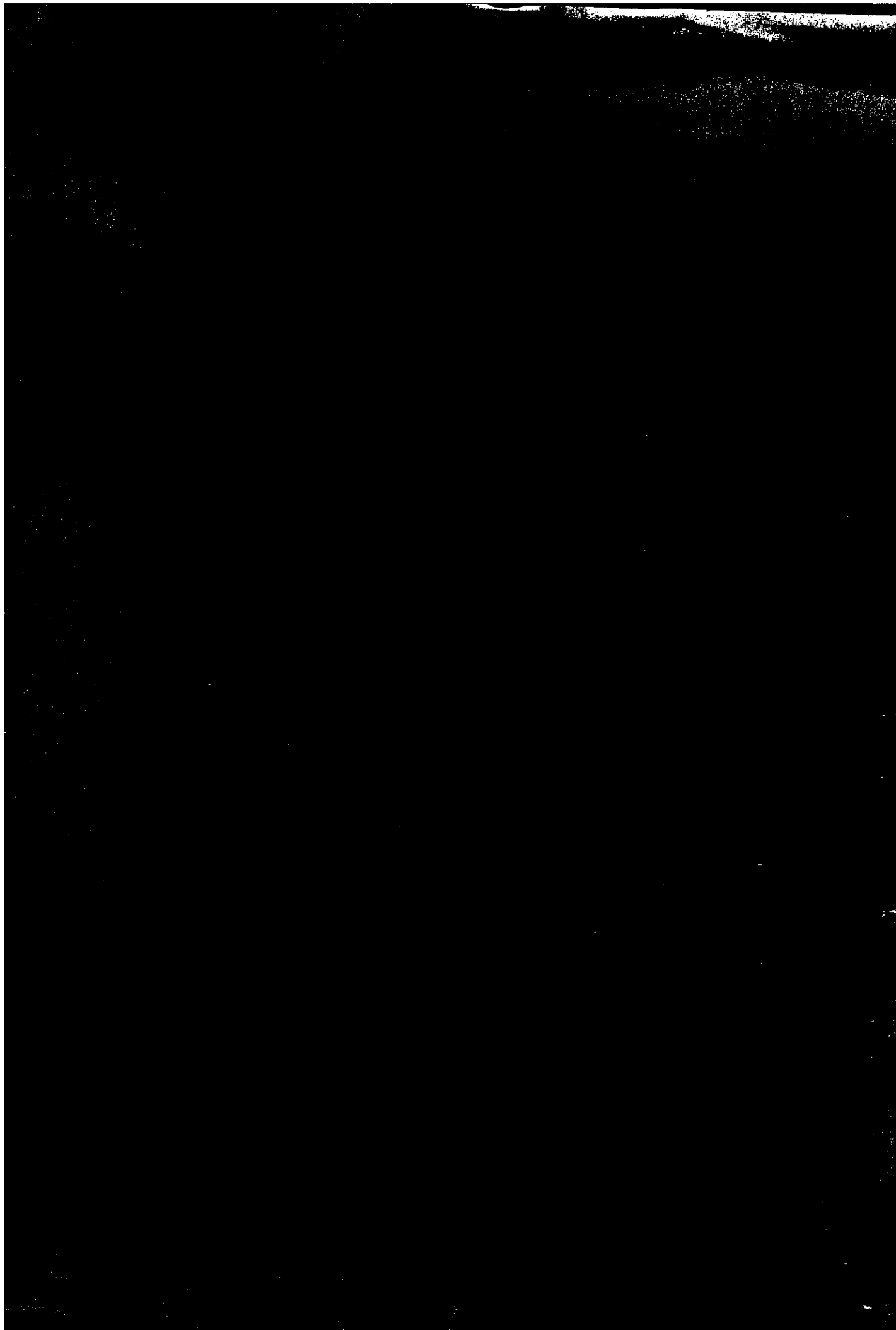
DCOS / RYP, ACOS/TPTY, WAO - RYP, TPTY

All Purchase Officer - in Hqrs.

All Purchase Sections

CME, COS, FA & CAO, FA & CAO/WS, CWE, CMM 1, CMM/2





OFFICE PROCEDURES ORDERS -- YEAR -2001

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dated : 11/01/2001

No.S.236/Non-stock Policy/II

OFFICE PROCEDURE ORDER NO: 01/2001

Sub: Local purchase -- listed category of Non stock items.

ooOoo

1. List containing listed category of Non-stock items was circulated to all concerned under this office procedure order No. 17/1999 DT 26/10/1999.

2. Since the EMD Loco WDG-4 class of Locomotives has not been included in group 10 to 19 of DSL loco part fittings, it has since been decided to include the same in the listed category of Non-stock items as under: -

LOCAL PURCHASE NON-STOCK LISTED ITEMS

Group No.10,11,12,13 & 15.

EXISTING

AMENDED

GROUP No.10 Alco DLW diesel electric locomotives BG/MG/NG, WDM1, WDM2, WDS5, YDM4, YDM4A, Power pack 1001 parts, components, fittings for repair of locomotives.	GROUP No.10 Alco DLW diesel electric locomotives BG/MG/NG, WDM1, WDM2, WDS5, YDM4, YDM4A, EMD Loco WDG-4, Power pack 1001 parts, components, fittings for repair of locomotives.
GROUP No.11 WDM1, WDM2, WDS5, YDM4, YDM4A, Vehicle portion. 1101 Parts, components, fittings for repair of locomotives.	GROUP No.11 WDM1, WDM2, WDS5, YDM4, YDM4A, EMD Loco WDG-4 Vehicle portion. 1101 Parts, components, fittings for repair of locomotives.
GROUP No.12 WDM1, WDM2, WDS5, YDMA, YDM4A, Transmission. 1201 Parts, components, fittings for repair of locomotives	GROUP No.12 WDM1, WDM2, WDS5, YDMA, YDM4A, EMD Loco WDG-4. 1201 Parts, components, fittings for repair of locomotives
GROUP No.13 MAK/CLW diesel Hydraulic Locomotives BG/MG/NG WDS4, WDS4A, ZDM3 Power pack 1301 Parts, components, fittings for repair of locomotives	GROUP No.13 MAK/CLW diesel Hydraulic Locomotives BG/MG/NG WDS4, WDS4A, EMD Loco WDG-4, ZDM3 Power pack 1301 Parts, components, fittings for repair of locomotives
GROUP No.15 Hardware items common to to group 10 & 11.	GROUP No.15 Hardware items common to to group 10 & 11.

(S. SATYANARAYANAN)

Secy to COS

FOR CONTROLLER OF STORES

Copy to: All PHODs, FA&CAO/WS.

All Purchase officers, All Depot Officers, All Divl.DCOSs,

SDGM/V.SC, SAO/SF/SC

ACOS/DSL/UBL: with ref. to your DO no.UBL/DSL/STORES/LP/2000

Dt.29.11.2000

No:S.296.PL.CAL.2001.

Stores Branch,
Rail Nilayam,
Secunderabad-71.
DATED: 18.01.2001.

OFFICE PROCEDURE ORDER NO 2/2001

Sub:Procurement description on ANE s for 30-39 group items.

With Immediate effect the following instructions will come into effect.

- 1.The updated procurement description for 30-39 group items has been supplied by CWE through CD.
- 2.This procurement description is to be adopted for tendering.
- 3.A print out of this description enclosed.The PL book description for 30-39 group items is to be treated as amended for PL Nos appearing in the print out.
- 4.This procurement description is also included in the ANE's under the heading "procurement description"and depots will have to check whether the procurement description on ANE s is as per the circulated list.
- 5.Any modification/change to these specifications and descriptions are to be advised by HQ M Branch to PL section or under-signed once a month for issue of amendment.
- 6.Any future change in description or specification in this circulated list will be advised to all concerned by PL section through an amendment quoting the reference of this letter.
- 7.PL section will also submit an ARD to the EDP for amendments issued for these PL Nos only.For these PL Nos depots will have no authority to submit ARD's for description and specification.

(G.GNANASEKHARAN)

Dy. Controller of Stores/Sales.

Copy to:Dy/COS/C&W. Dy.COS/M&E/Lgd, SSO/C&W, ACOS/C&W, DCOS/UBL,DCOS/RYPs, ACOS/TPTY, GS/PC, OS/PW. *MI/DSM/12/601*
CWE:for kind information.This list is issued as per the description and specification supplied by him through CD along with the note in file NoS/23/IC/Specification/30-39 for change if any para (5) above is to be followed.

CMM/II: for ind information.

SSM/EDP Center:A floppy containing details is enclosed. As desired in his letter No EDP/MMIS/190/2001 dt.09.01.01 the information is furnished in fixed length format.The format of MS access file is

field	size	field	size	field	size
Depot	50	PL	50	Desc	255
Type Drg	150	Drg No	255	Alt	50
MTRL Spec	255	Unit	50	Approved sour	150

SOUTH CENTRAL RAILWAY

No:S/245/Quality Spares/C & W/2000

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71.
Dt. 01/02/2001

OFFICE PROCEDURE ORDER NO: 03/2001

Sub : Procurement of quality spares
Ref : Railway Boards Letter No. 99(RS)G/709/1 dt. 06/09/99 & 16/09/99

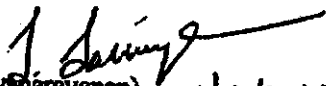
It has since been decided with the approval of AGM to follow the Special Limited Tender system for procurement of the following items also (which are to be procured from RDSO approved sources)

Non-wood substitute for flooring & panelling.
Fire retardant paint for vestibule canvas cloth.
PVC flooring material.
Upholstery.

The procurement of the above mentioned items through Special LT will be subject to the following terms and conditions.

1. Procurement through Special L.T.s will be applicable for the items covered in the RDSO list & valuing above Rs.3 lakhs each.
2. Spl. L.Ts has to be issued for RDSO approved firms (list will be circulated by RDSO every 6 months i.e. 1/1 and 1/7 and will be valid for 6 months). In case currency of existing RDSO list expires & new list is not received, then the old list will be treated as "current" till receipt of fresh list.
3. The Spl. L.Ts should be published in the News Papers with the following Note :-
" Firms who are not in current RDSO approved list but approved subsequently before Tender Opening can also quote after obtaining tender documents from COS office. However, offers from such firms will be considered only if they enclose a valid RDSO approved certificate with the offer".
" All such Spl. L.Ts should be given to OS/BT with specific instructions to publish in the papers as separate block with above condition on the top".
4. Spl. L.Ts should be sent by Registered Post to firms available in the current RDSO vendor list. RDSO approved firm's request (with proof) for tender forms, if they do not get it in time (after seeing paper advertisement) should be considered.
5. The status of RDSO approval of firms on the date of tender opening will be criteria for finalisation of tenders and not thereafter, unless a case of downgrading / removal / suspension / Banning

Copy to :
All PHODs, FA & CAO/WS.
All Purchase Officers,
All Depot Officers,
All Divisional Officers,
SDGM/V/SC,
SAO/SF/HQ/SC,
CMPE/DSL/HQ/SC,


(S. Satyasharanan)
Secy to COS
For Controller of Stores.
01/2/2001

SOUTH CENTRAL RAILWAY

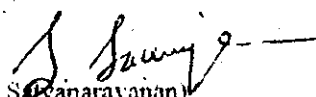
Headquarters Office.
Stores Branch.
Railnilayam.
Secunderabad.
Dated : 16.02.2001

No. S-197-V-Vital Items 2001

OFFICE PROCEDURE ORDER No.4/2001

**SUB :- REVISED PROCEDURE FOR ISSUE OF VITAL & SAFETY
ITEMS.**

1. Cases have come to notice where one full year stock of vital & safety items has been issued at one go making these items out of stock.
2. Railway Board is insisting for maintaining at least one month stock of these items.
3. It is proposed to adopt the following procedure for issue of these items so that at least one month stock is available at all the items.
 - (a) The depot officer & ward keeper will be responsible to ensure that **only proportionate AAC** is issued upto any point of time.
 - (b) In case requirement is more than proportionate AAC the stocks can be issued subject to the condition that **stock after issue will not go below one month stock**. The user should also be asked the reasons for disproportionate requirements. In such cases immediate corrective action for recoupment should be taken.
 - (c) Issues from one month stock for disproportionate draws compared to AAC can **only be made with the approval of Headquarters not less than a JA grade officer**.
4. This issues with the approval of COS.


(S. S. Anarayanan)
Secretary to COS.
For Controller Of Stores.

All PHODs
All Depot Officers
All Purchase Officers in Headquarters
All Shed and workshop incharges.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad

OFFICE PROCEDURE ORDER NO.5/2001

Sub:- Revised procedure for new heading opening.

1. At present new headings opened are immediately put on EDP records. As the time for procurement of these items is approximately between 9 to 12 months, these items remain out of stock.
2. Railway Board considers out of stock figures inclusive of new headings. The high out of stock due to new headings is adversely reflecting the railway's performance though we have brought down the out of stock considerably.
3. It is proposed to adopt the following procedure for opening new headings:-
 - a) After the stocking application is approved by competent authority, advise to depot and all concerned will be given by PL section duly giving the PL no. and other details.
 - b) Depot on receipt of advise will submit annual ANE for procurement as per procedure in vogue. The item will be assigned to a ward.
 - c) However instead of submitting an ARD to EDP Centre immediately, depot will note down the details in a new item register with following details:-

PL No.	Desc	Ward	AAC	ANE No.	PO No.	Date of ARD submission to EDP

- d) The ARD submission date to EDP will be nine months from the date of submission of ANE to headquarters or the date of receipt of supply whichever is earlier.
 - e) In case no supply is received within 9 months, the ARD will be submitted to EDP and item will be reported out of stock like a normal item.
4. This issues with the approval of COS.

(S.SATYANARAYANAN)
Secretary to COS

No.S.23.IC.INV.MGT.Vol.IV Dt.20.02.2001.

Copy:

All Depot Officers, All Purchase Officers at headquarters, FA&CAO/WST/SC, SAO/S&F/SC, Sr.System Manager/EDP Centre/SC, The Principal/STC/LGD/SC, Director of Audit/SC, Dy.CVO/Stores/SC, All Divisional Stores Officers, DSK/PL Section/COS Office/SC and All OSs of COS Office.

for Controller of Stores

SOUTH CENTRAL RAILWAY

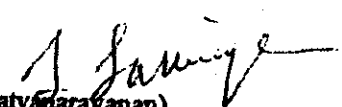
No:S/277P/VolVII

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dt. 03. 04.2001

OFFICE PROCEDURE ORDER NO: 6/2001

Sub: Rejection of RITES inspected items

RITES Ltd. has requested to ensure that a copy of rejection advice along with the details of inspection certificate may be sent to the Regional office of RITES.
All depot officers are advised that the copy of the rejection memo may be sent to RITES, Regional offices also for early settlement of Joint Inspection.


(S. Satyanarayanan)

Secy to COS
For CONTROLLER OF STORES

CMM/1, CMM/2
All Purchase Officers, All Depot Officers,
All Office Supdt. Of COS Office.

No:S.334/Uniform Policy/VO-I

OFFICE PROCEDURE ORDER No. 7/2001

Sub: Supply of Uniforms.

As per the present system, the indents for various types of Uniforms are prepared in the Divisions and submitted to DCOS/G&S/MFT for consolidating the requirements of all the Divisions and submitting necessary demand on COS for procurement action.

GM during his inspection, has observed that at every location there is a complaint about non-supply / delayed supply of Uniforms. The non-supply / delayed supply of Uniforms as observed by him is due to the existing system which is time consuming.

In order to ensure that such delays do not take place in the supply of uniforms, it has since been decided that DCOS/G&S MFT will arrange to cut the garments out of the cloth available to cover 80% of the requirements of the uniforms and supply to the Divisions without waiting for indents to be received from the Divisions as the number of staff to be provided with uniforms for Divisions is specifically known to DCOS/MFT as per the details furnished earlier by the Divisions.

DCOS/MFT will therefore ensure that henceforth 80% of the requirements of uniform required by the Divisions are cut in the cloth cutting factory depending on the availability of the cloth and the cut garments supplied to the divisions for stitching. For categories where stitching charges are to be paid, the cloth should be supplied to the Divisions (instead of cut garments) as above.

This procedure comes into force with immediate effect.

(S.Satyanarayanan) 01/6

Secretary to COS

For Controller of Stores

Copy to :-

Secy to GM : with reference to his letter No.G.120.Annual Insp.3.2001 dated 19.03.2001

(SC-KZJ) Para No.1.17

All HOD's

All Purchase officers

All Divisional Stores officers

All Depot officers

All DRM's

All OS's of COS/o/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500071
Dt 29.06.2001

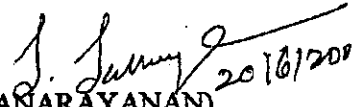
No:S.269.P

OFFICE PROCEDURE ORDER NO: 8 /2001

Sub: Revised procedure for provision of buffer stock.

Ref: Earlier office order No.9/1999 dt 20.05.1999 on same subject.

1. With immediate effect the following limits are being fixed for buffer stocks.
Vital & Safety items - Two months level
All other items - One month level
2. All concerned should ensure that above limits are strictly followed while recoupment and procurement.
3. Depots may send necessary ARD's to EDP in this regard.
4. For all future tenders requirements may be worked out accordingly.


(S.SATYANARAYANAN) 20/6/2001
Secy to COS
For Controller of Stores.

Copy to: All depot officers

All purchase officers in headquarters

FA&CAO/WST/SC

:- for kind information

WAO's LGD, UBL, RYPS

}- They are requested to vet the ANE's

AWAO/TPTY

} based on above limits of buffer stock

SSM/EDP center

:- He is requested to generate ANE's with
above buffer stock limits.

All OS's of COS office

:- for information.

Date 25.7.01

No. S.23.IC.INVT.MGT.VOL V

OFFICE PROCEDURE ORDER NO 9/2001

SUB: Indents placed on centralised agencies for stocked items: safeguard against receipt of full supplies in mid contract period

Indents are being placed on centralised agencies for a number of stocked items. These indents are being placed as per the contract period specified by the centralised agency.

It is noticed that sometimes, the indents placed on centralised agencies are not covered before the start of contract period. Supplies against the indents where contract period already started are received in mid year causing excess inventory

It has been approved by the competent authority to put following clause in all the indents for stocked items to safeguard against receipt of full supplies in between the contract period.

"The supplies indented are required for the contract period starting from _____ and ending on _____. In case contract is placed after the start of contract period, only proportionate supplies plus one month buffer are required for the remaining period of financial year. The remaining indented quantity may be scheduled for supply in the next financial year"

All concerned may please follow.

S. Satyanarayanan
(S.SATYANARAYANAN)
SECY to COS 5/7/2001

copy:

ALL PURCHASE OFFICERS
ALL OS's of COS OFFICE
FA & CAO/WS/SC
SAO/SF/SC

SOUTH CENTRAL RAILWAY

Stores Department
Rail Nilayam
Secundrabad
Dt. 30.7.01

No. S.23.IC.INVT.MGT.VOL.V

OFFICE PROCEDURE ORDER NO.10/2001

**SUB: REVISED PROCEDURE FOR PLACEMENT OF WORK
ORDERS FOR STOCKED ITEMS**

1. It has come to notice that for certain shop manufactured items the work orders have been placed for **large quantities** even though the consumption is coming down.
2. Competent authority has decided that henceforth the work orders for shop manufactured items are to be placed in following way-
 - a. Shop manufactured items are to be recouped as per **Max Min basis** as per stores code.
 - b. The **limits of max min will be 4/4 months**. These max min limits of 4/4 months will be based on AAC (ie both maxima & minima will be **one third of AAC**)
 - c. The **work order on shops is to be placed** when the **stock reaches 4 months** level. The quantity to be recouped will be **[max + min + pending demands - (SOH + dues)]**.
 - d. Quantities for each work order **should not exceed more than four months requirements** at a time/
 - e. Before releasing the work order, **the trend of consumption is to be seen**. Where the consumption is not as per AAC, **the AAC should be revised**. Revision of AAC will **also change the maxima/minima limits** and work order is to be placed accordingly.
3. Please take necessary action in this regard.


(S.SATYANARAYANAN)
Secretary to COS

Copy:

All Depot Officers

All Dy COS's in HQrs

CWMs LGD, UBL, RYPS and TPTY

WAOS LGD, UBL, RYPS and AWAQ/TPTY

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad – 500071
Dated :10/08/2001

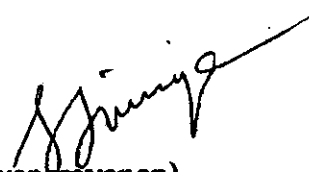
No:S.236/Non-stockPolicy/II

OFFICE PROCEDURE ORDER NO: 11 /2001

Sub: Local purchase -- listed category of Non stock items.

1. List containing listed category of Non-stock items was circulated to all concerned under this office procedure order No. 17/1999 DT 6/10/1999.
2. The spares required for EMD /DSL Locomotives had not been included in group 10 to 19 of DSL loco part fittings,
3. It has since been decided to include the same in the listed category of Non-stock items Under Main group 16.

This issues with the approval of competent authority.


(S.Satyanarayanan)
Secy to COS
For Controller of Stores

Copy to:
All PHODs,
FA & CAO/WS.
All Purchase Officers,
All Depot Officers,
All Divisional Stores Officers,
SDGM/V/SC,
SAO/SF/HQ/SC,
CMPE/DSL/HQ/SC,
ACOS/DSL/UBL
Dy.CPM/DSL/UBL

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 500071
Dated :12/09/2001

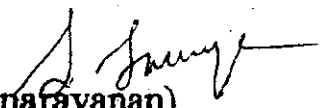
No:S.245/Quality spares/Gen.Elect.

OFFICE PROCEDURE ORDER NO: 12/2001

Sub: Procurement of Bearings for use of Motor/Auxiliary machine maintenance, from M/s. FAG precision bearings Ltd. India for Electric Locos and Diesel Locos.

It has since been decided in consultation with CME and CEE to include the name of M/s.FAG (India) Bearings Ltd. along with the prospective suppliers for procurement of Bearings used for auxiliary Motor/Machine maintenance for a period one year.

This issues with the approval of COS


(S.Satyanarayanan)

Secy to COS
For Controller of Stores

Copy to: CME/SC, CEE/SC
All Purchase Officers
ACOS/ELS/BZA, LGD.
All OSs of COS office.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad - 71.

No:S.314.2(P).Vol.IV.Part-A

Dt:14-09-2001.

OFFICE PROCEDURE ORDER No:13/2001.

SUB: Single offer against BT/LT.

-oOo-

It has since been decided in consultation with Hd.qrs finance, as to how an offer has to be treated as Single Offer against BT/LT.

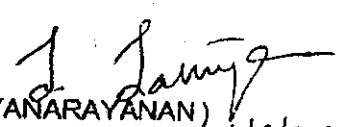
Basically, the items are segregated into stock and non-stock items. In respect of non-stock items/stock items, when a single offer is received in Bulletin Tender, the following procedure is to be adopted:

N.S.ITEMS: " In normal circumstances, the items are to be re-tendered unless the urgency is certified by SAG officer of the user department. In some cases, even though, more than one offer is received, after technical comments, only one valid offer may remain for consideration. Under such circumstances, technical suitability of the offers needs to be certified by SAG Officer of the user department. Rate Reasonableness should also be certified with reference to the last purchase rate or market rate analysis as the case may be.

STOCK ITEMS: Re-tendering has to be resorted only in exceptional circumstances and not as a matter of routine. Wherever more than one offer has been received but, only one technically suitable offer remains for consideration, the Purchase Officer/Technical Officer should record full reasons for accepting such offer duly following the SOP on the subject. In case, the item is re-tendered, duly obtaining the approval of next higher authority, normal purchase powers will be applicable. On re-tendering, if any situation arises when the rate against the offer received in the re-tender is higher than that of the rate obtained in the discharged tender, and the same is to be accepted, action should be taken before acceptance to obtain the finance concurrence and approval of the Competent Authority duly treating the offer as single tender.

In respect of single offers received against Limited Tenders, the provisions as contained in Item 3 (c) of Part-D " of S.O.P. should be followed "

This issues with the approval of COS.


(S.SATYANARAYANAN)
SECRETARY TO COS 14/9/2001
for CONTROLLER OF STORES.

Copy to:
All HODs of user departments,
All Purchase Officers,
All purchase section OSs,
FA&CAOM&S/HQ/SC,
SAO/SF/HQ- ref. to his letter no.AFS/TOO/Vol.II/4A dt.03.09.2001.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500071
Dated :16/10/2001

OFFICE PROCEDURE ORDER NO: 14/2001

Sub : Powers of purchase of COS/CMM etc.

The Railway Board vide their letter No.2000/F(S)/LPW7/2 dt : 12.10.2001 have revised the purchase power of COS/CMM. The revised powers will be as under:

Sl.No	Particulars	Powers as enhanced
1	Open Tender System	To be adopted by public advertisement in the most open and public manner as a general rule subject to exceptions noted in paras 331-S and 332-S in all cases, in which the estimated value of tenders to be received is Rs.5 lakhs or above.
2	On Limited Tender basis (a) In normal circumstances (b) In emergencies (at the discretion of COS/CMM)	COS/CMM upto Rs.5 lakhs COS- Upto Rs.50 lakhs CMM - Upto Rs.25 lakhs
3	Single Tender basis (a) Non-proprietary articles in normal circumstances. (b) Non-proprietary articles in emergencies affecting repair, maintenance, out-turn, operations etc.	COS/CMM upto Rs.1 lakh (in case beyond Rs.5,000/- and upto Rs.20,000/-, power to decide on adopting Single Tender system should be exercised at a level not lower than a JAG Stores Officer) COS/CMM upto Rs.30,000/- in each case.
4	Direct Acceptance of Tender cases	ACOS - Rs.75,000/- SSO - Rs.2 lakhs Dy.COS - Rs. 5 lakhs.
5	Direct purchase of items for which Rate/running contract exists and when it can be established that the supplies can not be established within delivery period against the Rate contract	Rs.25,000/- each purchase not exceeding Rs.1,00,000/- in aggregate in each case in one year.
6	Placement of R/C orders against DGS&D Rate Running Contract	COS/CMM/DyCOS as per their level of acceptance
7(a)	Acceptance of deviation from IRS conditions of contract without prior financial concurrence.	COS/CMM - upto Rs.1 lakh in each case
7(b)	100% advance payment against proforma invoice with finance concurrence.	COS/CMM - upto Rs 2 lakh in each case
8	Divisional Stores officer's and Depot Stores officer's powers for placement of RC orders against DGS&D R/Cs	Rs.40,000/- for non-stock items only for each purchase.
9	Vetting of Purchase Orders.	Above Rs.50,000/-

Cont'd - 2

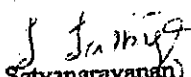
The Board also desires that post audit of the transactions below Rs. 5 lakhs should be conducted thoroughly and cases of serious irregularities noticed, if any, should be reviewed at the level of COS/FA&CAO for necessary remedial action.

Attention is also invited to the existing Board's instructions as per which where only a single quotation is received against the limited tender, the tenders should normally be re-invited except in case of urgency where also the urgency has to be certified not less than a JAG officer for all purchases up to Rs. 5,000/- and by SAG officer for purchase above Rs. 5,000/- and prices are found to be reasonable. These instructions will be rigidly followed.

The revised limit for dealing with purchase cases will apply to all tenders opened on or after 18.10.2001.

The Tenders opened prior to 18.10.2001, which may be under various stages of processing would continue to be dealt with under the existing powers of purchase in stores matters and the Authority competent to accept would remain the same even if the cases are accepted after 18.10.2001.

Hindi version will follow.


(S. Satyanarayanan) 12/10/01
Secy to COS

For Controller of Stores

Dated : 16.10.2001

No.S.226.P.Vol - 6

Copy to :
DGM/G/SC for information
All PHODs
FA&CAO/W&S/SC
CAOR/SC
DyCAO/S&W/SC
SAO/Stores/HQrs/SC
Director of Audit/SC
All Purchase officers
All Depot Officers.
All Divisional Stores officers
All Purchase section incharges
OS/Tender Opening.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500071
Dated :16/10/2001

OFFICE PROCEDURE ORDER NO: 15/2001

Sub : Constitution of Tender Committee and Authority competent to accept stores purchase on Zonal Railways /Production Unit.

The Railway Board vide their letter No.2001/F(S)/PW/7/2 dt : 12.10.2001 have advised the revised limits for constitution of Tender committee and the Authority competent to accept stores purchases on Zonal Railways/Production units etc.
The revised limits are as under:

Sl No	Value limit of tender	Accepted by	Stores	Consum.Deptt	Finance
1	Rs.5 lakhs to Rs.10 lakhs	JAG	Sr.Scale	Sr.Scale	Jr.Scale
2	Rs.10 lakhs to Rs.40 lakhs	SAG	JAG	JAG	Sr.Scale
3	Rs.40 lakhs to Rs.1 Crores	SAG (co-ord)	SAG	SAG	JAG
4	Rs.1 Crore to Rs.3 Crores	SAG (co-ord)	SAG	SAG	SAG
5	Rs.3 Crore to Rs.8 Crores	AGM	SAG (co-ord)	SAG (co-ord)	SAG
6	Rs.8 Crore to Rs.15 Crores	GM	SAG (co-ord)	SAG (co-ord)	SAG (co-ord)

Note : In the case of any establishment, which does not have AGM, item 6 re-numbered as 5 will cover Rs.3 crs. and upto the limit of GM's powers.

2. All purchase proposals not involving foreign exchange valued over Rs.15 Crores and purchase proposals involving foreign exchange valued over Rs.2 Crores are to be submitted to Railway Board, duly approved by GM, for obtaining approval of the competent authority.

3. It is re-iterated that the total value of a tender at the time of opening of the tender will be the criterion to decide the competent authority for acceptance even where purchase proposals against the tender are put up in parts. The Stores Member of the Tender Committee will, put up the proceedings direct to the accepting authority.

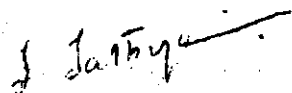
4. In Railway Organisations including PUs/CORE/Metro etc., where there is only one SAG officer in Stores Deptt. in a particular unit, Stores Member will be JAG officer for tender upto Rs.50 lakhs.

5. The structure and composition of Tender Committees detailed in Para 1 above should not be altered locally excepting in individual case, for reason to be recorded and with the concurrence of FA&CAO and approval of General Manager.

The revised limit for dealing with purchase cases will apply to all tenders opened on or after 18.10.2001.

The Tenders opened prior to 18.10.2001, which may be under various stages of processing would continue to be dealt with under the existing powers of purchase in stores matters and the Authority competent to accept would remain the same even if the cases are accepted after 18.10.2001.

Hindi version will follow


(S. Satyanarayanan)
Secy to COS
For Controller of Stores.

Copy to :

DGM/G/SC for information
All PHODs
FA&CAO/W&S/SC
CAOR/SC
DyCAO/S&W/SC
SAO/Stores/HQrs/SC
Director of Audit/SC
All Purchase officers
All Depot officers
All Divisional Stores Officers
All Purchase section incharges
OS/Tender Opening

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch, *
Secunderabad - 71.
Dt:29-11-2001

No:S.232/Tender purchase procedures.

OFFICE PROCEDURE ORDER No:16/2001

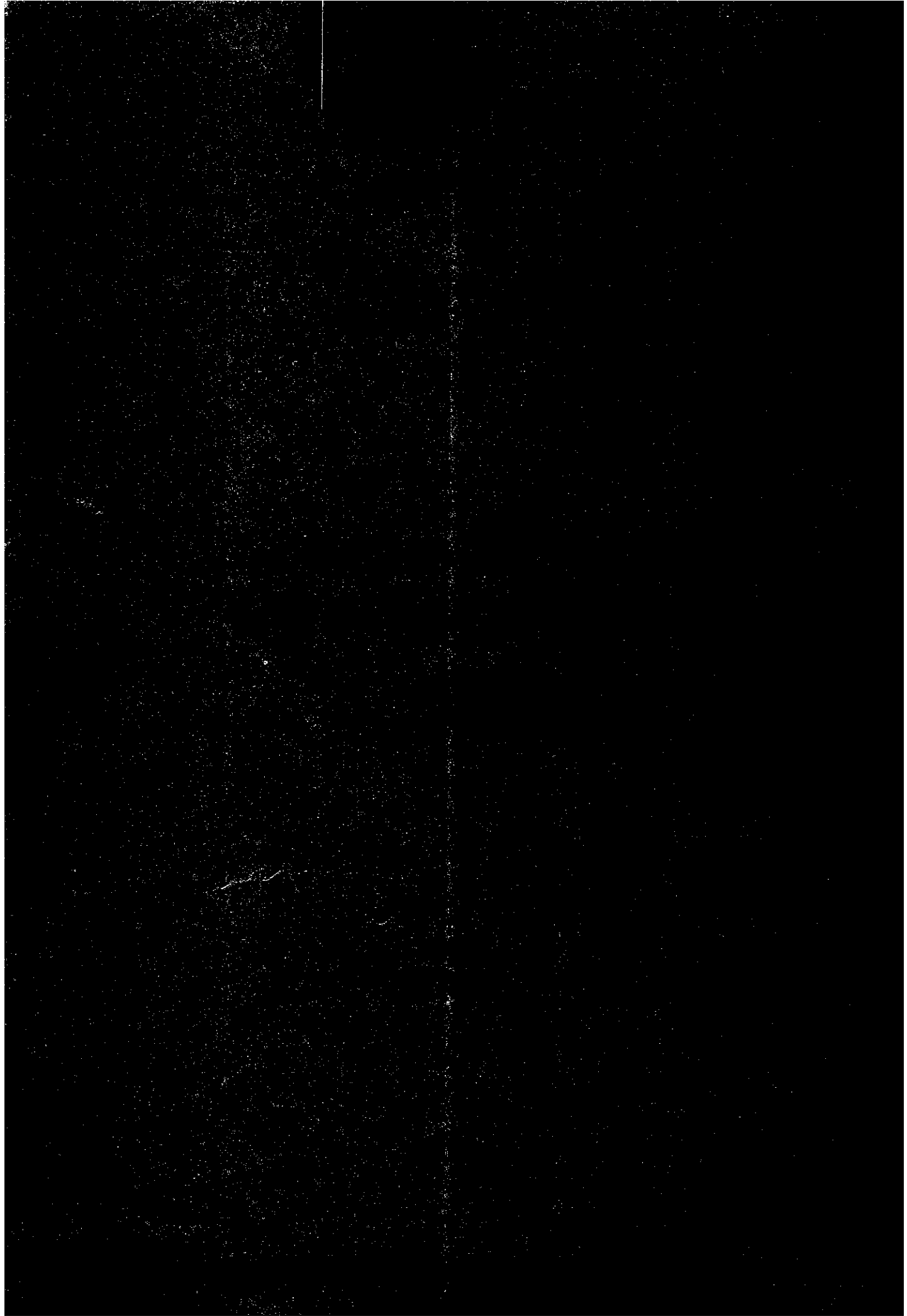
SUB: 30% Option Clause on tenders.

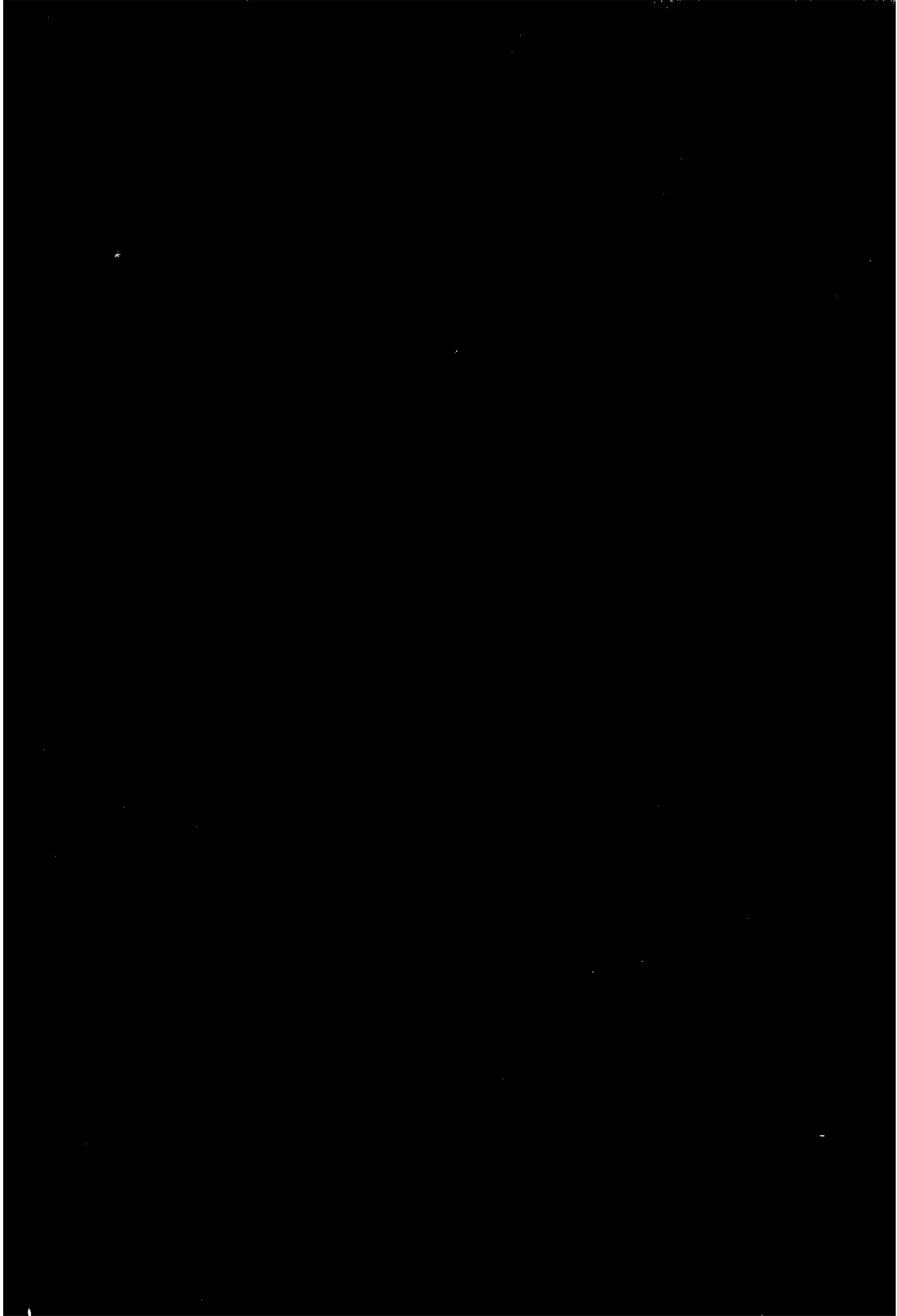
REF: 1) Railway Board's Lr.No:93/RS(G)779/5 dt:6-10-1993.
2) COS Office procedure order No:11/2000 dt:29-3-00.
-o-o-

- 1) Vide Office Procedure Order under reference, It was decided that the value limit for including 30% option clause in the tender enquiry will be Rs.8 lakhs and above. It was indicated in the Procedure order that the procedure will be in force for a period of one year subject to review.
- 2) Railway Board via letter No:2001/F(S)I/PW7/2 dt:12-10-2001 has advised the revised limits of purchase through Tender Committee according to which the 1A grade level TC will be for tenders valued over Rs.10 lakhs to Rs.40 lakhs.
- 3) In view of the Railway Board's letter, It has since been decided with the approval of COS to withdraw the office procedure order No:11/2000 in connection with operation of the 30% Quantity Option Clause.
- 4) The 30% quantity Option clause will henceforth be applicable only for the tenders valued over Rs.10 lakhs as per Railway Board's letter dated 6-10-1993.


(S.SATYANARAYANAN)
SECRETARY TO COS
For Controller of Stores

F&S CAO/W&S.
S-2/SF/HQ
ALL PURCHASE OFFICERS.
ALL DEPOT OFFICERS.
ALL DIVL STORES OFFICERS.
ALL Sr.DAOs OF THE DIVISIONS.
ALL WAOs.





OFFICE PROCEDURES ORDERS -- YEAR -2002

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500071
Dated : 03/01/2002

OFFICE PROCEDURE ORDER NO: 1/2002

Sub : Powers of purchase of COS/CMM etc.

The Railway Board vide their letter No.2001/F(S)/PW7/2 dt : 20.12.2001 have modified the purchase power of COS/CMM. This is in supersession of Board's earlier letter dt: 12.10.2001 issued under this office O.P.O No.14/2001. The modifications are as under:

Sl.No	Particulars	Powers delegated as per Rly B'ds lr dt:12.10.01	Powers stand modified as per B'd lr dt:20.12.01
3	Single Tender basis (a) Non-proprietary articles in normal circumstances.	COS/CMM upto Rs.1 lakh in case beyond Rs.5,000/- and upto Rs.20,000/-, power to decide on adopting Single Tender system should be exercised at a level not lower than a JAG Stores Officer)	COS/CMM upto Rs.20,000/- (in case upto 10,000/-, Power to decide single tender system should be exercised at a level not lower than a JAG Stores Officer)
5	Direct purchase of items for which Rate/running contract exists and when it can be established that the supplies can not be established with in delivery period against the Rate contract. *	Upto 25,000/- in each case and not exceeding Rs.1,00,000/- in aggregate (in each case) in one year	Upto 25,000/- in each case and not exceeding Rs.1,00,000/- in aggregate (in each case) in one year.
6	Placement of R/C orders against DGS&D Rate Running Contract	COS/CMM/DyCOS as per their level of acceptance	COS - Full Powers. CMM/DyCOS as per their level of acceptance

* Foot Note : This para has been modified as under vide Board's letter dt:20.12.2001.

"In respect of Stores for which DGS&D has entered into Rate or Running contract, the COS may at his discretion make direct purchase, if stores are urgently required or can be more conveniently obtained locally or from the nearer station. (Store code para 707 & 802(i) "

The cases already processed and decided as per earlier instructions need not be re-opened.

The Board also desires that if only a single quotation is received against the limited tender, the tenders should normally be re-invited except in case of urgency where also the urgency has to be certified by an officer not less than a JAG officer for all purchases up to Rs.10,000/- (as against upto Rs.5,000/- indicated in Rly B'ds lr dt: 12.10.2001) and by SAG officer for purchase above Rs.10,000/- (as against upto Rs.5,000/- indicated in Rly B'ds lr dt: 12.10.2001) and prices are found to be reasonable.

(S. Sanyal)

Secy to COS
For Controller of Stores
Dated : 03.01.2002

No.S.226.P. Vol - 6

Copy to :

DGM/G/SC for information

All PHODs

FA&CAO/W&S/SC

CAOR/SC

DyCAO/S&W/SC

SAO/Stores/HQrs/SC

Director of Audit/SC

All Purchase officers

All Depot Officers.

All Divisional Stores officers

All Purchase section incharges

OS/Tender Opening.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500071
Dated : 10/01/2002

OFFICE PROCEDURE ORDER NO: 2/2002

Sub : Powers of purchase of COS/CMM etc.

The Railway Board vide their letter No.2001/F(S)/PW7/2 dt : 28.12.2001 have modified the purchase power of COS/CMM. This is in supersession of Board's earlier letter dt: 12.10.2001 issued under this office O.P.O No.14/2001.

Sl.No. of B'ds. lr	Particulars	Powers delegated as per Rly B'ds lr dt:12.10.01	Powers stand modified as per B'd lr dt:28.12.01
8	Divisional Stores Officers' and Depot Stores Officers' powers for placement of Rate Contract orders against DGS&D Rate Contracts.	Rs.40,000/- for non-stock items only, for each purchase.	Rs.40,000/- for non-stock items only, for each case.
9	Vetting of Purchase Order	Above Rs.50,000/-	Above Rs.50,000/- However, all the Purchase orders which do not require vetting i.e. upto Rs.50,000/- may also be got noted in the liability register for strict budgetary control.

The cases already processed and decided as per earlier instructions need not be re-opened.


(S. Satyanarayanan)
Secy to COS
For Controller of Stores

No.S.226.P.Vol - 6
Copy to :
DGM/G/SC for information
All PHODs
FA&CAO/W&S/SC
CAOR/SC
DyCAO/S&W/SC
SAO/Stores/HQrs/SC
Director of Audit/SC
All Purchase officers
All Depot Officers.
All Divisional Stores officers
All Purchase section incharges
OS/Tender Opening.

Dated : 10.01.2002

Headquarters Office,
Stores Branch,
Railway Camp,
Secunderabad 500071,
Dt. 20.02.2002.

No. PA.25.GROUP/85.MISC.

Office procedure Order No. 03/2002

Sub: Payment terms for M/S NATIONAL ENGINEERING
INDUSTRIES/ JAIPUR.

The above firm is quoting 100% payment on proof of
despatch after RITES Inspection.

Earlier vide office order No. 23/99 dated 27.12.99, it
was advised all concerned that the above payment terms was sanc-
tioned by General Manager after financial concurrence and was
valid upto 23.12.2001.

Further that this firm is claiming payment from
FA&CAO/WST/SC only for all the cases they quoted including that
of Non stock also. Based on the finance concurrence dated
11.2.02, General Manager recorded sanction on 18.02.02 for fur-
ther period of two years which is valid upto 18.02.2004 for 100%
payment (Hundred percent) terms on proof of despatch after RITES
inspection and payment to be made by FA&CAO/WST/SC only.


(P.V.V. SATYANARAYANA),
Dy. COS/ELE,
for Controller of Stores.
Sd/-

- Copy to :
- 1) All HODs
 - 2) FA&CAO/WST/SC and SAO/Stores/SC
 - 3) All OSs in purchase section
 - 4) All DRMs
 - 5) All DAOs
 - 6) All WAOs
 - 7) File No. S.26/P.G.1

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad - 71.

No:SP/414/GAZ/Vol.X.

Dt:19-02-2002.

OFFICE PROCEDURE ORDER No:03/2002

SUB: Sanction of CL/LAP and approval of Tour programmes on home line/
Foreign line for Stores Officers.

-o0o-

- 1) It has since been decided with the approval of COS that the following procedure will be adopted for sanction of CL/LAP and approval of tour programmes on Home line/Foreign line for Stores Officers.

OFFICERS	CL TO BE SANCTIONED BY
All ACOSs in Stores Hd.qrs	Dy.COSs, Hd.qrs concerned
ACOS/ELS/LGD, ACOS/ELS/BZA	Sr.DEEs of the sheds concerned
ACOS/S&F, ACOS/G&S/MFT	DCOS/MFT
AMPS	MPS
ACOS/LGD	Dy.COS/LGD
ACOS/GSD/UBL, ACOS/MSD/UBL	DCOS/UBL
ACOS/TPTY	CWM/TPTY
ACOS/RYPs	Dy.COS/RYPs
ACOS/DSL/MLY, GTL, GY, KZJ, UBL, BZA	Sr.DMEs of the sheds concerned
All SSOs in Stores Hd.qrs	CMM-1
DCOS/SD/LGD, DCOS/SD/UBL, DCOS/SD/RYPs, DCOS/UBL	CMM-2
DCOS/M&E/LGD, DCOS/G&S/MFT	Dy.COS/LGD
SECRETARY TO COS	COS
SSM/EDPM/SC	FA&GAO/W&S
Sr.DCOSs/DCOSs OF THE DIVISIONS	ADRM/DRM
Dy.COSs/Hd.qrs, Dy.COS/LGD, Dy.COS/RYPs and CMMs	COS
Dy.COS/Con	CAOR
Dy.COS/VIG	SDGM

- 2) The sanction of LAP for all the Stores Officers except Dy.COS/CON & Dy.CVO/Stores will be done by COS only.

Programmes of the Asst. Stores Officers involving tours within S.C.Railway will be approved by the Hd.qrs concerned. The tour programmes of the Senior Stores Officers on home railways except S.S.M, DCOSs of the divisions i.e., GTL, UBL, HYB & BZA will be approved by CMMs concerned. However, the tour programme of Stores Officers on foreign railways except Dy.COS/CON, Dy.CVO/Stores, SSM/EDPM and Sr.DCOS/DCOS of SC, GTL, UBL, HYB and BZA will be personally approved by COS.

- 4) All the Stores Officers are therefore, requested to follow the above procedure scrupulously.

(S.SATYANARAYANAN)

SECRETARY TO COS

for CONTROLLER OF STORES

19/2/2002

Copy to :

SDGM, FA&CAOWS, CAOR/SC, DRMs/SC, HYB, BZA, UBL & GTL;
Sr.DCOS/BG/SC; DCOS/DIVN/HYB, BZA, UBL & GTL;
Dy.CVO/Stores, CPO/GAZ,
All Hd.qrs Officers, All Depot Officers,
Sr.SM/EDPM/SC,
Sr.DEEs/Sr.DMEs of Electric/Dsl.loco sheds.

for CONTROLLER OF STORES

19/2/2002

SOUTH CENTRAL RAILWAY

Stores Department
Rail Nilayam,
Secunderabad- 500 071
Dated : 29.06.2002

No.S.245.Quality Spares/Diesel Loco.2002

OFFICE PROCEDURE ORDER No. 4/2002

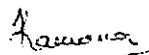
Sub :- Procurement of Quality Spares for Diesel Locos.

Ref :- Railway board's letter No.99.RS.G.709.1 dt:06.09.99 and 16.09.99.

In supersession to this office procedure order No.16/99 dt:11/11/99, G.M has approved the procurement of 508 items (list I-387 items and list II- 121 items) Diesel Loco Spares on Limited/Special Limited Tender for a period of 2 years (Two years) i.e. upto 28.05.2004 from the short listed firms proposed by a committee consisting of COS, CME and FA&CAO.

The lists of 508 items (list I-387 items and list II-121 items) with approved firms are enclosed. If there is any addition /deletion of any firms by DLW/RDSO at a later stage, during the currency of these lists, the same will also get revised accordingly.

The purchase officers concerned may therefore, take necessary action implementing the above system with immediate effect.


(N.V.Ramana)
Secy to COS
For COS

Copy to :
All purchase Officers
All Depot Officers
CME/SC
CMPE/DSL/SC
FA&CAO/SC
SAO/SF/SC
All OS's of COs/o/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dated : 05.06.2002

No.S.26.P.4.1

OFFICE NOTE No. 5/2002

Sub :- 100% payment to suppliers against Proforma invoice-
AGM sanction of 30 firms.

The validity of the facility of 100% Payment against proforma invoice circular vide this Office Note No.3/2000 dated:28.04.2000 expired on 20.04.2002.

Now AGM has accorded sanction of the same facility to 30 firms (list as per enclosure) and the same is valid upto 04.06.2004. The sanction is subject to following conditions.

1. technical representative of the consignee will have to be deputed to the firms premises with the cheque and the cheque will be given to the firm on acknowledgement, after inspection and receipt of the full quantity / despatch documents for the full quantity for which the cheque is drawn.
2. Availability of funds under MAR should be got certified by the associated finance before entering into commitments.
3. A separate register to note the rejections should be maintained in each purchase section and, if it is found in any case that the material supplied by any of the firms mentioned in the enclosed Annexure is rejected the same should be recorded in the register and the facility of 100% proforma invoice payment withdrawn.
4. In the Purchase order, the following Clause is to be incorporated "The consignee should immediately report to COS Office as soon as the cheque is presented to the firm and the material has been collected duly giving the accountal particulars".

This facilities will be reviewed on or after 04.06.2004. This has Finance concurrence and AGM's sanction dt:29.05.2002.

Authority - Board's letter No:79/RS(G)/753/4 dt:08.04.1981.

Ramana
(N.V.Ramana)
Secretary to COS,
For Controller of Stores.

Copy to :
All HOD's, DRM's
FA&CAO/WST/SC, FA&CAO/C/SC
CWM's/LGD/UBL, RYPS, TPTY
Sr.DAO/SC, HYB, BZA, GTL, UBL

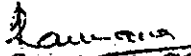
Enclosure to Office Note No. 52002 dt: 05/06/2002

List of firms for whom 100% Advance payment against proforma invoice can be paid.

1. M/s. Switzer Instruments/Chennai
2. M/s. Asia Brown and Boveri Ltd./Vadodara/SBC/24 Parganas
3. M/s. Hindusthan Spicer Ltd/Nasik
4. M/s. National Instruments (P) Ltd./CCC
5. M/s. B.H.E.L.
6. M/s. G.E.C. Alstom Ltd.
7. M/s. Siemens Ltd.
8. M/s. Setl & Del/CCC
9. M/s. Bharatiya Cutter & Hammers Ltd./Chennai.
10. M/s. Shave Norgren Ltd./BB
11. M/s. M/s. International Instruments Ltd./SBC.
12. M/s. Godrej LTD.,
13. M/s. Sump, Shule & Somappa / CCC
14. M/s. Bimetal Bearing / Coimbatore
15. M/s. Scientific & Technical Home / CCC
16. M/s. Rotex Manufacturers & Engineers /Vadodara
17. M/s. Aluminium Industries.
18. M/s. SKF Bearing India Ltd/SBC/BB
19. M/s. INFOS/Chennai
20. M/s. AUTOMETRS ALIANCE LTD/Noida
21. M/s. FAG Bearings/BRC & Chennai
22. M/s. ELGI/Coimbatore.
23. M/s. Indian Oil Corpn./SC
24. M/s. B.P.C. Limited/SC
25. M/s. H.P.C. Ltd/SC
26. M/s. Bahner Lawrie & CO./SC
27. M/s. Heavy Engg. Corpn./Ranchi
28. M/s. Ordnance Factory Chandigarh
29. M/s. E.C.I.L. /HYB
30. M/s. Ordnance Factory /Pune.

} Government
of India
Undertakings

(Thirty Firms only)


Secretary to COS
For Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secundersbad-500071.

~~No.~~ S.236.Genl.Vol.6

Dated: 21.06.2002

O.F.O. No. 6/2002

Sub: Special terms and conditions
for Advertised Tenders.

.....

With the approval of COS updated Special terms and conditions enclosure to Advertised Tenders have been printed and kept in stock.

All the purchase sections are hereby advised to draw the above printed forms and act accordingly.

Kamara
Secy. to COS

All Purchase Officers.

All Office Supdts. of Purchase Sections.

Incharge Cs Sty.Section.

SOUTH CENTRAL RAILWAY

Headquarters Office

Stores Branch

Secunderabad - 500 071.

Date: 02.09.2002

No.S/297/Spl.Requirements of stock items/2002

OFFICE PROCEDURE ORDER NO: 07/2002

Sub: Procurement / Purchase of special requirements for stock items.

With a view to exercise a proper control over the generation of Special ANEs for catering some special demands of consumers, it has since been decided, with the approval of COS, to introduce the following procedure with immediate effect.

1. Normally, stock item should not be purchased through non-stock demands. However, this restriction will be applicable for items required under revenue and WMS grant only. For RSP demands, non-stock requisition even for stock item is to be given by Indentors.
2. The depot officer should properly scrutinize the adhoc requirement and if the demand is non-recurring and one time requirement for some special reason like system deficiency or to undertake special work etc., and if the quantity is small compared to EAC (say within 10% of EAC) then it should be complied through stock. However, if the quantity is abnormally large compared to the EAC of the item then special non-stock requisition should be submitted by indentors duly vetted by local accounts along with proper justification. Depot officer while forwarding these non-stock demands to Hqrs will examine and confirm (a) requirement is so large that it cannot be complied from stock (b) requirement is not recurring in nature and it is a one time requirement. Direct procurement of above non-stock demand should be approved by concerned CMM at Hqrs before initiating procurement action.
3. However, if the special requirements are recurring in nature and will be required frequently, then depot officer will process for revision in EAC suitably with proper justification with accounts vetting and arrange for coverage of extra requirements accordingly.


(S.SATYANARAYANAN) 02.9/02
Dy.COS/IC & SALES
For Controller of Stores

Copy to:

CME: CE; CEE; CSTE

DRM/SC; HYB; BZA; GTL & UBL

FA & CAO WST

WMs

All Sr.DEEs of Elec Loco Sheds

All Sr.DMEs of Dsl Loco Sheds

All Divisional Stores Officers

All Purchase Officers of Stores Hqrs.

All Depot Officers

SOUTH CENTRAL RAILWAY

Headquarters Office

Stores Branch

Secunderabad – 500 071.

Date: 02.09.2002

No.S/243/P/DGS&D

OFFICE PROCEDURE ORDER NO: 08 /2002

**Sub: Procedure order on the policy of placing supply orders
against DGS&D Rate Contracts.**

In supercession of all the previous procedure orders issued on the above subject, it has since been decided with the approval of COS to adopt the following system connected to the placement of supply orders against DGS&D Rate Contracts.

- 1.0 The DGS&D rate contracts, by the very definition; fixes the rates with different suppliers. For some contracts, there may be, however, some lower value limit below which supply orders may not be entertained by the rate contract holder.
- 2.0 As per the terms of the rate contracts, the respective firms are free to receive supply orders from any Direct Demanding Officer, and accordingly, the quantum of order booking with a particular rate contract holder is quite unpredictable. The rate contract holders when over-loaded have the tendency to decline and to return any supply order which may be beyond their capacity to undertake. In the final outcome, the rate contract holders very often get away without any penalty for non-execution, and in any case, no risk purchase action is feasible against a rate contract holder by the Direct Demanding Officer. The DGS&D is to be intimated by the Direct Demanding Officer about the failure and it is entirely uncertain whether DGS&D will exclude such firms from the purview of future rate contracts.
- 3.0 The conclusion from the aforesaid factual position is that the DGS&D fixes a large number of rate contracts knowing fully well that some of them may fail to meet the supply order requirements. It is entirely upto the Direct Demanding Officer to find out which of the rate contract holders would execute supply orders satisfactorily.
- 4.0 The reliability of supply order execution is thus the most important area which must be carefully adjudged by each Direct Demanding Officer before placing supply orders. Unless the supply reliability is pre-facto

confirmed and commitments are given by the respective rate contract holders, it is futile for the Direct Demanding Officer to place orders on them. The rate contracts are finalised all at reasonable rates and, therefore, the Direct Demanding Officers have to concentrate upon the aspect of supply reliability, and then to place supply orders on multi-source basis so as to ensure the probability of compliance to a level of hundred percent. While operating RCs the factors like proximity of supplier to the consignee, over all rate being low including freight must be given due weightage. By statistical law, placement of hundred percent supply orders on a single rate contract holder cannot ensure hundred percent supply reliability. Apart from this it has Vigilance implications of favouring single or a few sources.

- 5.0 All the RC holding firms are to be addressed by fax (if available) followed by speed post/registered post confirmation copies asking them to confirm in clear-cut terms that they shall supply the materials strictly as per Railways required delivery schedule (to be specified in such letters). It should be also mentioned there that the RC holder's reply must be received within 7 days from the date of issue of the communication failing which their RC would be ignored without any further reference to them.
- 6.0 A database is to be kept in the respective purchase sections (either manually or in the computer) which will contain the past qualitative and quantitative performances of the RC holders. Concerned Dy.COSs should evolve proper formats for such database and advise the concerned SSO and purchase section in-charge accordingly for creating and maintaining such databases.
- 7.0 The proposal for placement of order should be initiated by SSO concerned, in a typed self-contained note, who will bring out full factual position in detail. Such proposals are to be routed through the concerned Dy.COSs/CMMs who will put up his recommendations for distribution of procurable quantity amongst the RC holders with due justification, and put up the same to CMM or COS for their acceptance, depending upon the value of the purchase. Operation of RCs is to be made only by appropriate authority as per SOP/Railway Board's instructions. Wherever, as per SOP/Railway Board's instructions, Dy.COSs are empowered to place supply orders against DGS&D's Rate Contracts (depending upon the value of purchase), they shall exercise such powers.
- 8.0 Details of all the RCs are to be included in the proposal with projection of total unit rate in each case. Names of all indentors along with quantity indented shall also be indicated in the proposal. RCs should be broadly put into two categories – one with having performance over S.C.Railway

and the other without – which would enable competent authority to take proper decision regarding quantity to be allotted. It is not necessary that new sources should be totally ignored. Ordering small quantities on such firms will have the advantage of knowing their performance for future ordering.

- 9.0 It should be stipulated in the supply orders that outstanding quantities which are not executed within the stipulated delivery period shall be liable to automatic cancellation and such defaulted quantities are liable to be entrusted to better performing RC holders.
- 10.0 If the number of RC holders are very few, say three or four, then also the above procedure should be followed as far as possible.
- 11.0 This issues with the approval of COS.


(S.SATYANARAYANAN) 021
Dy.COS/IC & SALES
For Controller of Stores

Copy to:

All Purchase Officers of Stores Headquarters.
All OSs / Purchase Section incharges of Hqrs.
Dy.CVO/Stores/SC
Principal/STC/SC.

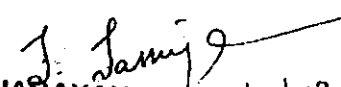
No.S/150/MCDO/SC/2002

OFFICE ORDER NO. 09/2002.

Sub: Disposal of MCDOs of DRMs

- 1.0 Some times, in the MCDOs of DRMs to GM under the heading "assistance required", certain items pertaining to Stores department are reported. The existing system in the COS office to dispose such references requires streamlining. Accordingly, the following have been decided.
 - 1.1 MCDOs of the DRMs are to be kept in separate files "division-wise" to be maintained by Secretary to COS.
 - 1.2 Secretary to COS will take photocopies of relevant pages of the MCDOs and furnish the same to the concerned CMM within three days of the receipt of the MCDO.
 - 1.3 CMM concerned, with the assistance of respective Dy.COSs, will send reply to the DRMs for the items pertaining to Stores department within 10 days of receipt of the MCDO in the COS office.
 - 1.4 Letters in replies to the DRMs are to be signed by the CMMs with copies to COS and Secretary to GM for GM's kind information. It would be advisable that CMMs evolve an appropriate system of filing for such correspondence.
- 2.0 The above instructions shall come into force with immediate effect.
- 3.0 This issues with the approval of COS.

Copy to:
CMM/1 and CMM/2
All Dy. COSs/Hqrs
Secretary to COS.


(S SATYANARAYANAN) 02/09/02
Dy.COS/IC & SALES
For Controller of Stores

OFFICE ORDER NO:10/2002

Sub: Tender conditions for purchase of materials to be made from
RDSO approved sources only.

- 1.0 The following is the tender condition stipulated in the tender enquiries for procurement of materials from RDSO approved sources.

"Offers from RDSO approved suppliers with pre-despatch inspection by RDSO alone would be considered".

- 2.0 The above condition is not exhaustive/complete since the same does not cover the situation where against an advertised tender, some firms who are not approved by RDSO may as well quote.

- 3.0 Accordingly, it has been decided with the approval of COS that the aforesaid condition will be replaced by the following:

- 3.1 Bulk purchase will be made from only those firms who have been approved by RDSO for such ordering before opening of tender to manufacture and supply of the item.

- 3.2 If the tendering firm(s) is not approved by RDSO as mentioned above either for placement of bulk order or for developmental order, then they must submit their credentials in details i.e., Machinery and Plant, Testing Facilities, QAP, Technical Manpower etc. In deserving cases, their offers may be considered for developmental orders after assessment of capacities/capabilities by RDSO. Onus of getting such an approval from RDSO within 120 days i.e., normal validity of an offer against an advertised tender will lie with the tendering firm(s). Failure to furnish requisite credentials as mentioned above will make their offer liable to be ignored straightaway.

(S.SATYANARAYANAN)

Dy.COS/IC & SALES

For Controller of Stores

03/9/02

Copy to:

CMM/1 and CMM/2

All Purchase Officers

SOUTH CENTRAL RAILWAY

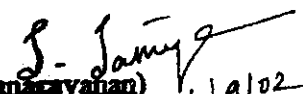
Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dated : 04.09.2002

No.S.245.Cartel Formation.2002

OFFICE PROCEDURE ORDER No. 11/2002

Sub :- Cartel Formation of approved vendors - Tender Conditions.

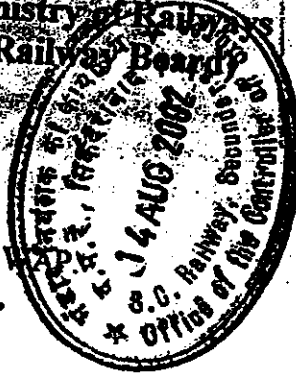
- 1.0 In terms of Railway Board's letter No.2001/RS/(G)/779/4 dated 05.08.2002, the following conditions should be incorporated in the tender documents for procurement of materials from such sources as are approved by RDSO.
- 1.1 Wherever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserve the right to place the order on one or more firms with exclusion of the rest with out assigning any reasons thereof.
- 1.2 Firms are expected to quote for a quantity not less than 50% of the tendered quantity. Offers for quantity less than 50% of the tendered quantity will be considered unresponsive and liable to be rejected in case cartel formation is suspected. Railways, however, reserve the right to order on one or more firms, any quantity.
- 1.3 Names of those firms who quote in cartel are likely to be deleted from list of approved list of approved sources.
- 1.4 Wherever there is suspected cartel formation from approved sources, the Railways reserve the right to place orders on part-II sources and new sources beyond limits of 15% and 5% respectively.
- 2.0 Wherever tendered quantity is quite large and the capacity of approved firms individually small, minimum 50% quantity limit as per condition No.1.2 above may be suitably modified in tender conditions.
- 3.0 This issues with the approval of COS.


(S.Satyanarayana)
DyCOS/IC & Sales
For Controller of Stores. 04/9/02

Copy to :-

All purchase Officers
All divisional Officers
All OSs of Purchase section incharges/Hqrs
DyCVO/Stores/SC
Principal/STC/SC.

Government of India
Ministry of Railways
(Railway Board)



RAILWAY BOARD DAK

दिनांक: 14 AUG 2002

Date:

महोदय को कार्यालय

Office of General Manager

New Delhi, dt. 05-08-2002

No.2001/RS(G)/779/4

The General Managers,
All Indian Railways
Including CLW, DLW, ICF, RCF &
East Coast Railway, Bhubaaneshwar,
East Central Railway, Hajipur,
North Central Railway, Allahabad,
North Western Railway, Jaipur,
South Western Railway, Bangalore,
West Central Railway, Jabalpur,

The General Manager (Const.),
N.F. Railway, Guwahati.
CAOs (Const.), All Indian Railways (except N.F. Railway).
The Director General, RDSO, Lucknow.
The General Manager,
Central Organisation for Rly. Electrification, Allahabad.
The General Manager, Metro Railway, Kolkata.
CAO, Diesel Component Works, Patiala.
CAO, COFMOW, Rly. Offices Complex, Tilak Bridge, New Delhi.

Sub : Cartel formation by approved vendors.

A number of references have been received from Railways/PUs regarding cartel formation by approved vendors and consequent substantial increase in rates in tenders. In such cases, even the negotiations have not helped in obtaining significant reduction in prices. This issue was discussed in detail in 56th Conference of Controller of Stores at Railway Board on 13th/14th June, 2002 and it emerged that most of the approved vendors are taking undue advantage of Railways policy of bulk quantity procurement only from approved sources.

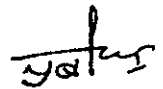
2. After having considered the matter in detail, it has been decided that the tender documents may include following conditions:-

- a) Wherever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserve the right to place order on one or more firms with exclusion of the rest without assigning any reasons thereof.

contd...2/-

- b) Firms are expected to quote for a quantity not less than 50% of tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected in case cartel formation is suspected. Railways, however, reserve the right to order on one or more firm any quantity.
- c) The firms who quote in cartel may be warned that their names are likely to be deleted from list of approved sources.
3. Selection of one or more firms as per para-2 (a) above, may be on the basis of past performance records, capability, capacity, quality performance, location, after sales service response etc. subject to rates being considered reasonable. Wherever tendered quantity is quite large and the capacity of approved firms individually is small, minimum 50% quantity limit as per para-2 (b) may be suitably modified in tender conditions. Further, Railways may report the details of firms found involved in forming cartel to source approving authority for considering down gradation/deletion of names of such firms from list of approved sources.
4. The instructions contained in Board's letter No.99/RS(G)/709/1 dt. 6.9.99 of ordering not more than 15% of quantity on Part II approved sources and 5% of quantity on new source are to be followed in normal circumstances. Wherever there is suspected cartel formation from approved sources, after recording the reasons, Railways are permitted to place orders on Part II sources and new sources beyond present limit of 15% and 5% respectively subject to rates being reasonable and firms otherwise considered capable.
5. Despite above measures, if there is no success in breaking cartel, further recourse as may be deemed fit, including taking up the matter with MRTP Commission or proposed Competition Commission of India (as and when it is set up) may be considered.
6. This issues with concurrence of finance directorate of Ministry of Railways.

(Hindi version will follow)



(P.C. Sharma)
Executive Director Railway Stores(G)
Railway Board.

Contd...3/-

SOUTH CENTRAL RAILWAY

Hqrs Office
Stores Branch
Rail Nilayam,
Secunderabad-71.

JOINT PROCEEDURE ORDER No.12/2002

Sub: Submission of Non-stock requisitions for S&T items – Calendar thereof.

Ref: 1) Letter No.S.236.Non Stock. Policy dt. 4/1/2000

2) COS Note S.236.Non –Stock Policy. dt. 12/11/99.

.....

- 1.0 As already advised, non stock demands shall be received in COS office after routing through HOD of the department with effect from 1st December 1999, to facilitate the scrutiny, tendering vide letter/note under reference.
- 2.0 Railway Board vide their letter No.99RS(G)/779/13 dt.4/9/01, conveyed that the Railway Board had decided de-centralisation of procurement of as many as 15 groups of, Signal & Telecommunication items and the authorised zonal railways to arrange procurement of these items directly. Details of these items are in the said letter of Railway Board.
- 3.0 In addition to the above, S&T branch of South Central Railway (Construction and Projects) has been sending, almost in a continuous manner, a large number of non-stock requisitions for procurement of S&T items to COS for direct procurement, consequent to the aforesaid de-centralisation.
- 4.0 The stream of incoming requisitions is almost continuous, and therefore, there is a strong need to systemise the work by fixing an appropriate time-table for various activities related to coverage of non-stock requisitions. During centralised procurement by Railway Board, one purchase per year was being made.

In order to have some flexibility in the working system, it has been decided that in South Central Railway, there should be two purchases in a year. Such an approach will result in advantages of bulk procurements and also settlement of high value tenders in a systematic manner.

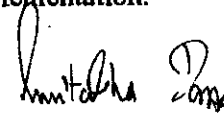
- 5.0 Group of item-wise time-table, detailing target dates of receipt of vetted indents in the office of CSTE from field units and receipt of vetted indents in COS office from CSTE is appended below. One nodal officer in the S&T Branch, Hqrs., nominated by CSTE, will co-ordinate and ensure that requirements of all the units are clubbed.

....2

Sl.No.	Description of Stores	Vetted Indents to be received in CSTE/SC office from Units	Vetted Indents to be received in COS/SC office from CSTE/ SC
1.	Signalling Cables – All Core (sizes)	1 st June/Dec	15 th June/Dec
2.	a) Axle Counter cable - 4 Quad, 6 Quad, 10/20/50/100 pair b) All types of Relays	1 st July/Jan	15 th July/Jan
3.	Electric Point machine – All types	1 st Aug/Feb	15 th Aug/Feb
3.	Power Supply Equipment – Including Battery charger, secondary cells and transformers - all types.	1 st Sept/Mar	15 th Sept/Mar
4.	a) Signalling lenses & Signalling lamps - All sizes and ratings. b) Roundels c) Telephone exchange items including telephone instruments - all types.	1 st Oct/April	15 th Oct/April
5.	Miscellaneous items not covered above	1 st Nov/May	15 th Nov/May

6.0 The above time schedule come into force from 1/12/2002. Non stock requisitions received after due date in COS office will be carried forward to the next cycle of procurement.

7.0 All concerned to advise about the above mentioned time- table for Implementation.


(AMITABHA DATTA)
CMM/1


(V. BALARAM)
CSTE/Con

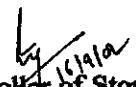
No. ~~PS Policy 2002-2003~~

Dt. 16/9/2002

S. 236. N. S. Policy
Copy to :

All PHODs, All DRMs,
All Purchase Officers, All Depot Officers
All Division Stores Officers
All Purchase Section Incharges

P.S. Policy 2002-2003


for Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
6th Floor, "RAIL NILAYAM"
Secunderabad - 500 071.

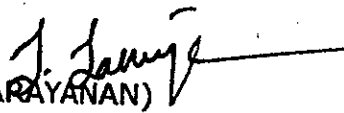
No.S.234.UNIFORM POLICY.Vol.I

Dated: 13.11.2002

OFFICE ORDER No.13/2002

Sub: Nodal Officer in the Stores Dept. for Uniforms.

- 1) During the course of periodic reviews of supply of uniforms to various categories of staff, it was noticed that there is no one to co-ordinate and ensure actual compliance of demands of any type of uniform for any category of staff. It was also noticed that the feeding depot Officer i.e. DCOS/MFT has been projecting 100% compliance of demands the moment cutting of basic cloth is completed. It is to be noted that the Stores Dept. has to ensure compliance of the demands to the customers i.e. Indenting Departments in real terms. This cannot be achieved till such time all the related activities like stitching of garments by Handicraft Centre/Stitching Contractors, payment of stitching charges in respect of uniform for Public Image category staff are completed in all respects.
- 2) With a view to streamlining the system, it has been decided that henceforth, DCOS/MFT will be the nodal Officer in all respects for supply of Uniforms of all types and in their final shape to the customers.
- 3) Accordingly, his present reporting system of compliance is also to be appropriately modified and % compliance is to be reported on the basis of actual compliance of stitched garments.
- 4) This issues with the approval of COS.


(S.SATYANARAYANAN)
DY.COS/IC & SALES
for Controller of Stores

Copy to:

COS, CMM/1 & II,
DY.COS/Genl,
DCOS/MFT,
Divl. DCOSs, SSO/Genl,
ACOS/Genl

JOINT PROCEDURE ORDER NO. 14/2002 DATED 25-11-02

Sub Supply of cloth and payment of stitching charges to the employees under Public Image Categories.

Railway Board vide Lr. no. F(W)95 UNI-19 dated 17-4-01 circulated vide CPO/SC's letter no. P/R/240/DR dated 11-6-01 has advised acceptance of recommendations of Uniforms Committee set up in 1995, that the Public Image Categories of Railway employees who come in contact with public may be provided with good quality of cloth and get their uniforms stitched to their measure as per the prescribed style from open market and have advised for supply of cloth and payment of stitching charges.

I) The details of the Public Image Categories i.e., designation, group no., style no., description of the style, length of the cloth and stitching charges for Winter as well as Summer Uniforms is given in the attached Annexure.1. Stitching charges for these Uniforms are adopted from Railway Board's Lr. No. E(W)95 UNI-19 dated 17-4-01 & Scale of cloth has been adopted from Rly. Bd.'s Lr. No. E(W)95 UNI-19 dated 21-3-02.

II) The basic cloth duly cut as per the length of the cloth mentioned in Annexure.1 will be supplied by DCOS/G&S/MFI to DCOSs of the division as per indents submitted by the divisions.

III) The DCOSs of the division will distribute this cloth to the branch officers of the various departments in the divisions as per their indent.

IV) (a) The concerned department in the division has to maintain the register of the employees in alphabetical manner. This register to be summarised every month and to be signed by Gaz. Officer. This review should be done to know whether the employee got the uniform stitched or not. The register should indicate details of receipt of basic cloth as per season-wise indent from DCOSs of the division and issue of cloth to the employees. The cloth should be issued to the employees under clear acknowledgement and date as per the name and designation of the employee after verifying the identity of the employee.

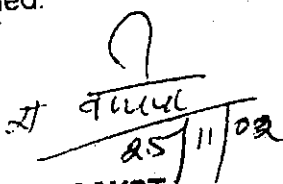
(b) The Sr. Supervisor of the departments concerned should ensure that the uniforms are stitched as per the prescribed style as given in Annexure.1.

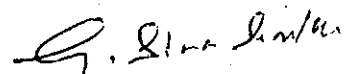
(c) The Controlling Officers of the departments concerned should ensure that the employees produce the stitched uniforms within one month from the date of issue of basic cloth to them for which suitable checks may be introduced.

(d) The reimbursement of stitching charges will be done only through regular paysheets at the prescribed rates as per Annexure.1 only after the stitched uniforms are produced by the employee. These uniforms will be stamped at the appropriate place on the wrong side of the dress with an indelible ink for identification by the supervisor. Sr. EDPM will allot a separate code in the master for identifying the stitching charges payable through pay sheet. Data for FDP Centre will be sent by respective pay bill preparing unit. Format for reimbursement will be in similar lines of the format for conveyance charges bill. The Controlling Officers should forward the claim of the employees for payment of stitching charges to their Associated Accounts after completing the formalities as per IV(a), (b), (c) & (d) above.

(e) Payment of stitching charges will be cleared by the Associated Accounts Officer after certification by Controlling Officer that the stitched uniforms have been produced by the employee concerned.


CPO


25/11/02
FA&CAO/WST


COS

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
Rail Nilayam,
Secunderabad - 71.

No. PP.79.Suply of Cloth & Payment Charges-Policy

Date: 25-11-02

Copy forwarded to:

COS, CMM/1, CMM/2, All Purchase Officers, FA&CAO/SC, CPO/SC,
COM/SC, COM/SC, CME/SC, CEE/SC,
DRM/SC, DRM/HYB, DRM/GTL, DRM/BZA, DRM/UBL,
All Depot Officers, Sr.DCOS/SC, DCOS/GTL, HYB, BZA & UBL,
Sr.DAOs/SC, BZA, UBL, GTL & HYB,
Sr.DPOs/SC, BZA, UBL, GTL & HYB,
Sr.EDPM/SC,
Sr.DCMs/SC, HYB, BZA, GTL & UBL,
Sr.DOMs/SC, HYB, BZA, GTL & UBL,
SAO/SF, All WAOs.

**SOUTH CENTRAL RAILWAY
SUPPLY OF CLOTH AND PAYMENT OF STITCHING CHARGES TO PUBLIC IMAGE CATEGORIES**

S. No.	Categories	Group	Style	Style Description	Qty. in Mtrs.	Stitching Charges
1.	Station Supdt., Dy.SS (Non- Gaz) Station Master	1 3	Safari 3S	Bush shirt Terrycot White (Safari); Half sleeves, tennis collar. Safari should be provided with two patch pockets and should be without back strap Trousers Terrycot White with a reverse single pleats on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up Coat closed collar serge, navy blue superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three cut pockets one on left breast and two side pockets with flaps and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching Trousers serge navy blue superior with a reverse single pleats on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.40 Mtrs. 138 Cms. Wide 1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide 1.80 Mtrs. 2.00 Mtrs. (Spl. Size) 1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138/140 Cms. Wide	Rs.29.25 Ps each Rs.68.25 Ps. Rs.375/- for coat 1W and Trousers 5W



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2	Station Supdt. (Gaz) Scale	1B	1S	Coat Terrycot White single breasted, open collar, self-material lining for collar and fronts. Front and collar hardened with buckram for stiffening. Padding with self-material to be provided at both shoulders. Three cut pockets, one on left breast and two side pocket with flaps and one inside cut pocket on right side. No slit at the back or sides, 70mm tape on collar of self-material to be provided for hanging coat. Plain cuffs with self-material turned in 75mm. hems at sleeves. Inside facing of self-material for fronts only. Suitable lining to be provided at yoke and fronts, no lining on sleeves and back. Three button holes in front to fix for 18mm dia nylon buttons. Three nylon buttons of 13mm dia to be provided in each sleeve. Length to the root of the thumb when the arm is at full length by the side of the body. Bottom hem 40mm hand stitching	1.75 Mtrs. 2.00 Mtrs. (Spl. Size) 138 Cms. Wide	Rs. 225/-
			3S	Trouser Terrycot White with a reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastened in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turnup	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide	Rs. 68.25 Pk
			1W	Coat closed collar serge, Navy Blue superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three cut pockets one on left breast and two side pockets with flaps and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Rs. 375/- Coat 1W and trouser 5W



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		5W	Trousers serge navy blue superior with a reverse single pleat on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138/140 Cms Wide	Rs. 375/- Coat 2W and trousers 5W
3.	Train Supdt.	2A	Coat Terrycoot Black single breasted, open collar, self-material lining for collar and fronts. Front and collar hardened with buckram for stiffening. Padding with self-material to be provided at both shoulders. Three cut pockets, one on left breast and two side pocket with flaps and one inside cut pocket on right side. No slit at the back or sides, 70mm tape on collar of self-material to be provided for hanging coat. Plain cuffs with self-material turned in 75mm. hems at sleeves. Inside facing of self-material for fronts only. Suitable lining to be provided at yokes and fronts, no lining on sleeves and back. Three button holes in front to fix for 18mm dia nylon buttons. Three nylon buttons of 13mm dia. to be provided in each sleeve. Length to the root of the thumb when the arm is at full length by the side of the body. Bottom hem 40mm hand stitching	1.75 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size) 138 Cms. Wide	Rs. 225/-ea
		3S	Trousers, Terrycoot White with a reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle strap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide	Rs. 68.25



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	2W	Coat closed collar serge navy blue superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar band and fronts hardened with buckram cloth, 75mm tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two on sides of the front, and one inside out pocket on the right side. Coat body and sleeve lined throughout with silk lining, no slits at the back or sides. 5 button holes on fronts to fix for 18mm dia nylon buttons and three buttons nylon 13mm dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm hand stitching	1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Ra. 375/- Coat 2W and trous 5W
	5W	Trousers serge navy blue superior with a reverse single plate on either side of fronts two straight pockets of Italian black 50mm wide with 125mm extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm to 500mm. with 75mm hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138/140 Cms Wide	
4.	Chief Inspector, Ticket Supervisor, Inspector STE's, Traveling Ticket Examiner, Senior Travelling Ticket Inspector, Senior Conductor, Train Conductor	1S	Coat Terryroot Black single breasted, open collar, self-material lining for collar and fronts. Front and collar hardened with buckram for stiffening. Padding with self-material to be provided at both shoulders. Three out pockets, one on left breast and two side pocket with flaps and one inside out pocket on right side. No slit at the back or sides, 70mm tape on collar of self-material to be provided for hanging coat. Plain cuffs with self-material turned in 75mm. hems at sleeves. Inside facing of self-material for fronts only. Suitable lining to be provided at yoke and fronts, no lining on sleeves and back. Three button holes in front to fix for 18mm dia nylon buttons. Three nylon buttons of 13mm dia to be provided in each sleeve. Length to the root of the thumb when the arm is at full length by the side of the body. Bottom hem 40mm hand stitching	Rs. 225/- 1.75 Mtrs. 2.00 Mtrs. (Spl. Size) 138 Cms. Wide



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Ticket Collector, Head Ticket Collector, Ticket Collector, Incharge, Passenger Guide	5	3S	Trousers Terryroot White with a reverse single pleat on either side of front, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up Coat closed collar serge navy blue superior 45mm. upright band closed collar fastened with 32mm brass clasp hook, collar band and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two on sides of the front, and one inside cut pocket on the right side. Coat body and sleeve lined throughout with silk lining, no slits at the back or sides. 6 button holes on front to fix for 18mm. dia nylon buttons and three buttons nylon 13mm dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide	Rs. 65.25 Per
	2W		1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Rs. 375/- for Coat 2W and trouser 5W	
	5W		1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138/140 Cms. Wide		
5. Supervisor Enquiry/Reservation/City Bkg. Office, Chief Reservation Clerk	4A	6S	2.25 Mtrs. 2.50 Mtrs. (Spl. Size) 89/91 Cms. Wide	Rs. 29.25 Per	



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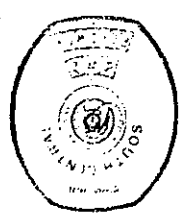
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6	Foreman, Transshipment, Supervisor Goods Shed	7S	Shirt Terrycot white half sleeves, with 50mm. turns at collar, collar to be stiffened with the suitable buckram cloth. One plain patch pocket on breast without flap. Five 10mm dia nylon buttons and button holes in front	2.25 Mtrs. (Spl. Size) 89/91 Cms Wide	Ra 68.25 Ps
		3S	Trouser Terrycot Black with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide	
		2W	Coat closed collar serge blue superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two sides of the front and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Ra 375/-h Coat 2W and trous 5W
		5W	Trouser serge blue superior with a reverse single pleat on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138/140 Cms Wide	

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7.	Clerk Enquiry Reservation/Booking	4B	7S	Shirt Terrycoot pastel powder blue half sleeves, with 50mm. hems at bottom tie collar, collar to be stiffened with the suitable buckram cloth. One plain patch pocket on breast without flap. Five 10mm dia nylon buttons and button holes in front	2.00 Mtrs. 7 2.25 Mtrs. 7 (Spl. Size) 7 89/91 Cms Wide	Rs. 29.25 Ps
			3S	Trousers Terrycoot Navy blue with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle strap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up. Coat closed collar serge blue, superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three cut pockets one on left breast and two side pockets with flaps and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.25 Mtrs. 7 1.50 Mtrs. 7 (Spl. Size) 7 138/140 Cms Wide	Rs. 68.25 Ps
			1W	Trousers serge blue superior with reverse single pleat on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.80 Mtrs. 7 2.00 Mtrs. 7 (Spl. Size)	Rs. 37.5/- for Coat 1W and trouser 5W
			5W			



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8.	Commercial Clerk coaching & goods	6B	7S	Shirt Terrycot white half sleeves, with 50mm. hems at bottom the collar, collar to be stiffened with the suitable buckram cloth. One plain patch pocket on breast without flap. Five 10mm dia nylon buttons and button holes in front	2.00 Mtrs. ✓ 2.25 Mtrs. ✓ (Spl. Size) 89/91 Cms. Wide ✓ 1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide ✓	Ra. 29.25 Ps.
			3S	Trouser Terrycot Black with a reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up		Ra. 68.25 Ps.
			2W	Coat closed collar serge blue superior 45mm. upright band closed collar fastened with 32mm. brass cleap hook collar band and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two on sides of the front, and one inside cut pocket on the right side. Coat body and sleeve lined throughout with silk lining, no slits at the back or sides. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.80 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size)	Ra. 375/- for Coat 2W ✓ and trouser 5W
			5W	Trouser's serge blue sup. with a reverse single plate on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138/140 Cms. Wide ✓	

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9.	Guards	7	2S	Coat Terrycot White single breasted, open collar, self-material lining for collar and fronts. Front and collar hardened with buckram for stiffening. Padding with self-material to be provided at both shoulders. Three plain patch pockets one on left breast and two on sides of the front and one inside pocket on the right side. No slit at back or sides. 70mm tape on collar of self-material to be provided for hanging coat. Plain cuffs with self-material turned in 75mm. Hems at sleeves. Inside facing of self-material for fronts only. Suitable lining to be provided at yoke and fronts, no lining on sleeves and back. Three button holes in front to fix for 18mm dia nylon buttons. Three nylon buttons of 13mm. dia to be provided on each sleeve. Length to the root of the thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.75 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size) 138 Cms. Wide	Rs. 225/-
			3S	Trousers Terrycot White with a reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide	Rs. 68.25 Per
			3W	Coat serge Blue sup. single breasted open collar with short opening collar and fronts hardened with buckram cloth 75mm tape on collar for hanging coat, shoulder to be padded with cotton pads. Four patch pockets with plain flaps no slit at back or sides, inside facing of self material, coat body and sleeves lined throughout with silk lining. Four button holes on front to fix 13mm dia. nylon buttons and three nylon buttons 15mm dia to be provided on each sleeves length to the root of thumb when the arm is at full length by the side of the body bottom hem 40mm hand stitched	1.80 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size)	Rs. 375/- for Coat 3W and trouser 5W

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10.	Loco drivers Steam, Diesel and Electrical, Grade A,B,C (Special), Grade-C, Shunter Steam/Diesel and Elec. Driver shunting, Engine Servicing, Asst. Driver Electric/ Diesel	10,11 & 12	13S	<p>Trousers Serge Blue sup. with a reverse side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)</p> <p>Bush shirt Terrycot sky blue half sleeves, tennis collar stiffened with buckram with 50mm hem at bottom, one piece back with yoke. 2 Darts at waist and 50mm wide attached belt, slits at side, tennis collar. Three plain patch pockets one on left breast and two on side without flaps, five button holes on front for fixing 18mm dia nylon buttons. 40mm hem button machine stitched. Length to the root of the thumb when the arm is at full length by the side of the body</p>	1.50 Mtrs. (Spl. Size) 138/140 Cms. Wide	Rs. 29.25 Pa.
			3S	<p>Trouser Terrycot Navy Blue with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up</p>	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide	Rs. 68.25 Pa.



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				1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Coat closed collar serge light sky blue superior 45mm. upright band and closed collar fastened with 32mm. brass clasp hook, collar band and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two on sides of the front, and one inside cut pocket on the right side. Coat body and sleeve lined throughout with silk lining, no silks at the back or sides. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	Ra. 375/- for Coat 2W and trouser 5W
			5W	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138/140 Cms Wide	Trouser serge light sky blue superior with a reverse single plate on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	
11.	Lady Ticket Collector/ Passenger guide	23	20S 19S	0.80 Mtrs. 1.00 Mtrs. (Spl. Size) 91/94 Cms Wide	Saree Terrycot Brown 5.5 Mtrs. length and width 120 Cms. Blouse Terrycot Fawn with turn in neck fronts open with hooks and loops fastening, length 50mm down to natural waist	Rs. 22.50 Rs.
			4W	1.50 Mtrs. 2.00 Mtrs. (Spl. Size)	Coat, serge blue superior, single breasted, ladies pattern, collar and fronts hardened with buckram cloth 75mm. tape on collar for hanging coat, shoulder to be padded with cotton or woollen pads, three patch pockets the lower two with plain flaps, inside facing of self-material, coat body and sleeves lined throughout with silk lining. Four button holes and eye-let holes to suit 22mm. dia metal buttons and shanks on front, three ring holes on each sleeve for shanks for attaching 13mm. dia metal buttons, length to the middle of the thumb when arm is at full length by the side of the body. 40mm. turnings in the bottom of body and sleeves and 25mm. inlays on both sides of body	Rs. 300.00 Rs.

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12.	Lady travelling ticket examiner, Sr. Lady Ticket Examiner	20S 19S	4W	<p>Saree Terrycot Dark Blue 5.5 Mtrs. length and width 120 Cms. Blouse Terrycot Light Blue with turn in neck fronts open with hooks and loops fastening, length 50mm down to natural waist</p> <p>Coat, serge blue superior, single breasted, ladies pattern, collar and fronts hardened with buckram cloth 75mm. tape on collar for hanging coat, shoulder to be padded with cotton or woollen pads, three patch pockets the lower two with plain flaps, inside facing of self-material, coat body and sleeves lined throughout with silk lining. Four button holes and eye-let holes to suit 22mm. dia metal buttons and shanks on front, three ring holes on each sleeve for shanks for attaching 13mm. dia metal buttons, length to the middle of the thumb when arm is at full length by the side of the body. 40mm. turnings in the bottom of body and sleeves and 25mm. inlays on both sides of body</p>	<p>0.80 Mtrs. ✓ 1.00 Mtrs. ✓ (Spl. Size) 91/94 Cms. Wide ✓</p> <p>1.50 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size)</p>	Rs. 22.50/- Rs. 300.00/-
13.	Lady Enquiry/Reservation/Booking/Commercial Clerk. Matron Retiring Room	20S 19S	4W	<p>Saree Terrycot Dark Blue 5.5 Mtrs. length, and width 120 Cms. Blouse Terrycot White with turn in neck fronts open with hooks and loops fastening, length 50mm down to natural waist</p> <p>Coat, serge blue superior, single breasted, ladies pattern, collar and fronts hardened with buckram cloth 75mm. tape on collar for hanging coat, shoulder to be padded with cotton or woollen pads, three patch pockets the lower two with plain flaps, inside facing of self-material, coat body and sleeves lined throughout with silk lining. Four button holes and eye-let holes to suit 22mm. dia metal buttons and shanks on front, three ring holes on each sleeve for shanks for attaching 13mm. dia metal buttons, length to the middle of the thumb when arm is at full length by the side of the body. 40mm. turnings in the bottom of body and sleeves and 25mm. inlays on both sides of body</p>	<p>0.80 Mtrs. ✓ 1.00 Mtrs. ✓ (Spl. Size) 91/94 Cms. Wide</p> <p>1.50 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size)</p>	Rs. 22.50/- Rs. 300.00/-

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14/	Chief Inspector catering, Catering Inspector, Manager, Catering, Asst. Manager, Catering, Charge of units	F 40	12S	<p>Brush shirt, terrycot white, tennis collar, full sleeves, with single cuffs with one button hole and button. Collar and cuffs to be stiffened with suitable buckram cloth. One piece back with yoke, two darts at waist and 50mm. wide attached waist belt, slits at sides. Three plain patch pockets, one on left breast and two on sides without flaps. 5 button holes on front for fixing 18mm. dia nylon buttons. 40mm. hem, button machine stitched. Length to the root of the thumb when the arm is at full length by the side of the body</p>	2.50 Mtrs. 3.00 Mtrs. (Spl. Size) 89/91 Cms. Wide	Rs. 29.25 Pe
			3S	<p>Trouser Terrycot white with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up</p>	1.25 Mtrs. 1.50 Mtrs. (Spl. Size) 138 Cms. Wide	Rs. 58.25 Pe
			1W	<p>Coat, serge blue superior 45mm upright band closed collar fastened with 32mm brass clasp hook, collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three cut pockets one on left breast and two side pockets with flaps and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching</p>	1.80 Mtrs. 2.00 Mtrs. (Spl. Size)	Rs. 375/- for Coat 1W and trouser 5W

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			5W	Trousers serge white with reverse single plate on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138-140 Cms. Wide ✓	
15.	Waiter (Static catering establishment) Waiter (Mobile catering)	41A 41B	1BS 3S 7W	Coat tea board pattern adopted by Tea Board Terrycot Bluish Grey full sleeves Trousers Terrycot Bluish Grey with a reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up Coat Closed collar as adopted by Tea Board, serge ordinary navy blue	1.75 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size) 138 Cms. Wide 1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide 1.80 Mtrs. ✓ 2.00 Mtrs. ✓	Rs. 225/- Rs. 68.25 Pa

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		5W	Trousers serge Navy blue ordinary with reverse single pleat on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom. machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138/140 Cms. Wide ✓	Rs. 375/- Coat 7W ✓ Trousers 5W
16.	Asst. Guard	12S	Bush shirt, terycot white, tennie collar, full sleeves, with single cuffs with one button hole and button. Collar and cuffs to be stiffened with suitable buckram cloth. One piece back with yoke. Two darts at waist and 50mm. wide attached waist belt, slits at sides. Three plain patch pockets, one on left breast and two on sides without flaps. 5 button holes on front for fixing 18mm. dia nylon buttons. 40mm. hem. button machine stitched. Length to the root of the thumb when the arm is at full length by the side of the body	2.50 Mtrs. ✓ 3.00 Mtrs. ✓ (Spl. Size) 89/91 Cms. Wide ✓	Rs. 29.25 Ps
		3S	Trousers Terycot white with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle strap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide ✓	Rs. 68.25 Ps

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Weg
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Dy. cos/G

Alvin
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3S	Trouser Terrycot Navy Blue with reverse single pleat on either side of fronts, two straight pockets on sides (suitable material to be provided for side pockets) and one plain patch pocket of self-material on right side of the hip with one button hole to fix 13mm dia. plastic button. 125mm extended waist belt of 50mm. width with one button hole. Waist belt to be hardened with buckram and suitable lining. One buckle trap on either side of waist belt and two buttons fixed on belt to adjust waist tightening. Six loops of the same material to hold the belt. One zip fastener in the fly and one hook on left belt and one for extended belt. Bottom width ranging from 425mm. to 500 mm. with 75mm hem at bottom machine stitched without turn up	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138 Cms. Wide	Ra.375/-for Coat 1W and trouser 5W
1W	Coat closed collar serge blue superior 45mm upright band closed collar fastened with 32mm brass cleap hook collar hand and fronts hardened with buckram cloth, 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three cut pockets one on left breast and two side pockets with flaps and one inside cut pocket on right side. Coat body and sleeves lined throughout with silk lining, no slits at the back or side. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm. dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.80 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size)	
5W	Trousers serge blue superior with a reverse single plate on either side of fronts two straight pockets of Italian black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) 138/140 Cms. Wide ✓	

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	2W	Coat, serge blue superior 45mm. upright band closed collar fastened with 32mm. brass clasp hook, collar band and fronts hardened with buckram cloth 75mm. tape on collar for hanging coat, shoulders to be padded with cotton or woollen pads. Three plain patch pockets one on left breast and two on sides of the front, and one inside cut pocket on the right side. Coat body and sleeve lined throughout with silk lining, no slits at the back or sides. 5 button holes on fronts to fix for 18mm. dia nylon buttons and three buttons nylon 13mm dia to be provided on each sleeve. Length to the root of thumb when the arm is at full length by the side of the body. Bottom hem 40mm. hand stitching	1.80 Mtrs. ✓ 2.00 Mtrs. ✓ (Spl. Size) ✓
	5W	Trousers serge blue sup. with reverse single plate on either side of fronts two straight pockets of tallow black 50mm. wide with 125mm. extended waist belt with bright steel hook and stud on waist band. One buckle strap on either side of waist belt and two buttons attached on belt to adjust the waist tightening. Six loops of the same material to hold the belt. 1 zip fastener in the fly and two hooks clip on belt. Bottom width of the trousers ranging from 425mm. to 500mm. with 75mm. hem at bottom, machine stitched without turn up. (Waist belt to be hardened with buckram and suitable linings)	1.25 Mtrs. ✓ 1.50 Mtrs. ✓ (Spl. Size) ✓ 138/140 Cms. ✓ Wde ✓

Rs. 375/-
Coat 2W
and Trousers
5W

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29/08/02

SOUTH CENTRAL RAILWAY

Headquarters Office

Stores Branch

Secunderabad - 500 071.

Date: 31.12.2002.

No. S.113.11.Regn (Policy)

OFFICE PROCEDURE ORDER NO: 15/2002

Sub: Policy and procedure to be followed for Registration of Vendors in South Central Railway.

- 1.0 Essence of purchasing is rational source selection. In recent years, considerable amount of stress has been laid by Railway Board for procurement of quality materials/spares from appropriate vendors, manufacturers with ISO certification etc. However, in S.C.Railway, so far no structured procedure orders/guidelines have been issued. Accordingly, the following policy and procedure orders are hereby issued for guidance and compliance by all concerned.

2.0 **POLICY:**

2.1 **Manufacturers:**

2.1.1 **Small Scale Industries:**

- 2.1.1.1 **Small Scale Industries not registered with NSIC:** SSI units not registered with NSIC applying for registration with South Central Railway should be asked to get themselves registered first with NSIC before further processing.

- 2.1.1.2 **Small Scale Industries registered with NSIC:** Under the scheme of automatic registration of SSI Units registered with NSIC, any vendor who is registered as such with NSIC should be granted registration with South Central Railway. While doing so, the following are to be ensured.

- i) A certificate is to be obtained invariably from the NSIC that the said Small Scale Unit has been registered with them in accordance with the provisions laid down in DGS&D O.O. No.119 dt:16.08.1975. The registration should be granted for such trade Groups as are covered by the products for which, the unit is registered with NSIC;
- ii) Such new registration will be allowed provisionally for a period of 2 years
- iii) The monetary limit of the registration will be the same as that of NSIC registration
- iv) For vendors seeking registration with a monetary limit over Rs.10 lakhs ISO 9000 certification will be obligatory.
- v) If the monetary limit in the NSIC registration certificate states "Without any limit" then, for S.C.Railway's registration the monetary limit should be fixed at Rs.25 lakhs.

- 2.1.1.3 **Manufacturers other than Small Scale Units i.e., Medium or Large Scale Industries:** Registration should be done grading the firms:

- a) Those capable of executing supply orders valuing each Rs.15 lakhs and above
- b) Those capable of executing supply orders valuing each 10 lakhs to Rs.15 lakhs.
- c) Those capable of executing supply orders valuing each Rs.5 lakhs to Rs.10 lakhs
- d) Those capable of executing supply orders valuing each above Rs.2.5 lakhs and up to Rs.5 lakhs
- e) Those capable of executing supply orders valuing each above Rs.1 lakh and up to Rs.2.5 lakhs
- f) Those capable of executing supply orders valuing each above Rs.25,000/- and up to Rs.1 lakh
- g) Those capable of executing supply orders valuing each Rs.25,000/- and below.

The monetary limits should be carefully fixed keeping in view the Banker's reports, capacity and capability of the firm and other financial information indicated in the balance sheets, profit & loss statements.

The firms should be pre-inspected by an officer of at least Junior Administrative rank for assessing capacity-cum-capability including effective quality control.

Assistance from Inspection wing of D.G.S.&D., R.D.S.O., R.I.T.E.S. may also be sought for, for carrying out such pre-inspection.

3.0 Vendors registered with Sister Railways and Railways' Production Units:

- 3.1 Firms who are pre-inspected and considered fit for inclusion in approved list of one Railway should be considered for inclusion in the approved list of S.C.Railway as well. While granting registration on South Central Railway on the basis of registration granted by Sister Railways, following are to be ensured:
 - a) Such registration with Sister Railways/Production Unit is current and valid
 - b) Validity of the registration of South Central Railway will not be beyond the date of validity of registration of Sister Railways/Production Unit.
 - c) Authenticity of the registration of the firm with the Sister Railways should be verified with the Sister Railways/Production Unit.
 - d) The monetary limit of registration on South Central Railway should also be the same as that allowed by the Sister Railway/Production Unit.

4.0 Other than Manufacturers (Stockists / Authorised agents):

- 4.1 As per extant instructions of Railway Board, the firms who are registered for supply orders valuing above Rs.25,000/- should invariably be a manufacturer or its authorised agent. Therefore, the monetary limit of registration of firms who are not manufacturers or their authorized agents will be Rs.25,000/- maximum.

For the purpose of registration with S.C.Railway, a vendor would be considered as an Authorised Agent if he qualifies the following criteria:

"A sole authorization from the manufacturer that the agent has been authorized to participate exclusively in the tenders for South Central Railway for a particular period and that the manufacturer will stand guarantee regarding timely supply and genuineness of the product including warranty."

- 4.2 The following limits are to be adhered to while considering / granting registration to authorized agents or stockists:
- a) While granting registration to an Authorised Agent, it should be ensured that the total number of vendors under this category registered with S.C.Railway does not exceed 15% of the total number of vendors registered with S.C.Railway.
 - b) For Stockists, the above mentioned limit will be 5% maximum.
- 4.2.1 However, while dealing with such cases, the position with regard to total number of vendors registered with S.C.Railway at that point of time for trade groups for which a particular authorised agent / stockist is seeking registration, may also be kept in view. If it is seen that the existing registered vendor base for the trade groups in question is narrow then, on merits, such cases may be considered for registration even if the aforesaid 15% / 5% percentages (which are on overall basis) get marginally exceeded. On the other hand, if the existing vendor base for the trade groups in question is wide, the cases of new registration of authorised agents/stockists may not be considered. For the purpose of determining as to whether the existing vendor base is narrow or wide, the threshold figure may be taken as 10.
- 4.3 Authorised agents seeking registration must furnish along with other prescribed documents, current and valid authorised dealership/agency certificate from their Principal manufacturer.
- 4.4 Trade groups for the registration are to be decided on the basis of products for which authorised dealership/agency certificate (current and valid) of the relevant Principal manufacturer has been furnished by the applicant vendor. Registration to these firms may be granted after their premises are inspected by deputing a JA Grade Stores Officer for assessing capacity-cum-capability. The monetary limit of the registration should be carefully fixed keeping in view the Banker's report, capacity and capability of the firm and other financial information indicated in the Balance Sheet, Profit & Loss account, etc.
- 4.5 Authorised dealers/agents who are already registered with Sister Railways/Production Unit may be considered for registration for S.C.Railway with the same conditions as indicated in para 3.0.

5.0 **Stockists:** Here, the procedure should be the same as outlined in paras 4.0 above. However, the monetary limit must not exceed Rs.25,000/-

6.0 **GENERAL:**

- a) Keeping in view the extant instructions of Railway Board, no registration for any Trade Group covering such materials as are compulsorily to be procured from sources approved by CLW, DLW, ICF, CORE, RDSO, CEE, CME, CSTE of S.C.Railway or any other nominated agency will be accorded to a firm unless they happen to be one of such approved sources. Here also, the registration is to be restricted to that Trade Group for which, the firm is an approved source.
- b) To reduce unnecessary work, the decision to depute a JA grade Officer to inspect the firm's premises should be taken only when the applicant firm is found to be prima facie eligible for getting registration with the Railways as per the ~~proposed~~ policy contained in the present Office Order.

7.0 **Competence Level:** As per existing practice in South Central Railway, the following will be the Competence Level:

- a) For new registration and renewal in favour of firms registered with NSIC, DY.COS/IC & Sales will be the Competent Authority
- b) For new registration and renewal of the firms who are registered with Sister Railways/Production Unit, CMM/1 will be the Competent Authority
- c) For new registration of the firms accorded on the basis of inspection by JAG Stores Officers of South Central Railway, EOS will be the Competent Authority. However, for renewal of registration in this category, CMM/1 will be the Competent Authority.

8.0 **Validity period of new registration:** All the new registrations shall be provisional and valid for a period of 2 years only.

9.0 **RENEWAL OF REGISTRATION** Registration to firms coming under all the categories as mentioned above shall continue to be treated as provisional until the firm has executed at least one order satisfactorily. Therefore, if at the time of considering the firm's application for renewal of registration, it is seen that they have not executed any order satisfactorily during the first 2 years then, the renewal will be considered on merit but on extended trial basis for another 2 years. If after the expiry of validity of such renewal, it is seen that the firm still has not executed a single order satisfactorily, then, Show Cause notice should be served on them for de-registration. Further actions in this direction are to be taken on case by case basis and on merits.

- 9.1 If the firm executes at least one order satisfactorily during the period of provisional registration for 2 years, the renewal should be granted for a period of 3 years provided all other documentary and procedural requirements stand satisfied.
- 9.2 NSIC conducts review of their registration every 3 years and issues a certificate indicating the date of next review. Accordingly, the date up to which the renewal of registration of NSIC registered units is granted must not cross the aforesaid date of next review by NSIC. In case of bad performance by the firms registered with NSIC, they may be de-registered with show cause notice on them and after giving sufficient details to NSIC to act upon.
- 9.3 Re-fixation of Monetary Limit of registration at the time of renewal:
- a) So far as NSIC registered firms are concerned, the monetary limit may be the same as that in the NSIC registration certificate except those without any monetary limit for which, the same may be fixed at Rs.25 lakhs.
 - b) For the rest, the monetary limit may be re-fixed at 1/3 rd of average annual turnover for the last 3 years. This is also as recommended in the project report of GM/ICF - OSD/S.W.Rly.
 - c) It goes without saying that revision of the monetary limit will be made only if the firm asks for it specifically.

10. **PROCEDURE FOR REGISTRATION OF NEW FIRM:**

- 10.1 On receipt of firm's application on their letter head requesting the Controller of Stores to grant registration for their firm, letters in the prescribed format as indicated in Annexure-1A & 1B will be issued to the firm advising them to furnish the particulars and deposit a sum of Rs.6/- as initial payment towards the issue of application form.
- 10.2 When the application form is received duly filled in by the firm, it will be scrutinized in Controller of Stores Office and deficiencies if any will be pointed out through a letter in standard format as indicated in Annexure-2.
- 10.3 After all the documents have been submitted by the firm, a confidential letter in the standard format as indicated in Annexure-3 will be sent to the Bankers of the firm to get information about the financial status of the firm.
- 10.4 In case, the firm is already registered with NSIC or any other Zonal Railway or with any Production Unit of the Railways, then, the confirmation will be obtained confidentially from the agency who has registered the firm regarding particulars of groups, and firm's performance report through standard format as indicated in Annexure-4. While seeking confirmation from NSIC, they should be requested to

confirm that the small scale unit in question had been registered with them in accordance with the provisions laid down in DGS&D's Office Order No.119 dated 16.08.1975.

- 10.5 In case, the firm is not registered with any of the agencies indicated above, then an officer of the Stores department of South Central Railway (normally a JAG / SG officer of the Headquarters) would be nominated by the Controller of Stores to inspect the firm's premises. However, if the firm is situated outside the jurisdiction of South Central Railway, then they must necessarily get registered with the Zonal Railways in their geographical jurisdiction. Therefore, for firms outside the jurisdiction of South Central Railway, no such inspection will be carried out by officers of S.C.Railway. Nominated officer of the headquarters will normally be the one who deals with the trade groups requested by the applicant firm for registration and will submit a report on technical suitability and financial capacity of the firm.
- 10.6 On receipt of the inspection report from the nominated officer, the registration section will fill up the details in a standard format as indicated in Annexure-5 and obtain the recommendations from concerned Purchase Officers (JAG/SG) about the allotment of trade group(s). Thereafter, the recommendation of the concerned CMM dealing with the purchase of item(s) will be obtained and put up for final decision of COS regarding registration.
- 10.7 If the firm is registered with any other Zonal Railway, Production Unit or NSIC, then no inspection of the firm will be carried out. For firms registered with NSIC, the file with Annexure-5 duly filled in will be put up to the concerned JAG Purchase Officers dealing with the trade groups for their recommendations and thereafter put up to Dy.COS/IC for final decision regarding registration/monetary limit. If the firm is registered with Sister Railways or Railways' Production Units, then the file will be put up with Annexure-5 duly filled in to the concerned JAG Purchase Officers dealing with the trade groups for their recommendations, and thereafter put up to CMM/1 for his final decision regarding registration and fixation of monetary limit.
- 10.8 As soon as the competent authority passes his final orders regarding registration of a vendor then, the firm will be intimated to remit subscription towards Bulletin for two years at a time. On receipt of Bulletin subscription and current and valid ITCC, registration certification in format No.6 will be issued duly allotting registration no., supplier code no., trade groups and monetary limit.
- 11.0 RENEWAL OF REGISTRATION:
- 11.1 Six months before the scheduled expiry of the registration, a computer print out will be sent to the firm which shows compliance of purchase orders for stock and non-stock items pertaining to the review period. The firms will be asked to submit the supply details against each order, also the current and valid ITCC and NSIC certificates if any and to explain if performance is NIL in the standard format as indicated in Annexure-7.

- 11.2 If the firm fails to submit a reply to the above letter or gives unsatisfactory reply, a show cause notice will be served to the firm. The case will then be put up to the respective JAG/SG Officer controlling the trade group for which the firm is registered for the recommendation to consider the renewal of registration in Annexure-8. These Officers will give recommendations with the reasons thereon and only recommendation without reasons shall not be recorded. The file will be put up to CMM/I or DY.COS/IC for approval. After obtaining the approval, letter to the firm informing renewal of registration will be issued in the format in Annexure-9.
- 12.0 This issues with the approval of Controller of Stores and will come into force with immediate effect.

1/12/02
(S.SATYANARAYANAN)
Dy.COS/IC & SALES
For Controller of Stores

Copy to:
CMM/1 and CMM/2
All Purchase Officers
Principal, STC/SC for information.
Dy.COS/SWR/SBC for information.

Annexure - 1(A)

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.

No.

Date:

M/s.....
.....
.....
.....

Sub : Registration of firms and approved list of Contractors.
Ref : Your letter No.dt.....

With reference to your above cited letter, you are advised to pay a sum of Rs.6/- as initial payment towards the issue of application form to the Controller of Stores, South Central Railway, Secunderabad by M.O. or Cash quoting this office number.

On receipt of payment of Rs.6/- and postal charges necessary application form will be sent to you. This application form may be returned to this office duly completed in all respects as early as possible.

Complete and definite answers to their questions must be given otherwise the application form is liable to be rejected.

While returning the application form duly completed in all respects further payments of Rs.20/- should be made to the chief cashier, South Central Railway, Secunderabad as Registration Fee and the Cash Receipt form of Rs.20/- should be affixed to the application form.

The payment once made is not refundable under any circumstances.

Please note that if the application form is not submitted within 3 months from the date of issue of this letter, the case will be treated as closed.

for Controller of Stores

Annexure - I(B)

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.

No.

Date:

M/s.....
.....
.....
.....

Ref : Your letter No.dt.....

With reference to the above, you are requested to furnish the following particulars

1. a) How is your concern/factory registered with the govt. ?
 (Ltd./Pvt./Partnership/Proprietary concern)
 b) What is the validity of the current registration /
2. For manufacturing units :
 - a) Is your factory, including plant and machinery owned by you ? If not, what is the source of manufacture ?
3. In case of the stockist suppliers :
 - a) Are you the authorised dealer of reputed manufacturers for the items you deal in ? If so, please name them.
 - b) Please give the address of your godown where you keep your stocks and also state whether you are having the ownership of the same or is it rented by any agreement.
 - c) Please give the value of your stocks in the godown at present.
4. State the item you deal in for which the registration is requested.
5. Please state, if you are registered with the following organisations;
 - a) NSIC
 - b) DGS&D
 - c) Railways
 - d) Central Govt. OrganisationsIf so, what is the validity of the registrations?

6. Please submit the Profit & Loss Account and Balance Sheet duly certified by the CA of the past three years.
7. Please furnish the details of the high-value supply orders (over Rs.25,000/- individually) which you have satisfactorily executed with railways or other agencies (Central / State Govt. or Private) during the last two years to indicate, in general, the items you deal in.
8. Please furnish the name of the sister concern/allied concerns and also state whether these are already registered with this railway.
9.
 - a) State the amounts paid as Income Tax in the name of your company for the past three years.
 - b) What is the validity of the current ITCC ?
 - c) Submit the Sales Tax Certificate / Central Sales Tax Registration Certificate.
10. Registration of Stockists / Dealers will be considered only if their annual turnover sales are above Rs.5 lakhs.
11. Please note that if no reply is received along with the application form duly completed by you, within one month from the date of issue of this letter or earlier, the case will be treated as closed at this end.

for Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.

No:

Date:

M/s.....
.....
.....
.....

Sub: Registration of your firm.

Your application form No..... dated is returned herewith
since it is incomplete.

You have not submitted all the documents required, in connection with the registration of your firm. Please therefore, submit the documents against item No. shown below within 15 days from the date of receipt of this letter along with the attached application form mentioned above in detail duly completed in all respects or else it will be assumed that you are not interested at all of the registration of your firm and the case will be treated as closed without any further reference to you.

End: 1 (Application form)

ITEM No:-

1. Cash receipt of Rs.20/- as registration fees issued by Cash Office, S.C.Railway, Secunderabad.
2. If you are a Manufacturer kindly submit an affidavit on stamp paper duly signed by Notary first class Executive Magistrate for Plant and Machinery. List of machinery and their values should be incorporated therein.
3. In case of stockist you submit affidavit on stamp paper duly signed by Notary First Class Executive Magistrate for stock and their value of stock should be recorded therein.
4. Please submit rent receipt and ownership documents for office godown.
5. You have not submitted partnership deed duly attested by Gazetted Officer.

6. You have not submitted a copy of entry 'A' form issued by Registrar of firms concerned.
7. You have not submitted valid ITCC of your firm, ITCC has expired on
8. You have submitted ITCC of your firm which is not clear. You are, therefore, advised to submit clear copy of same either photostat or attested by Gazetted officer.
9. Sales tax registration certificate/Central Sales Tax registration certificate.
10. Documentary proof firms concern i.e., you are a accredited agent / authorised stockist.
11. You have not submitted Memorandum and Articles of Association / Latest Annual Report.
12. You have not submitted list of Directors.
13. Please submit the test certificate, if any.
14. List of orders secured by you on this Railway / Other Railway / Other Govt. Institutions during last two years.
15. Particulars of allied concern.
16. Please refer to item No.7 (b) of instruction sheet of application form and do the needful.
17. Please submit Photostat copies of renewal of registration with Other Railways / NSIC, etc.
18. Please submit latest balance sheet / profit and loss accounts certificate by Chartered Accountant or Notary for the last three years.
19. Confirm the full address of bankers with Account No.
20. Please fill up financial status of your firm (form page) for the preceding three years as per clause 12(3) of application form and return the same.
21. As your factory is located in, your firm should get registered first with railway and then approach this railway for registration.
22. Please indicate the trade groups clearly in four digit for which registration is required.

23. Application should be signed at both places by all partners / proprietor / director on page No.3
24. Please submit General power of Attorney on the name of the Competent Authority.
25. Please submit shop establishment certificate, if any.

For Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.

Date:

No.

To:

The Manager

.....Bank,

.....

.....

Sub: Registration of firms as approved suppliers with S.C.Railway.

M/s. have submitted application for registration with South Central Railway as one of the approved suppliers.

As per the policy of the Railways, the registration of the firms should be done duly grading the firms as under:

- a) Those capable of executing supply orders valuing each Rs.15 lakhs and above
- b) Those capable of executing supply orders valuing each 10 lakhs to Rs.15 lakhs.
- c) Those capable of executing supply orders valuing each Rs.5 lakhs to Rs.10 lakhs
- d) Those capable of executing supply orders valuing each above Rs.2.5 lakhs and up to Rs.5 lakhs
- e) Those capable of executing supply orders valuing each above Rs.1 lakh and up to Rs.2.5 lakhs
- f) Those capable of executing supply orders valuing each above Rs.25,000/- and up to Rs.1 lakh
- g) Those capable of executing supply orders valuing each Rs.25,000/- and below.

You are, therefore, requested to kindly advise under what category the above mentioned firm can be considered for registration with S.C.Railway for executing the order placed on them.

In this connection, it is hereby confirmed that the information given by you to this organisation will be kept confidentially.

You are also requested to kindly indicate this office letter reference whenever any correspondence is entered with this office on the above subject.

For Controller of Stores

CONFIDENTIAL
Annexure -4

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.
Date:

No.

The Controller of Stores

Sub: Registration of firms as approved suppliers with S.C.Railway.

M/s. have submitted application for registration of their firm as one of the approved suppliers of South Central Railway, and have stated that:

- a) They are registered with your Railway under Regn. No.
- b) For Trade groups

You are, therefore, requested to kindly confirm the following:

- a) Whether the firm is registered with you.
- b) If so, the trade groups for which they are registered with you.
- c) The monetary limit indicated on your registration letter for placing of orders.
- d) The validity of the registration up to which the firm is registered.
- e) How is the performance of the firm with your Railway/Production Unit.

Your reply in this matter may kindly be expedited to enable this office to take action on the request of the firm.

You are also requested to kindly indicate this office letter reference on all your correspondence.

For Controller of Stores

File No:

Sub: Registration of new firm.

- a) Firm's name
- b) Firm's request for registration at F/
- c) Application of firm duly filled at F/
- d) Details about the firm:
- i) Limited / Private / Partnership / Proprietary
 - ii) Manufacturer/Trader/Stockist/Authorised dealer
(If Authorised dealer, whether necessary certificate about Authorisation & responsibility of their principal has been obtained → Yes / No / NA
F-
 - iii) Trade Group(s) for which firm have requested
 - iv) Registered with NSIC/DGS&D/Railways/Central Government Organisation
If so, validity of the registration upto
and Trade Groups
 - v) Sales made during preceding three years:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
---------------	---------------	---------------
 - vi) Name of the sister concern if any M/s.
Whether registered with Railways or not
If yes, validity of the registration up to and bad performance
if any Is bad performance reported from any concern?
 - vii) Validity of the I.T.C.C.

- 2 -
- viii) Income tax paid during the last three years Rs. _____
 - ix) Sales Tax Registration No. _____
 - x) Central Sale Tax registration No. _____
 - xi) Whether Profit and Loss Account / Balance Sheet submitted

e) Bankers Report at F- _____

- i) Banker Name _____
- ii) Financial standing sound or poor: _____
- iii) Recommendation of bankers for grade _____

f) Report of Inspecting officer / Other Government's institutions:

- i) Name and designation of the Inspecting Officer: _____
- ii) Trade Groups recommended by the Inspecting authority/Government Institutions.

T.G.	Description	T.G.	Description

- iii) Monetary Limit recommended: _____
- iii) If registration has not been recommended by the Inspecting authority
Reasons for the same _____

OS/REGN

SSO/HQRS

g) Recommendations of concerned Dy.COSs:

Dy.COS concerned	Trade Group Recommended	Monetary Limit	Remarks and Signature
Dy.COS/C&W			
Dy.COS/DSL			
Dy.COS/POL			
Dy.COS/ELEC			
Dy.COS/GEN			
Dy.COS/S&T			

h) Remarks by Dy.COS/IC _____

DY.COS/IC

i) Recommendations of CMM/2:

- i) For Trade group(s) _____
- ii) For Monetary Limit _____
- iii) For period _____

CMM/2

j) Recommendations of CMM/1:

- i) For Trade group(s) _____
- ii) For Monetary Limit _____
- iii) For period _____

CMM/1

k) Acceptance of COS:

- i) For Trade group(s) _____
- ii) For Monetary Limit _____
- iii) For period _____

COS

SOUTH CENTRAL RAILWAY

Annexure - 6

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.
Date:

No.

M/s.....
.....
.....

**Sub: Registration of your firm as an approved supplier of stores
On South Central Railway.**

- 1.0. I am directed to inform you that your application for enlistment of your concern in the approved list of supplier to this railway has been carefully considered and it has been decided to enlist your firm on the approved list of suppliers for the under mentioned trade groups ~~and category~~, **PROVISIONALLY** for a period of two years ending _____.

Trade Group allotted: _____

Monetary Limit : _____

- 2.0 Registration No. _____ and Vendor Code No. _____ has been allotted to you which must be quoted in all your correspondence.
- 3.0 The registration is subject to the following conditions failing which the registration will be cancelled without any notice.
- 3.1 The registration is valid subject to production of current ITCC for the period referred to in para-1.0. The ITCC submitted by you is valid up to _____. Please ensure that the fresh ITCC is submitted within one month before the expiry.
- 3.2 The registration is subject to your having studied IRS conditions of contract as amended from time to time and that you would abide by them in all respects.
- 3.3 It should be noted that this registration is valid only for the trade groups and the monetary value as indicated above, and any quotation received for other than the above mentioned trade groups and monetary value limit, will be treated on par with the offers received from unregistered firms.
- 3.4 It is a condition of registration that you should give competitive offers against the tenders issued by this railway and secure at least one order during the period of registration failing which registration is liable to be cancelled without notice.
- 3.5 It will be your responsibility to apply for renewal of the registration at least three months before the expiry period of registration giving details of the supplies effected during the period of registration as per proforma given hereunder.

- 3.6 This registration is subject to constant review in relation to your performance for supply of stores to this Railway. This review is undertaken once a year and should your performance be found unsatisfactory, this Railway reserves the right to delete your name, even before the expiry of the registration period.
- 3.7 Registration on the approved list does not guarantee award of contracts.
- 3.8 You should be regular subscriber to this Railway's stores bulletin of tender invited.
- 3.9 Annual subscription to weekly stores bulletin is Rs._____/-. An amount of Rs._____~~has been paid by you~~ ~~should be paid~~ to Chief Cashier, South Central Railway, Secunderabad against Cash Receipt No._____~~dated~~ "being the subscription for weekly bulletin for the period up to _____" for which registration is approved. You should renew your subscription for this bulletin at least two months in advance before expiry of validity of registration for arranging renewal.
- 3.10 All tenders shall be submitted only on the prescribed forms which can be obtained from this office on payment.
- 3.11 You should promptly advise this office any change in your address of office, factory, partnership deed or any articles of association of your concern since registration, your telephone numbers, etc.
- 3.12 In case any change takes place in the pattern of your manufacturing activity / in the constitution of your firm in capital structure or any other changes relevant to your registration with this office, the same should be immediately brought to the notice of this office.
- 3.13 This Railway administration reserves the right to de-register / remove your firm from the approved list for unsatisfactory performance or for failure to abide by IRS conditions of contract or any conditions as laid down in the foregoing paras.
- 4.0 Please acknowledge receipt.

**Senior Stores Officer/Hqrs
For Controller of Stores.**

PROFORMA FOR PERFORMANCE REPORT:

Details of orders received from South Central Railway to be submitted at least three months in advance of the expiry of registration.

S. No.	Description of Item	Details of Order No. and Date	Qty.	Value	D.P. stipulated in the P.O	Date of supply	Whether payment received or not
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.
Date:

No.

M/s.....
.....
.....
.....

Sub: Performance Review for the period from _____ to _____.

1. A computer print out statement showing the supply orders for stock / non-stock items placed on your firm for the above period is sent herewith. You are advised to furnish the supply position along with copies of PO or challan against the orders which are shown as overdue in the statement and return the computer print out along with your reply.
2. Your reply should reach this office within 20 days, failing which your firm will be liable to be suspended / de-registered from the approved list of suppliers of this Railway.
3. Please submit valid income tax clearance certificate of your firm along with reply. ITCC submitted by you expired on _____.
4. Please furnish the copy of NSIC renewal certificate to this office as the validity of the existing one has been expired / will expire on _____.
5. Please quote above reference and return the computer print out to deal further.

End: One Computer Print Out.

_____ Nos orders are outstanding out of _____ Nos orders.

For Controller of Stores

SOUTH CENTRAL RAILWAY
Headquarters Office
Stores Branch
Secunderabad - 500 071.
No.S.113/11

Date:

NOTE

Sub: Renewal of Registration.

M/s. _____ are
registered with this Railway vide F-_____ for the following Trade Groups

- A) The validity of Registration has expired on _____ vide F-_____.
B) Reminder was issued vide F-_____.
C) Firm vide F-_____ have submitted the following documents.
i) ITCC at F-_____
ii) NSIC at F-_____
iii) Performance at F-_____
D) A computer statement of outstanding purchase order is placed at F-_____.
E) Firm is also requesting for enhancement of Monetary Limit up to
Rs._____.
F) The name of the firm concerned is not appearing in the list of the Black Listed
Firms.

Kindly certify the performance for the groups concerned.

OS/Gr.II/Regn.

SSO/Hqrs

Dy.COS

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.

No.

Date:

M/s.....

.....

.....

.....

**Sub: Renewal of Registration of your firm as an Approved
Supplier of Stores on South Central Railway.**

1. I am directed to inform you that on the basis of the information furnished by you it has been decided to renew your registration for further period of _____ year i.e., upto _____ on provisional basis on the approved list of suppliers on this Railway as mentioned below:
 - a) Registration file No. _____
 - b) Vendor Code No. _____
 - c) Trade Groups allotted _____
 - d) Trade Groups deleted _____
 - e) Monetary Limit Rs. _____
2. It is observed that ITCC submitted by you is valid up to _____. Please ensure that the fresh valid ITCC is submitted within one month before the expiry of the current one.
3. Weekly Stores Bulletin subscription has been paid up to _____. You should please renew your subscription for the bulletin two month in advance before the expiry of this period.
4. All other terms and conditions printed on the original Registration Certificate issued earlier unaltered and applicable hereafter.

For Controller of Stores

CONFIDENTIAL**SOUTH CENTRAL RAILWAY**

Office of the
Controller of Stores,
VI Floor, Rail Nilayam,
Secunderabad-71.
Date:

No.

The National Small Industries Corporation Ltd.,
.....
.....
.....

Sub: Registration of firms as approved suppliers with S.C.Railway.

M/s. have submitted application for registration of their firm as one of the approved suppliers of South Central Railway, and have stated that they are registered with NSIC under your letter No. dated

You are, therefore, requested to kindly confirm the following:

- a) Whether the firm is registered with NSIC in accordance with the provisions laid down in the DGS&D Office Order No.119 dated 16.08.1975.

Your reply in this matter may kindly be expedited to enable this office to take action on the request of the firm.

You are also requested to kindly indicate this office letter reference on all your correspondence.

For Controller of Stores

SOUTH CENTRAL RAILWAY.

Office of the
Controller of Stores
6th Floor "RAIL NILAY"
Secunderabad-500071.

No. S. 289/Policy/Matters/02-03.

Joint procedure Order NO. 16 | 2002

SUB: DISPOSAL OF ACCIDENT INVOLVED WAGONS AND COACHES

Inordinate delay in retrieval/disposal of Accident damaged coaches along side the Railway tracks adversely affects our public image. As desired by Member Mechanical vide Do. Lr. No. 99M(N)/60/7 of 27.11.02 addressed to General Manager, it is decided to follow the following guide lines for prompt disposal (within 75 to 80 days) of accident damaged Rolling Stocks.

1. DS8 complete in all respects and Accident damaged Rolling Stock/in saleable condition will be made available to the concerned Divisional COS within 15 days from the date of Accident.
2. The auction sale of such Rolling Stock should be conducted fast with delivery date not normally exceeding 30 to 40 days should be included in the Auction condition.
3. Extension of Delivery date should not be allowed in the routine course.

Obey
CRSE 16/12/02 ✓

Wang
CMM/2 18/11/02

Copy to:

CME, CRSE/SC
All CWM/Shops.
All Depot/DIV/Stores Officers.
All Div./Mechanical/Officers.
Secretary to COS/SC.

South Central Railway

Hqrs Office
Stores Branch
Secunderabad

No. SP/414/GAZ/Vol.X

Dt. 6-08-2002

Office Procedure Order No. 25/2002.

Sub: Sanction of CL/LAP /Permission to leave Hqrs
& approval of Tour Programme on home line/
Foreign line for Stores Officers.

In partial modification of this office Procedure Order No.03/2002 dated 19-2-02 and subsequent amendment dated 01-05-2002, the following changes are made in respect of sanction of CL/LAP/tour programme and permission to leave Hqrs.

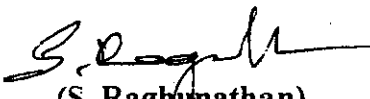
Officers	Authority to sanction of CL/LAP/tour programme and permission to leave Hqrs.
CMMs	COS
Dy.COSs/Hqrs, Dy.COS/LGD, Dy.COS/RYPs & All SSOs in Stores Hqrs	COS
All ACOSs in Stores Hqrs	COS
DCOS/SD/LGD, DCOS/SD/UBL, DCOS/SD/RYP, DCOS/UBL	COS
DCOS/M&E/LGD, DCOS/G&S MFT	COS
MPS, AMPS	COS
Secretary to COS	COS
Sr.DCOSs/DCOSs of the Division	ADRM/DRM upto 2 weeks.
ACOS/ELS/LGD, ACOS/ELS/BZA	Sr.DEE of the shed concerned upto one week.
ACOS/LGD	Dy. COS/LGD upto three days.
ACOS/GSD/UBL, ACOS/MSD/UBL	DCOS/UBL upto three days.
ACOS/TPTY	CWM/TPTY upto one week.
ACOS/RYPs	Dy.COS/RYP upto three days.
ACOS/Dsl/MLY, GTL, GY, KZJ, UBL, BZA	Sr.DMEs of the Shed concerned upto one week.
Dy.COS/Con	CAO and COS
SSM/EDPM/SC	FA&CAO/W&S upto 2 weeks.
Dy.COS/VIG	SDGM

All the leave applications/tour programmes etc. being put up to COS. will be routed through concerned CMMs.

The officers who are taking leave/permission to leave Hqrs from authority other than COS, will also inform on phone to COS / concerned CMMs / concerned Dy.COSs / Secretary to COS (in case COS is not available) before leaving Hqrs.

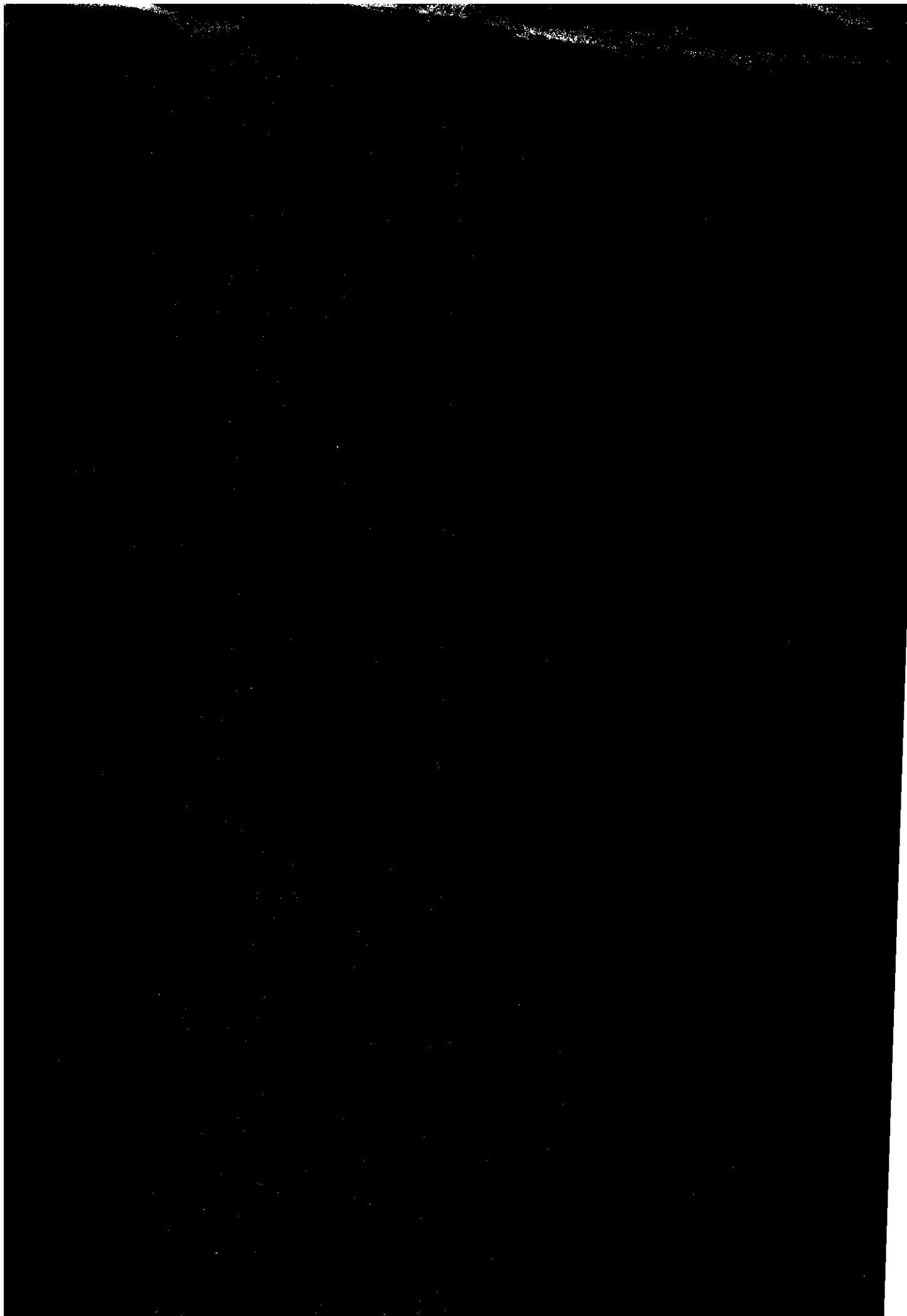
All the Stores Officers are, therefore, requested to follow the above procedure scrupulously.

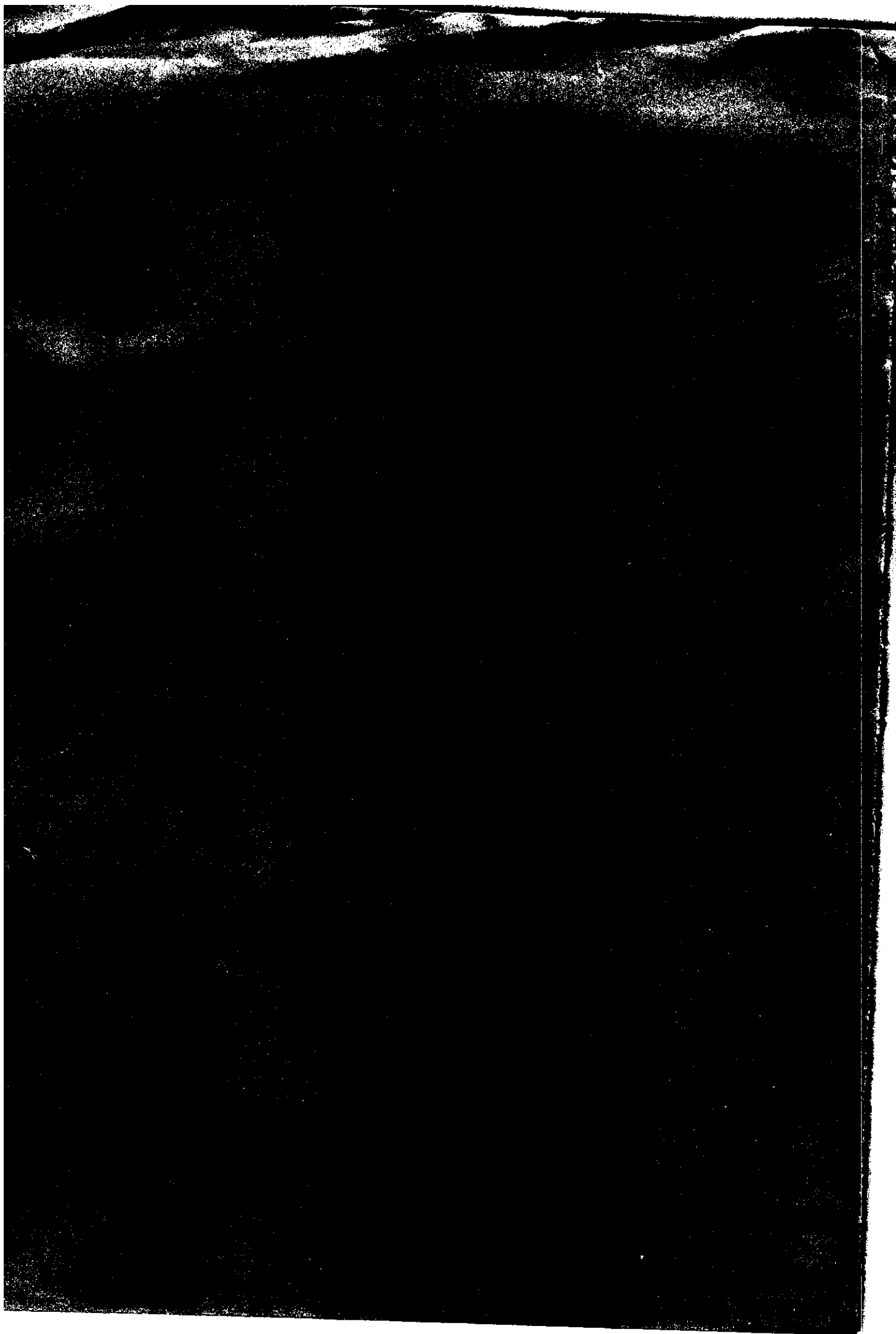
This has the approval of COS.


(S. Raghunathan)
Secretary to COS
For Controller of Stores

Copy to:

SDGM, FA&CAO/WST, /CAOR/SC, DRMs/SC, HYB, BZA, UBL & GTL
Sr. DCOS/BG/SC, DCOS/Divn/HYB, BZA, UBL & GTL
Dy. CVO/Stores. CPO/GAZ. CWM TPTY
All Hqrs Officers, All Depot Officers
Sr. SM/EDPM/SC
Sr.DEES/Sr.DMEs of Electric / Dsl. Loco Sheds





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No.S.236.Genl.Vol.6

OFFICE PROCEDURE ORDER No.01/2003Subj: No Loss certificate for Stock and Non-stock items.

AM/RS, Railway Board has expressed serious concern on suppliers' complaints in regard to non/delayed payment of bills and non/delayed refund of EMD/SD.

With a view to streamline the system of submitting no-loss certificates for stock and non-stock items, the following procedure is introduced with immediate effect.

Stock Items:

The Depot officer while signing the R/Note for the last consignment of supply should also ensure that the No Loss/No Inconvenience Certificate/Completion Report/No Claim Certificate is also put up for his signature for all the belated supplies received against that purchase order, along with the R/Note (i.e.,) to say both the R/Note and the No Loss/No Inconvenience certificate/No Claim certificate should be signed by the Depot officer simultaneously.

There should be an endorsement and a reference to the No Loss/No Inconvenience certificate / Completion Report / No Claim certificate on all copies of the receipt note excluding supplier's copy.

In case all the supplies have been received within the original delivery date, an endorsement to that effect should also be made on the R/Note, so that the Purchase Order and that Payment Authority become aware of this.

The Purchase Orders will be treated as completed by the Headquarters Office only after the receipt of last consignment R/Note along with No Loss Certificate / Completion Report / No Claim certificate. There should be no need for the Purchase Office to refer to the Depots for No Loss Certificate / Completion Report / No Claim certificate at a later date.

Non-stock Items:

A condition stating that "No Loss Certificate / Completion Report / No Claim certificate or otherwise shall be submitted by Consignee within 15 days of receipt of material or 15 days after expiry of Delivery Period whichever is earlier" shall be incorporated in the purchase order while issuing the P.O. by COS office.

If the consignee fails to submit No Loss Certificate / Completion Report / No Claim certificate as per the P.O. conditions, one reminder will be issued to the Consignee stating that the No Loss Certificate / Completion Report / No Claim certificate be sent within 15 days, otherwise it will be assumed that the contract has been complied satisfactorily by the firm and firm's dues if any, will be released.

If the consignee fails to submit the same, even after one reminder the contract will be deemed to have been fully and satisfactorily completed based on the firm's claim and the Supplier's balance payment/SD/other dues will be released without any further reference to the consignees.

However, while sending the Final extension, an endorsement to this effect that "In the absence of No Loss Certificate / Completion Report / No Claim certificate received from the consignee, the contract has been treated as fully and satisfactorily complied with and Final Extension is released herewith" will be made by the Purchase Office for the information of the Consignees.

This issues with the approval of COS.


(S.SATYANARAYANAN) 15/1
DY.COS/IC&SALES
For Controller of Stores

Copy to:

Secy to COS for information of COS

All PHODs/HODs

All Hqrs/Depot/Divisional Stores Officers

All Sections at Hqrs

FA&CAO/WST/SC

Principal STC

Dy.COS/HQ/S.W.Railway/Bangalore

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch;
Secunderabad - 500071
Dt. 24.02.2003

No.S.236.Genl.Vol.6

OFFICE PROCEDURE ORDER NO: 02/2003

Sub: Submission of registered sealed sample from indenting department/ Depot.

- 1.0 As per the existing guidelines on procurement of materials, purchase of materials is to be done as per drawing/standard/specification etc. and purchase as per sample should not be done.
- 2.0 However, in certain specification, there may be built in sample clause. Usually such clauses are stipulated to illustrate indeterminable characteristics such as general appearance, luster and feel etc. of materials like bed sheets etc. In such cases, supply shall be in conformity with the sample in such respects only, whereas for the remaining characteristics the supplies must be in conformity with the laid down drawings/specifications.
- 3.0 All such cases as aforesaid, procedure as indicated below are to be followed:
 - (a) Stock samples in quadruplicate duly sealed and signed by the Depot Officers (for stock items) or Indenting Officer (for non stock item) are to be sent along with the demand and to be deposited with the In-charge of sample room of COS office.
 - (b) Suitable entries will be made in the concerned Sample Register maintained in the sample room who will also allocate a stock sample registration number which is a running Sl.No. of the sample register.
 - (c) Sample registration No. should be duly recorded on the concerned Demands (SRS/SPS/Non-stock requisition as the case may be) duly signed by Section-in-charge of Sample room with his name and designation.
 - (d) While framing tender description/Drawings, suitable sample clause is to be incorporated.
- 4.0 After finalisation of the tender, all four stock samples are to be signed with his official seal by the purchase officer who will sign the P.O.
- 5.0 Distribution of the four samples signed by the Depot Officer and Purchase Officer will be as under:-
 - (i) One No. will remain in Sample room of COS Office.
 - (ii) One No. will be sent along with P.O to supplier.
 - (iii) One No. will be sent along with P.O to the Inspecting Authority direct.
 - (iv) One No. will be sent to concerned Depot Officer/ Indentor along with his copy of the P.O.
- 6.0 This issues with the approval of the competent authority and will come into force with immediate effect.


Dy CMM (GP Sales)
For CONTROLLER OF STORES

COS. CMM/1, CMM/2, All PHODs
FA. CAO/WT/SC, COS/S.W.Rly/Bangalore for int.
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers, All DRMs/CWMs
DyCVO/Stores/GM/SC, Sr.DEE/Sr.DMEs of Elect.Loco/DSL shed.
Principal/STC/LGD, SAMPLE room incharge.
All Office Supdt. Of COS Office,

SOUTH CENTRAL RAILWAY

NO.113.11/REGN. policy.,

Head quarters office
Stores branch,
Rail Nilayam
Secunderabad,
Dt. 04.2003.

OFFICE PROCEDURE ORDER NO. 03/2003.

Sub: Policy and procedure to be followed for Registration of vendor in S.C.Rly.
Ref: 1. O.P.O. NO. 15/2002 DT. 31.12.02.
2.RLY Bd's Lr.No. 2002/RS/G/753/dt.8.11.02

.....
In terms of Rly Bd's Letter mentioned under reference the Monitory Limits are revised as under, instead of existing entry in O.P.O NO. 15/02.

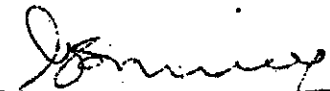
Item No. 2.1.1.3 To be Read as:

- a. Those Firm capable of executing supply orders valuing Rs. 40 Lakhs and above.
- b. Those firm capable of executing supply orders valuing Rs. 10 Lakhs to Rs.40 Lakhs.
- c. Those Firm capable of executing supply orders valuing Rs. 5 Lakhs to 10 Lakhs.
- d. Those Firms capable of executing supply orders valuing above Rs. 1 Lakh to 5 Lakhs.
- e. Those Firm capable of executing supply orders valuing upto Rs. 1 Lakh.

Item No.4.1

Ra.1 Lakh instead of Rs.25000/-.

**This has the approval of competent authority.
All other terms and conditions remain unchanged.**


(G.GNANASEKHARAN)
Dy.CMM/GP&S.
for Controller of Stores.

Copy to:

**1M/E&G, CMM/M&S.
Purchase Officers.
Principal STS/SC.**

No.S/289/Policy Matters/Pt.III

JOINT PROCEDURE ORDER NO.4/2003

SUB : DISPOSAL OF CONDEMNED STRUCTURES.

The following Procedure Order is issued for disposal of condemned structures on "as is where is basis."

- (1) a. In case, the structures are being condemned for the first time and originally borne on Capital then write-back has to be carried out.
b. Suitable entry should also be made in the 'Asset Register'.
- (2) DS-8 preparation : DS-8 for condemned structures will be prepared by Engineering Department with the following details :
 - (a) Details of structures available in the truss with weight particulars.
 - (b) Roofing details of shed such as AC/G.I. sheet, etc., with the area of roofing.
 - (c) Scantling details such as quantity in cubic metre/tonnes, condition and type of wood/steel, etc.
 - (d) Flooring details of the shed such as cement flooring or tiled or precast concrete beds, etc.

The above details and weights will be calculated on scientific method. It will be certified jointly by the respective SSE, XEN and Dy.CE. The DS-8s will be submitted to Stores Department with the approval of HOD of Engineering Branch.

- (3) Sale through auction : On receipt of DS-8 in the Stores Depot, the details furnished in the DS-8 will be cross-checked by way of deputing a knowledgeable DMS to the site. He will inspect the condition of the material and confirm whether the details furnished in the DS-8 are in order. A fresh calculation of the weight will also be made by the DMS. Based on the DS-8 details and inspection report, the structure will be included in the auction sale with complete details. The structure will be sold on lot basis.

to hand
un/m/s

B. Singh
CTE

Chaitanya
Chaitanya

(4) Fixing of Reserve Price : The reserve price for the structure will be fixed based on the market rate for each type of material such as Rails, Angles, channels, wood, CI, brick etc. duly considering the labour and other cost according to the location.

(5) Delivery : The delivery order will be issued to the purchaser on remittance of the balance sale value within the time given as per the general conditions of sale. The dismantling of the structure will take place in presence of all the witnessing officials to ensure that the dismantling does not affect other movement and work and it should not endanger the safety of the running trains in the near vicinity. After dismantling, the delivery will be effected duly reclaiming any item if mentioned in the DS-8/Delivery order.

Le M...
CMM/M&S

19/05/05
C.T.E.

(Signature)
FA & CAO/WST

Copy to : P.C.E., CAO/C/SC, CEE/SC, CME/SC
DRM/SC, HYB, BZA, GTL, GNT & NED
FA & CAO/WST/SC
Sr.DMM/D/SC, DMM/D/HYB, BZA & GTL
SMM/SD/LGD & RYPS.
DY.CMM/M&E/LGD, DY.CMM/M&G/RYP

SOUTH CENTRAL RAILWAY

O.P.O. - 5/2003

Sub: Review of A, B, C Categorisation of Stores
(based on percentage of total consumption)

In partial modification of the existing instructions on the subject, a review has been done on the A, B, C categorisation of stores based on consumption during 2002-03.

After review as per the value of consumption during 2002-03 A, B, C Categories have been revised as under:

<u>Category</u>	<u>Annual consumption value</u>
'A'	Above Rs. 15 lakhs
'B'	Between Rs. 2.25 lakhs and Rs. 15 lakhs.
'C'-1	Between Rs. 25,000/- and Rs. 2.25 lakhs.
'B'-2	Below Rs. 25,000/-

The above categorisation is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDP Centre will give list of A, B, C1, & C2 items of all depots to the Hqs based on the limits given above. Headquarters in turn will circulate the same to the depots. A consolidated copy of PL wise A, B, C1 & C2 items will also be given for use of Purchase Officers.

The Purchase Officers are to note the above change for periodical review of the items at Headquarters level.

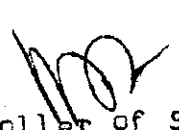

Dy. CMM/IC & EL
for Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Rail Nilayam/Stores Branch
Secunderabad-500071.
Dated: .05.2003.

NO. S.23/IC/ABC Analysis

C/- F&CAD/ST/SC - for kind information.
Sr. AFA/OF/SC - for information and necessary action.
All Depot Officers, All Officers in Hqs, All Divisional Stores, All Depot Officers,
All OSs of COS Office, Dy. CVO/Stores/SC.


for Controller of Stores.

SOUTH CENTRAL RAILWAY

**Head Quarters Office,
Stores Branch,
Secunderabad -71.
Date. 6-6-03.**

No.S.232/Tender purchase procedures.

OFFICE PROCEDURE ORDER NO.6/2003

Sub: 30% option clause on tenders.

Ref: COS office procedure order No.16/2001, dt.29-11-01.

As per OPO No.16/2001 under reference and as per special terms & conditions of advertised tenders (condition No.23), the purchaser shall be entitled to increase or decrease the quantity by not more than 30% (applicable to contracts awarded based on tenders valued above Rs.10 lakhs).

However it is observed that in high value contracts where the qty. option clause has been exercised by +30% at the time of tender finalisation itself, no further option clause is being incorporated for decreasing the qty. It is considered important to provide for option to decrease the qty. (as per original tender condition) to exercise such an option whenever situation warrants.

Therefore, it has since been decided with the approval of COS that in all high value contracts where the qty. option has been exercised by +30% at the time of tender finalisation itself, the option clause shall be stipulated as under:

"The purchaser reserves the right to decrease the qty. upto 30% during the currency of the contract."

The above clause shall be applicable for all such high value contracts that will be released in the future and for all the contracts that have been released where the qty. option has been exercised upward and the contracts are still outstanding. Necessary amendments to the outstanding contracts duly stipulating the above option clause shall be issued wherever applicable.


(U. MUKUNDA REDDY)
SECY. to COS
for Controller of Stores

**FA & CAOW&S
SAO/SF/HQs.
ALL PURCHASE OFFICERS
ALL DEPOT OFFICERS.
ALL DIVL. STORES OFFICERS
ALL Sr.DAOs OF THE DIVISIONS
ALL WAOs**

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad - 71.
Dt:13-06-2003.

No:S.240/GAZ/VOL.II.

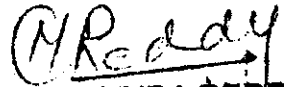
OFFICE ORDER No: 7/2003

SUB: Inspection Schedule of Officers in Stores Headquarters.
-o0o-

- 1) The Dy.CMMs in Stores Headquarters have to inspect the Depots/Divisions as per following schedule.

Officer	Depot	Division
Dy.CMM/C&W	RYPs & TPTY	BZA
Dy.CMM/DSL	DSL depots of GTL, GY, KZJ, MLY & BZA	GUNTUR
Dy.CMM/POL	M&E/LGD	SC
Dy.CMM/GENL	MFT and S&F	NANDED
Dy.CMM/Elec & I/C	Electric Loco depots of LGD & BZA	HYB
Dy.CMM/G,P & Sales	Scrap depots of LGD & RYP	-
Dy.CMM/S&T	-	GTL

- 2) The Dy.CMMs shall inspect at least one depot per month as per their allotment.
- 3) The Dy.CMMs have to inspect the divisions allotted to them as well.
- 4) Apart from above, the Dy.CMMs have to carry out the inspection of Purchase Ser under their control as per the O.O. No:4/2000 dt:17-1-2000 issued under No:S.560.System Improvement dt:17-1-2000.
- 5) This issues with the approval of Competent Authority.


(U.MUKUNDA REDDY)
SECRETARY TO COS
for CONTROLLER OF STORE

Copy to:
CMM/E&G, CMM/M&S;
All Dy.CMMs/Stores Hd.qrs.
All Depot Officers.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071.

No.S.245.Quality Spares.D.L.Locos.02

Dated: 19.06.2003

OFFICE PROCEDURE ORDER NO.8/2003

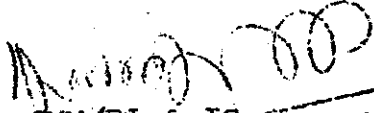
Sub: Amendment to the panel of Quality
Spares List for the Diesel Loco items.

Ref: The list circulated vide Office
Procedure Order No.4/2002, dt.29.5.02
under letter of even number.

The following amendments to the panel of 2 items of the
above referred Q M Quality Spare List are issued -

Sl. No.	Sl.No.of QM list	Amended Description & PL No.	Amended panel of the firms
1.	238 (List-I, page 19 of 32)	Air Flow Measuring Valve with 2 Nos. of Air Flow Measuring Gauges to DLW Pt. No.11485085 and 11445506 respectively. PL No.11 48 5073	1. M/s.S.D.Technical Services Pvt. Ltd., Gurgaon.
2.	239 (List-I, Page 19 of 32)	Air Flow Measuring Valve. PL No.11 48 5085	1. M/s.S.D.Technical Services Pvt.Ltd. Gurgaon.

This has the approval of General Manager.


Dy.GM/EL & IG
for Controller of stores.

19/6/23

Copy to:

All Purchase Officers,
CMPE/DSL/SC, F&C/O/SC, SAO/SF/SC
OS/DSL/C&S/O/SC.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.

No.S.236.Genl.Vol-6

Dated:19.06.2003

OFFICE PROCEDURE No. 09 /2003

Sub:- Refund of EMD's

1. The EMD received in any form other than cash receipt along with the tenders should be returned to the unsuccessful tenderers by CTC concerned before passing on the case file to Purchase section.
2. The EMDs received in the form of cash receipt shall be returned to the unsuccessful tenderers through Pay Orders by the purchase section incharge concerned within three days on receipt of the case file.

The above procedure should also be monitored by Purchase Officers during periodical inspections.

This issues with the approval of competent authority.


(A.Ratna Raju)
DyCMM/IC & Elect.

Copy to:
All Purchase Officers.
All Purchase Section incharges.
All CTCs

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad.
Date : 23/6/2003

No.S/236/Genl./Vol.7

**Dy.CMM/M&E/LGD, Dy.CMM/M&G/RYP, SMM/MFT,
AMM/S&F/SC, AMM/DSL/MLY, AMM/ELS/LGD,
AMM/DSL/KZJ, AMM/ELS/BZA, AMM/DSL/BZA,
AMM/DSL/GY, AMM/DSL/GTL, AMM/CRS/TPTY.**

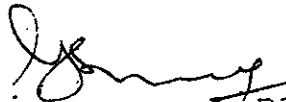
OPO NO.10/2003

Sub: System of Reporting Compliance of demands.

It is observed while reviewing the performance of the Stores depots that depot officers are reporting the total compliance in different formats but not specifying the full and part compliances of the demands. The earlier instructions are hereby reiterated to report the compliance for other than imprest items as per enclosed Annexure-'A'.

This has the approval of the Competent Authority.

Encl : As Above.


For Controller of Stores 23/6

8c

ANNEXURE - 'A'

	OB	RECEIPT		FULLY COMPLIED 100% TO 75%		PARTLY COMPLIED 74% TO 25%		COMPLIED BELOW 24%		C.B.
		No. of Demands	No. of Demands	No. of Demands	%	No. of Demands	%	No. of Demands	%	
Purchase Items										
Workshop Manufactured Items										

The Percentage of Compliance should be worked out as follows:

(i) $\frac{\text{No. of Indents fully complied}}{\text{O.B. of Indents + Indents received during the month.}} \times 100$

(ii) $\frac{\text{No. of Indents partially complied}}{\text{O.B. of Indents + Indents received during the month.}} \times 100$

(iii) $\text{Not complied} = 100 - \{ (i) + (ii) \}$

Indents, where partial compliance is made, shall be closed by the Store Depot, but indenter is free to give fresh indents for balance or whatever quantities are required, and should be registered in Store Depot as pending indents and counted.

No.S/243/P/DGS&D

Dt:30/06/2003

OFFICE PROCEDURE ORDER No.11/2003

Sub: Rationalisation of purchase procedure – dispensation with vetting of
Supply orders for stock items against DGS&D rate contract- Reg.

-oOo-

As a step towards rationalization of purchase procedure and cutting down of cycle time of procurement, it has been decided to dispense with vetting of supply orders against DGS&D rate contract for stock items only on an experimental basis. This dispensation is valid for one-month i.e., from 01.07.2003 to 31.07.2003.

However, before release of these S.Os, the case files have to be sent to Stores Finance section for booking the funds against purchase grant. After the release of S.Os, the case files relating to release of these supply orders from 01.07.2003 to 15.07.2003 have to be sent to Stores Finance section by respective purchase sections under a separate covering letter for carrying out post check of the cases by 20.07.2003. Similarly, the case files relating to release of S.Os from 16.07.2003 to 31.07.2003 have to be sent to Stores Finance by 05.08.2003 for carrying out such post check.

Based on the results of post check carried out by Stores Finance branch on these case files, further decision to continue dispensation of vetting will be taken.

This has the approval of COS and FA&CAO.


(A.RATNA RAJU)
Dy.CMM/IC & ELEC. 30/6/03
FOR CONTROLLER OF STORES

Copy to:

All Purchase Officers,
FA&CAO, FA&CAO/WST, Dy.CAO/S&W, Sr.AFA/SF
Dy.CVO/Stores/SC, Principal/STC/SC.
All OSs of Purchase section of Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dated : 04.07.2003

No.S.226.P.Vol.6

OFFICE PROCEDURE ORDER No.12/2003

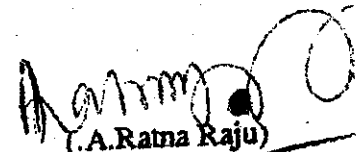
Sub :- Powers of Purchase of COS/CMM
Ref:- 1. Boards letter No.2001/F(S)/PW 7 2 Dt: 28.12.2001
2. Boards letter No.2001/F(S)/PW 7 2 Dt: 09.01.2003

As per Board's letter No.2001/F(S)/PW 7 2 Dt: 09.01.2003, the powers of Vetting of Indents and Purchase orders have been enhanced as under:

- (i) Above rupees one lakh (Rs.1,00,000/-) for Safety items as defined in Boards letter No.99/RS(IC)/165/SRC dated 19.04.2000 subject to 10% test check by accounts.
- (ii) Above Rs.50,000 for other than Safety items.

However, all the purchase orders which do not require vetting may also be got noted in the liability register for strict budgetary control.

This is for information and necessary action.


(A. Ramu Raju)
DyCMM/Elect. & IC)
For Controller of Stores.

Copy to :

FA&CAO/W&S/HQ/SC

Sr.AFA/SF/HQ

All purchase Officers & Depot Officers.

All OSs of Purchase section/Hqrs

DyCVO/Stores/SC

Principal/STC/SC.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dated : 04.07.2003

No.S.226.P.Vol.6

OFFICE PROCEDURE ORDER No. 13 /2003

Sub :- Revision of Schedule of Powers for acceptance of Stores dispatched after the expiry of delivery period by the consignee.

Ref:- 1. Boards letter No.78/RS(G)/779/59 Dt: 27.02.1980

2.Boards letter No.2003/RS(G)/779/1 Dt: 21.02.2003

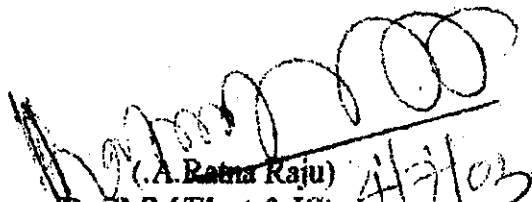
As per Boards letter Dt: 21.02.2003 referred above, it has been decided that the Depot Officers/ Inspecting Officers/ Consignee may exercise the power at their discretion in accepting the delayed supplies in respect of both indigenous and imported stores as per the following limits:

Sl. No.	Value of order	Time Limit
(1)	Orders valued upto Rs.1,00,000/-	Upto 6 months
(2)	Order valued between Rs.1,00,000 and 2,00,000	Upto 21 days provided the initial delivery period does not exceed 6 months

For other orders, valued over Rs.2,00,000/- prior extension of delivery period from the purchase officer will be necessary.

Other conditions as stipulated in Boards letter dt: 27.02.1980 under ref.(1) will remain in force.

This is for information and necessary action.


(A. Ratna Raju)
DyCMM/Elect.& IC)
For Controller of Stores.

Copy to:

FA&CAO/W&S/HQ/SC

Sr.AFA/SF/HQ

Depot

All purchase Officers & ~~Expenditure~~ Officers.

All OSs of Purchase section /Hqrs

DyCVO/Stores/SC

Principal/STC/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dated : 04.07.2003

No.S.226.P.Vol.6

OFFICE PROCEDURE ORDER No. 14 /2003

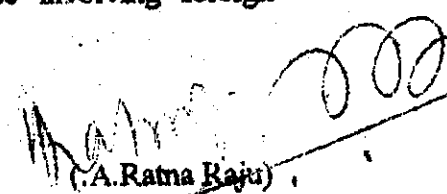
Sub :- Delegation of Powers to COS for purchase through imports.

Ref:- 1.Boards letter No.2002/F(FEX)1/1 Dt: 09.01.2002

2. Boards letter No.2002/F(FEX)1/1 Dt: 28.02.2003

In continuation of Boards letter dated 09.01.2002 (Ref.1) GMs' Powers for purchase of imported stores have been enhanced from Rs.2 Crores to Rs.4 Crore, Board have now decided vide letter dt:28.02.2003 (Ref 2) that once permission to import has been granted by GM, COS may be authorised to finalise purchase involving foreign exchange upto Rs.1 Crore with concurrence of FA&CAO.

This is for information and necessary action.


(A. Ratna Raju)
DyCMM/Elect. & IC)
For Controller of Stores.

Copy to:

FA&CAO/W&S/HQ/SC
Sr.AFA/SF/HQ
All purchase Officers & Depot Officers.
All OSs of Purchase section /Hqrs
DyCVO/Stores/SC
Principal/STC/SC

SOUTH CENTRAL RAILWAY

Office Procedure Order No 15/2003

Sub:-Quantity Vetting of stock items by Associate Finance for
Estimate Sheets of B Category.

Ref:- Rly.Boards' letter No. 88/RS(G)/779/43/Part dated 21.10.2000

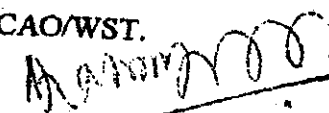
The following procedure is to be adopted henceforth for submission of
Annual Estimate sheets for 'B' Category items.

" ANE Sheets for all 'B' Category items will be submitted by
Depots directly to Headquarters without Associate Finance Vetting but by duly updating the
dues position. The EAC (Estimated Annual Consumption) for all these items will be
approved by CMMs concerned. Wherever proposed EACs are more than 10% of last 3 years
average consumption, the same will be sent to Headquarters Finance (Sr.AFA/SF/HQ) for
vetting before approval by CMMs concerned. The EACs fixed at Headquarters level will be
advised by respective Purchase Section to EDP Centre with a copy to the depot officer, to
follow the EAC for generation of future ANEs.

In order to fix the correct EAC at Headquarters level, the depot officers shall
indicate the correct consumption details of past 3 years and the latest consumption trend duly
indicating the period of out of stock specifically and also ignoring the one time issues to other
railways, depot transfers etc.

It should however be ensured that tender committee/ competent authority
continue to review the quantity required to be procured based on latest stock and dues
position at the time of finalisation of Purchase."

This has the approval of COS and concurrence of FA & CAO/WST.

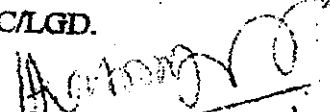

Dy.CMM/Elec & IC
for Controller of Stores

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad
Dt.07.07.2003

No.S.23.IC.ABC Analysis

Copy to - All Depot Officers, All Purchase Officers, All Divl.Stores Officers,
All OSs of COS Office.
FA&CAO/WST/SC for kind information.
Sr.AFA/SF/SC for information and necessary action.
Dy.CVO/Stores/SC, Sr.SM/EDP Centre/SC and Principal/STC/LGD.


for Controller of Stores

San
07/07

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71

Dated : 09.07.2003

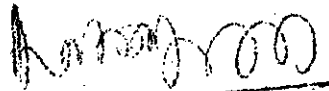
No.S.232.Tender & purchase procedure

OFFICE PROCEDURE ORDER No.16/2003

Sub :- Re-tendering in the case of BT/LT

1. In supercession of the existing instruction, it has been decided with the approval of COS that every case of re-tender of BT/LT of AMM or SMM shall be put upto DyCMM concerned for his approval of such re-tendering. All cases of re-tender of AMM level shall be put upto the DyCMM concerned through SMM concerned.
2. Re-tendering of DyCMM level cases will be done under his own powers.

This procedure will come into force with immediate effect.


(A.Ratna Raju) 9/7/03
DyCMM/Elect.& IC)
For Controller of Stores.

Copy to :

All purchase Officers
FA&CAO/WT/SC
Sr.AFA/SF/HQ
All Depot officers
All OSs of Purchase section
DyCVO/Stores/SC
Principal/STC/SC.

SOUTH CENTRAL RAILWAY

Head Quarters office
Stores Branch,
Rail nilayam,
Secunderabad-500071,
Dt 11. 7.2003.

No.S.113.11.Regn. Policy

OFFICE PROCEDURE ORDER NO. 17 / 2003

Sub:- Policy and Procedure to be followed for Registration of Vendors in S.C.Rly.
Ref:- O.P.O. No. 15/2002 Dt 31.12.2002.

.....
The following changes in the O.P.O. mentioned under reference is ordered.

ITEM NO.7.0(a)

To be read as

- a) 1. For new registration in favour of firms registered with NSIC, CMM/ E&G will be the competent authority.
2. For renewals in favour of firms registered with NSIC, DY.CMM/GP&S will be the competent authority.

ITEM NO.10.7

To be read as

If the firm is registered with any other Zonal Railway production unit or NSIC then no inspection of the firm will be carried out. For firms registered with NSIC, Sister Railways production units, then the file will be put up with ANNEXURE-5 duly filled in, to the concerned JAG purchase officers dealing with the trade groups for their recommendations and thereafter put up to CMM/E&G for his final decision regarding registration and fixation of Monitory limit.

This has the approval of competent authority.
All other terms and conditions remain unchanged.


(G.GNANASEKHARAN)
DY.CMM/GP&S/SC,

FOR CONTROLLER OF STORES.

Copy to:-

CMM/E&G, CMM/M&S

ALL PURCHASE OFFICERS, Principal STC/ SC, COS/SWR/ UBL.
.....

No.S.246.Safety Items.RDSO.Vol.II

OFFICE PROCEDURE ORDER No. 18/2003

Sub: Time Table for coverage of safety items.

Ref: Railway Board's Lr.No.99/RS(IC)/165/SRC dt.25.2.03.

-oOo-

In accordance with the instructions of the Railway Board 'as per their letter referred above, the following time table for each activity in coverage of demands for safety items shall be followed with immediate effect.

TIME TABLE FOR SAFETY ITEMS

Sr.	Activity	Max. Permissible time												
1	Registration of demand, allocating a Sr.No. and advising the indenter	2 days												
2	Scrutiny of demand, consolidation of ANEs, EAC/Qty. approval	3 days												
3	Vetting of description, collection of drawing (wherever required)	Stock – Nil (to be got in adv.) Non-stock – 7 days												
4	Preparation of purchase note, deciding the mode of purchase together with approval of sources and issue of tender	3 days												
5	Buffer for any contingency (1 to 4)	3 days												
6	Opening of tender	LT -25 days (7 days only if sources are local) BT/LT 45 days AT 45 days												
7	Preparation of tabulation statement and briefing note	3 days												
8	Vetting of tabulation statement and briefing note	7 days												
9	Technical scrutiny of offers	3 days (BT/LT) 5 days (AT)												
10	Finalization of tender (after tender opening)	<table><tr><td></td><td><u>Stock/NS</u></td><td><u>Non-TC</u></td><td><u>TC</u></td></tr><tr><td></td><td>Stock -</td><td>3 days</td><td>30 days</td></tr><tr><td></td><td>NS -</td><td>10 days</td><td>40 days</td></tr></table>		<u>Stock/NS</u>	<u>Non-TC</u>	<u>TC</u>		Stock -	3 days	30 days		NS -	10 days	40 days
	<u>Stock/NS</u>	<u>Non-TC</u>	<u>TC</u>											
	Stock -	3 days	30 days											
	NS -	10 days	40 days											
11	Preparation of PO	Non-TC: 3 to 5 days TC: 7 days												
12	Vetting of PO by finance	7 days												
13	Release of PO	2 days												

A sheet duly showing the details of scheduled date, actual date and remarks as per the Pro-forma at annexure-A shall be pasted first inside/last inside cover of the purchase case file. The sheet should be updated after each activity. The tenders delayed for finalization beyond the prescribed time schedule shall be reported along with reasons by the purchase officers in their monthly statistics.

Requirement of delivery period should be critically examined and clearly indicated in tender cases for every safety item and should be ensured while finalizing the tender.

[Signature]
Dy.CMM/EC & ELEC
For Controller of Stores

All Purchase Officers, All OSs of purchase office, Dy.CVO/Stores, Dy.CAOWS, Sr.AFA/SF

ANNEXURE-A**TIME TABLE FOR SAFETY ITEMS**

Sl.	Activity	Max. Permissible time	Scheduled date	Actual date	Remarks
1	Registration of demand, allocating a Sr.No. and advising the indenter	2 days			
2	Scrutiny of demand, consolidation of ANEs, EAC/Qty. approval	3 days			
3	Vetting of description, collection of drawing (wherever required)	Stock - Nil (to be got in adv.) Non-stock - 7 days			
4	Preparation of purchase note, deciding the mode of purchase together with approval of sources and issue of tender	3 days			
5	Buffer for any contingency (1 to 4)	3 days			
6	Opening of tender	LT -25 days (7 days only if sources are local) BT/LT 45 days AT 45 days			
7	Preparation of tabulation statement and briefing note	3 days			
8	Vetting of tabulation statement and briefing note	7 days			
9	Technical scrutiny of offers	3 days (BT/LT) 5 days (AT)			
10	Finalization of tender (after tender opening)	<u>Stock/NS</u> <u>Non-TC</u> <u>TC</u> Stock - 3 days 30 days NS - 10 days 40 days			
11	Preparation of PO	Non-TC: 3 to 5 days TC: 7 days			
12	Vetting of PO by finance	7 days			
13	Release of PO	2 days			

South Central Railway

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500 071

No.S.236.Genl.Vol.7.

Dated : 14/08/2003.

OFFICE PROCEDURE ORDER NO.19/2003

Sub : Consideration of FAX/Telegraphic quotations
of the tenders against BT/LT/AT.

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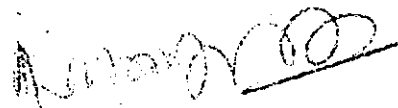
It has been decided that henceforth FAX/Telegraphic
Quotations submitted by the tenderers will not be considered.

A suitable clause to this effect shall be incorporated in
the tender conditions of Bulletin as well as Advertised Tenders
as mentioned below with immediate effect.

" Quotations submitted by the tenderers through FAX/
Telegrams will not be accepted. It is the duty and responsi-
bility of the tenderer to ensure that the original tenders
are submitted before the closing date and time as per extant
procedure/instructions".

All the purchase officers shall ensure compliance of
conditions in LT/BT/AT.

This issues with the approval of COS.

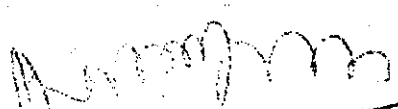

(A.RATNA RAJU)
Dy.CMM/ELEC & IC
for Controller of Stores.

Copy to :

C O S, CMM/E & G, CMM/M & S,

All Purchase Officers, Dy.CAO/WS, Dy.CAO/Stores,
MPS/SC -
for information. He is advised to incorporate the above
condition in the Bulletin.

All OSs of COS Office.


for Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.71
Dated: 19.08.2003

No.S.232.P.2.G&P

OFFICE PROCEDURE ORDER No. 20/2003

Sub :- Signing of Tabulation Statement

It is observed that presently CTC concerned is signing only on the last page. This is not considered adequate. Therefore, it has now been decided with the approval of COS that the each page of the tabulation statement should also be signed by the CTC concerned under his designation.

(A.Ratna Raju)
DyCMM/IC & Elec.
For Controller of Stores.

Copy to :
COS, CMM/E&G & CMM/M&S.
All Purchase Officers,
All CTCs, OS/CTC.
DyCAO/WS, DyCVO/Stores, Sr.AFA/SF

SOUTH CENTRAL RAILWAY

Head quarters Office
Stores Branch
Rail nilayam
SECUNDERABAD
Dt. 19.08.03

NO.S.113.11 REGN. POLICY

O.P.O. NO : 21 / 2003

SUB : Policy and Procedure to be followed for Registration of Vendors on S.C.Rly.
REF : Railway Board Ir. No .F(X) 2003.24.1dt 02.4.03

.....
Consequent upon abolition of obtaining ITCC as per the Railway Board letter mentioned under reference, the following items are treated as with drawn in the O.P.O. NO. 15/2002 for policy of Registration.

- | | | | |
|----------------------|----|---------------|-----|
| 1. Item NO. 2 | of | ANNEXURE..... | 9 |
| 2. Item NO. 1.C | of | ANNEXURE..... | 8 |
| 3. Item NO. 3 | of | ANNEXURE..... | 7 |
| 4. Item NO. 3.1 | of | ANNEXURE..... | 6. |
| 5. Item NO. VII&VIII | of | ANNEXURE..... | 5 |
| 6. Item NO. 7&8 | of | ANNEXURE..... | 2 |
| 7. Item NO. 9b | of | ANNEXURE..... | 1.B |

This has the approval of competent authority.
All other terms and conditions remain unchanged.


(G.GNANASEKHARAN) 11/8/03
DY.CMM/GP&S/SC,
For Controller Of Stores/sc.

C/- CMM / E&G, CMM/ M & S
All Purchase Officers
Principal/STC/SC, COS/SWR/UBL

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad

No.S.181,L.P.C./H.Q.

Date : 22/8/2003

OFFICE PROCEDURE ORDER No.22/2003

Sub : Local Purchase Cell -- Stores Headquarters.

Ref : (1) O.P.O. No.14/99 dated 29/9/1999.
(2) Letter No.S.181/LPC/HQrs. dated 21/11/2001.

Reference to the Office Procedure order and letter under reference, the following modifications are issued.

1. Para 2, 3 & 4 of O.P.O.14/99 amended as "All non stock requisitions valued less than Rs.20,000/- pertaining to SC & HYB divisions are to be scrutinized by Sr.DMM/DMM of the divisions and of H.Qrs. area by AMM/Administration before forwarding to SMM/MFT for procurement.
2. No more requisitions will be entertained by SMM/MFT unless the same are forwarded through Sr.DMM/DMM or AMM/Admn./HQ as per Para (1) above.
3. Local Purchase work attached to the local purchase cell of COS office will be attended by SMM/MFT instead of AMM/G&S/MFT.

The above procedure comes into force with immediate effect.

This issues with the approval of COS.


Dy.CMM/GP&S

All Depot Officers,
All Divisional Stores Officers,
All Purchase Officers,
WAO/LGD, DMS/PL.



SOUTH CENTRAL RAILWAY

Headquarters Office
"RAIL NILAYAM"
Secunderabad-071.

No.S.231.P2.Vol.V

Dated: 27.08.2003

OFFICE ORDER No.23/03

Sub: Review of printing of Periodical Publications in
the Printing Press of S.C.Railway/SC

1) As desired by GM, a Committee comprising CMM/E&G (Convenor),
FA&CAO/G, CCM/PS and CPO/Admn. is hereby constituted who will
examine and submit their recommendations on the following:

- a) Whether there is a need to print all the Periodical Publications,
considering the present time delay of printing such
publications.
- b) If not, what are the Periodical Publications of which, printings
are to be stopped.
- c) Steps to be taken to cut down the present time delay from 3 to
4 months to maximum one month.

2) The Committee should submit their report within a month's time.

Additional General Manager/SC

Copy to:

✓ Secy. to GM for kind information of GM.

11/9/03
FA&CAO/G
CMM/E&G
CCM/PS
CPO/Admn.
11/9

SOUTH CENTRAL RAILWAY

Head Quarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
dt .02.09.2003

No.S.232.P.2.G&P

OFFICE PROCEDURE ORDER No. 24/2003

Sub: Remitting of tender cases to higher level TC –
RDSO approved firms - Reg.

1. In supercession of existing practice, it has been decided in consultation with finance and approval of competent authority that for procurement of materials from RDSO/CLW/DLW/ICF approved sources, the TC level should be decided based on the value of the offer of the lowest Part I/Regular source approved for bulk ordering.
2. The existing practice of marking tender cases by Tender opening section to Purchase officers based on the value of the lowest offer and preparation of tabulation statement by the CTC of purchase officers shall continue.
3. However, before the tabulation statement is sent to finance for vetting, the purchase officer should critically examine the level of competent tender committee to deal with the tender as per para 1 above and promptly pass on the tender case to the convenor of the competent tender committee, as /if warranted.

Above orders shall come into force with immediate effect.


Dy.CMM/TC & ELEC
for Controller of Stores

COS, CMM/E&G, M&S,
FA&CAO/WS – with reference to his letter No. AFS/TC/ Policy dt. 1.8.03 .
All Purchase Officers, OS/CTC, All CTCs
Dy.CVO/Stores, Dy.CAO/WS, Sr.AFA/SF

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
SECUNDERABAD
Date : 02.09.2003.

No.S/239/Policy Matters/Pt.III

JOINT PRECEDURE ORDER NO. 25/2003

SUB : COLLECTION OF INCOME TAX ON SCRAP SALES

Consequent upon the introduction of TCS under Section 206 C of IT Act by the IT Deptt. for Scrap w.e.f.01.09.03, J.P.O. for the purpose of the guidelines and implementation is as follows :

1. **Registration** : WAO/LGD/RYP need to get themselves registered for Tax collection No. form 49 B. (Available with PRO of IT, Ayakar Bhavan Hyderabad, A.P).
2. **Procedure for TCS** : Procedure for TCS will be at par with ST collection viz., A.P.G.S.T. & MST i.e. at the time of payment of BSV ((an interest thereon, if any) plus ST plus IT at the prescribed rate.
3. **RATE**

This is of three types. 1) 10% + Surcharge of 1% thereon 2) Rate fixed by Assessing officer of IT 3) Exempted

N.B. : (a) w.r.t. Item No.2 above, in terms of sub-section 9 of section 206 C the purchaser shall submit attested copy of Certificate issued by the assessing officer of Department of IT, wherein, the prescribed rate of collection is mentioned which shall be collected. The Surcharge of 10% on prescribed rate shall also be collected.

(b) w.r.t. Item No.3 above, the purchaser shall invariably submit attested copy of non-deduction certificate issued by Department of IT.

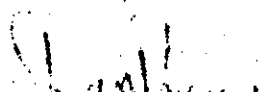
(c) If a & b is not applicable Item No.1 will be followed.

4. **ISSUE OF DELIVERY ORDER**: Attested copies of Certificates, if any, issued by the assessing officer of IT Deptt. should be enclosed along with MCR to obtain Delivery Order.
5. **Remittance** : It has been decided, based on the guide lines of Rly Board letter No:2003/F(S)-I/MISC/6/I Tax Cl. Cer dt:22.08.03, to remit such collections of Income tax on line with the procedure adopted for deduction and remittance of tax on contractors bills.

6. **Issue of Certificate of TCS** : The purchaser may demand for a certificate of TCS for the amount of IT collected which shall be issued to him to the effect that the tax has been deducted specifying the amount and rate in form No.27 D by SMM/DMM based on Balance Sale value Money Receipt.
7. **Filing of Returns** : In addition to the above, in terms of Sub-section 5A of section 206 C the authority collection/deducting tax shall file half-yearly return in form 27 EA for the period ending 30th Sept and 31st March in each financial year and deliver to the prescribed IT authority (within one week from the last day of the month of September and March). The Unit incharge Sr.DGM/SMM/DMM is responsible for the deduction of IT under the provisions, shall at the end of each financial year, prepare and deliver annual returns in the prescribed format supplied by Deptt. of FRO, Deptt. of IT duly vetted by the respective Associated Accounts..

All correspondence shall be made to DCIT 14(2).


CA/ST&S


FA & CAO/WST

Copy to : All DRMs
All WAOs, DPOs.
All Dy.CMMs concerned
All SMMs concerned
All DMMs concerned

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
SECUNDERABAD
Date : 11.09.2003.

No. S/289/Policy Matters/Pt.III

CORRIGENDUM TO JOINT PRECEDURE ORDER NO. 25/2003

SUB : COLLECTION OF INCOME TAX ON SCRAP SALES

Further to the JPO No 25/2003, item No 3 (1) reproduced below

10% + Surcharge of 1% thereon

MAY BE READ AS

1% + Surcharge of 10% thereon


(G. GNANASEKARAN)^{11/9}
Dy. CMM/GP & SALES

Copy to :
All DRMs
All WAOs, DPMs.
All Dy. CMMs concerned
All SMMs concerned
All DMMs concerned

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayar,
Secunderabad-71
Dated : 09.09.2003

No.S.181.L.P.C./H.Q

OFFICE PROCEDURE ORDER No. 26/2003

Sub :- Local Purchase Cell - Stores Headquarters

Ref:- i.OPO.No.14/99 dt:29.09.99

ii. Letter No.S.181.LPC.Hqrs.Dt:21.11.2001

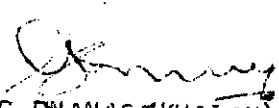
iii. OPO No.22/2003 dt:22.08.2003.

Reference to the Office Procedure Order vide (iii) under reference, the following addition to be included in the SI No.3.

" AMM/G&S/MFT will look after the work of the local purchase cell of COS office in the absence of SMM/G&S/MFT"

Other conditions remain unaltered. The above procedure order comes into force with immediate effect.

This issues with the approval of competent authority.


(G. DHANASEKHARAN)

DyCMM/GP&S
For Controller of Stores.

Copy to :

All purchase Officers
All Depot officers, All Divisional officers
WAO/LGD/SC, DMS/PL
DyCVO/Stores/SC
Principal/STC/SC.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores branch,
Secunderabad - 71.
Dt:15-09-2003.

No:S.236/P/3/Vol.7.

(OFFICE PROCEDURE ORDER No: 27/2003)

SUB: Maintenance of register to watch Risk Purchase recoveries and to ensure placement of Risk Purchase contracts within in time limit.

REF: Railway Board Lt.No:88/BC-R/VS/4 dt.07-09-1990.

-000-

Instructions regarding Risk Purchase Contracts have been issued from time to time. In order to have a watch on the placement of Risk Purchase orders within the prescribed time limit and to effect prompt recoveries of the Risk purchase dues from the defaulter firms, it is necessary that a register is maintained by each purchase section. However, Railway Board vide their letter under reference have issued certain measures to be followed in maintaining the RP register, which are reproduced hereunder.

- 1) All cases where Risk Purchase has been made and the extra amount incurred has to be recovered from the defaulting firm, should be entered in a register which should be reviewed every month at the levels of AMM/SMM and consolidated position put up to the concerned Dy.CMM;
- 2) To ensure Risk Purchase action is taken in time, all cases where purchase orders have to be cancelled due to default on the part of Contractor the risk purchase tenders should be floated on top priority. For this purpose a register should be maintained to be monitored by the AMM/SMM who should put up the register to Dy.CMM at the end of the month.


(UMKUNDA REDDY)
SECRETARY TO COS

Copy to:
All Purchase Officers,
All Section Incharges

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt. 24.09.2003.

No.S .236.Genl. Vol.7

OFFICE PROCEDURE ORDER No. 28/2003

Sub :- Exemption from payment of Excise Duty on Freight charge.

Existing instructions are already available in connection with non-payment of Excise Duty on Freight element. and Freight element is to be shown separately apart from basic rate, by the tenderers.

2.0 It is reiterated, that the tenderers are required to furnish actual cost of transportation (freight) from the place of removal upto the place of delivery to the consignee, to exclude the transportation element for arriving at transaction value that attracts Excise Duty.

3.0 Accordingly the following conditions are to be included in all the Tenders and also in weekly Bulletin :

" The Tenderers/ Suppliers while quoting in the tenders as well as submitting their invoice/ bills they should indicate the freight charges separately from the price of the goods, failing which the supplier would be liable to pay any element of Excise Duty that may become applicable on Freight (transportation) charges".

Authority : Railway Boards letter No.2000/RS(G)/779/4 Dt:25.08.2003

(A.Rama Raju)
DyCMM/IC & Elec.
For Controller of Stores

Copy to :DGM/G/SC for information

All PHODS, FA&CAO/WS/SC,
CAOR/SC, Dy.CAO/SW/SC, Sr.AFA/Stores
Director of Audit/SC, All purchase officers, All Depot Officers, All
Divl.Officers, Dy.CVO/Stores/SC, Principal/STC/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.30.09.2003.

No.S.226.P.Vol.6

OFFICE PROCEDURE ORDER No. 29 /2003

Sub:-Powers of Purchase of COS/CMM, etc.

Ref:- Boards letter No.2001/F(S)-IPW/7/2 Dt: 05.09.2003

The Railway Board vide their letter under reference have modified the purchase powers in supercession of Boards earlier letter No. 2001/F(S)IPW/7/2 dt.28.12.2001 and local OPO.No.2/2002 dt:10.01.2002 .

The modifications are as under:

SL.No.	Nature of power	Powers delegated as per Rly Bd's Ir dt:28.12.2001	Enhanced powers as per Rly.Bd's Lr. dt.5.9.2003
1	Powers of Divisional Stores Officers and depot Stores Officers for placement of orders against DGS&D Rate contracts.	Rs.40,000/- for non-stock items only, for each case.	Sr.Scale & above Rs.1 lakh for non-stock items only, for each case. Jr.Scale Rs.40,000/- for non-stock items only, for each case.
2	Powers of Divisional Stores officers and Depot stores Officers for purchase of non-stock items through normal mode of tenders in terms of para 328-S of Stores Code Volume-I		Sr.Scale and above - upto Rs. 1 lakh in each case, for non-stock items only.

II. The cases already processed and decided as per earlier instructions need not be re-opened.

(A.Rama Raju)

DyCMM/ IC& EI
for Controller of Stores

Copy to :DGM/G/SC for information

All PHODS,FA&CAO/WS/SC,CAOR/SC,Dy.CAO/SW/SC,Sr.AFA/Stores
Director of Audit/SC,All purchase officers, All Depot Officers, All
Divl.Officers, Dy.CVO/Stores/SC , Principal/STC/SC .

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
dt.30.09.2003

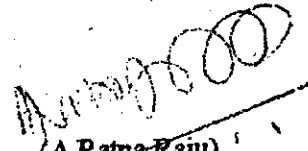
No.S.226P.Vol.6

OFFICE PROCEDURE ORDER No. 30 /2003

Sub :- Reduction in Finance Vetting stages in Stores Procurement.
Ref:- Railway Boards letter No.99/RS(G)779/5 Pt.1. Dt: 28.08.2003

It was decided in the above referred letter , that the Accounts Vetting Stages should be rationalized as follows in order to streamline the purchase process.

1. Vetting of Advance Acceptance letter in tender committee cases is dispensed with. However, a standard format detailing the contents of Advance Acceptance letter be evolved by the Railways to avoid legal implications later on in due consultation with Finance & legal Branch.
2. Wherever an amendment having Financial implication is processed, the amendment letter and the proposal should be simultaneously got concurred/ vetted by Finance to cut down delay.
3. The case wherein sanction of GM for Foreign Exchange is involved, the Tender case may be put up to GM at one stage only for approval of Tender Committee Recommendation as well as sanction of Foreign exchange.


(A.Ratna Raju)
DyCMM/Elec. & IC
for Controller of Stores

Copy to : All purchase Officers, All Depot Officers, All Divisional Officers,
All Depot Officers, All Divisional Officers, FA&CAO/WST/SC
Sr.AFA/SF, Dy.CVO/Stores/SC,Principal/STC/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt. 26.09.2003.

No.S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER No.31 2003

Sub:- Re-tendering in case of BT/LT
Ref:- OPO No.16/2003 issued under letter of even No.dt:09.07.2003

In partial modification of OPO No.16/2003 referred above, it has been decided with the approval of COS that every case of re-tender of BT/LT of AMM shall be directly (i.e. without routing through SMM concerned) put upto DyCMM concerned for his approval of such re-tendering.

This procedure will come into force with immediate effect.


(A. Rajna Raju)
DyCMM/IC & Elec.
For Controller of Stores

Copy to :All Purchase officers, Depot Officers,
All OSs of purchase section, Principal STC/LGD
FA&CAO/WST/SC, Sr.AFA/SF, DyCVO/Stores,

S.113.11.REGN.POLICY

HEAD QUARTERS OFFICE

Stores branches, 6 th Floor

Rail nilayam

Secunderabad

Dt. 10.2003

O.P.O NO: 32 / 2003

SUB: Policy and Procedure to be followed for Registration of vendors on
S.C.RLY.

DATE: O.P.O NO. 15/2002 DT. 01.12.02

The following changes in the O.P.O mentioned under reference is ordered.

Item no.3.0 may be read as :

3.0 Vendors registered with sister Railways, Railway production units, CLW, DLW, RDSO, ICF, CORE and DGS&D/Government Organisations.

3.1 Firms who are pre inspected and considered fit for inclusion in approved list of one Railway, Production units, CLW, DLW, ICF, CORE, RDSO and DGS&D/ Govt. orgn. Should be considered for inclusion in the approved list of S.C.Rly as well. While granting on South Central Railway on the basis of registration granted by above are to be ensured.

- a) Such registration with sister Railway /Production units/ CLW/DLW /ICF/CORE/RDSO / DGS&D/Govt. Orgn. is current and valid
- b) Validity of the registration on South Central Railway will not be beyond the date of validity of registration .
- c) Authenticity of the registration of the firm should be verified with the sister Railway / Production units / CLW / DLW / ICF / CORE / RDSO / DGS&D Govt. Orgn.
- d) The monitory limit of registration on South Central Railway should be the same as that allowed by the sister Railway /Production units / CLW / DLW / ICF / CORE /RDSO /DGS&D.

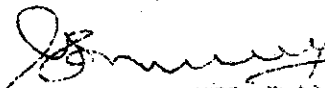
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(a) Govt. Organisation shall be granted automatic registration subject to conditions fulfilling normal requirements.

The Monetary limit of Govt. organisation should be fixed based on the Bankers report and Profit & loss and balance sheets of last 3 years

This has the approval of competent authority.

All other terms and conditions remain unchanged


(G. GNANASEKHARAN)

DY. CMM/GP&S

FOR CONTROLLER OF STORES

y to : CMM E&G, CMM/M&S, All Purchase officers, Principal STC/SC,
DVO/SCR/SC, COS/SWRAEL.

OFFICE OF THE HEAD QUARTERS

HEAD QUARTERS OFFICE

Stores Branch,

Rail Nilayam

Secunderabad.

DT. 19.11.2003

No. S.113.11. Regn. Policy

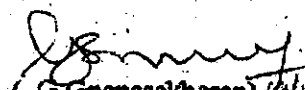
OPD NO. 33 / 2003

Further to procedure Order No. 15/2002dt. 31.12.02, the following points may be kept in view while dealing the Firms Registration / Renewal cases.

1. Firms Registration

- i) Where the firms are registered by NSIC for certain products, the concerned Dy. CMM have to recommend firm's registration for the trade group covering the product provided the item is not in the list of items to be procured from restrictive source like RDSO, DLW, CLW, ICF etc.,
- ii) Where NISC registration is for certain manufacturing process, the concerned Dy. CMM while recommending will ensure that registration is recommended for the trade groups which cover the manufacturing process approved by NSIC while doing so, the infrastructure available with the firms are also to be taken into consideration.

This issues with the approval of COS


(G. Gnanasekharan) 16/11/03
DY. CMMM/GP&S/SC
For Controller of Stores.

/ C/- DY.CMM/C&W, DY.CMM/DSL, DY.CMM/POL,
DY.CMM/S&T, DY.CMM/G AND DY.CMM/IC & ELEC.

SOUTH CENTRAL RAILWAY

No.113.11.Regd.Policy

Head quarters Office
Stores Branch
Rail Nilayam
Secunderabad
Dt: 1.12.2003.

O.P.O. NO. 34 / 2003

Further to procedure order NO. 15/2002 dt.31.12.02 The case files forwarded for performance certification and recommendation for Registration and also Renewal have to be attended by DY.CMMs in time as under.

1. Fresh Registration fileswithin 3 days(Three Days)
2. Renewal performance Certification.....Within 7 days(Seven Days)

This issue with the approval of COS


(G.Gnanasekharan) 6/12/03
DY.CMM/G&P/SC.
For Controller of Stores.

DY.CMM/C&W,DY.CMM/DSL,DY.CMM/POL,DY.CMM/S&T,
DY.CMM/G, and DY.CMM/ IC & ELEC.,

SOUTH CENTRAL RAILWAY

Headquarters Office,

Stores Branch,

Rail Nilayam,

Secunderabad - 500 071

dt. 16.12.2003.

No. S.23/TPP/(part)

OFFICE PROCEDURE ORDER No. 35/2003

Sub: Extension of delivery period - guidelines regarding
levy / waiver of LD and reduction in rate in subsequent
tenders - regarding.

1. Educational or Developmental contracts :

The Rly. Board issued clear instructions vide Board's letter No. 58/775/RS(G) dt. 19.11.62 which states that liquidated damages are not to be leviable in cases of Educational or developmental contracts. However, as per Board's instructions, nature of such contracts should be declared at the time of placing them. It is observed that these Rly. Board's instructions are not being followed by all the purchase sections. Therefore a copy of the Board's letter is hereby circulated for uniform compliance by all concerned.

It is further directed that Rubber Stamp should be made out with inscription (Developmental purchase order and should be affixed in all such orders).

2. Provisional full LD :

It is observed that while issuing amendment for initial DP extension to enable the firms to supply full LD is being levied. Though the intention of Railway Administration is that this full LD is only provisional and thereafter subject to review in accordance with the merits of the case and Board's instructions, it is not being clearly specified while issuing amendment for initial extension. It is therefore directed that all concerned should stipulate "Provisional full LD" in the amendments while extending contractual DP (other than final extensions). However, the decision to waive partly/ fully the aforesaid provisional full LD or not to waive at all is to be taken at the time of granting final extension of DP on the merits of each case.

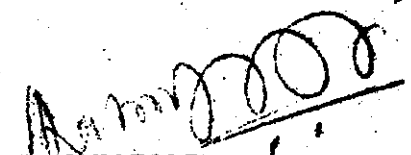
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3. Final extension - Reduction in rate due to lower rates obtained in subsequent tenders / contracts

It is observed that in purchase orders where initial extension of DP has been issued with full LD and lower rates have been obtained from tenderers (whose offers are acceptable for placing of bulk orders) in subsequently opened tenders, some purchase sections are imposing reduction in price at the time of review of LD which is not correct. In order to ensure uniformity, it is directed that the request / representation of a contractor to waive the liquidated damages provisionally imposed at the time of initial granting of extension of DP should not be linked with the lower rates of the tenderers eligible for getting orders received in subsequently opened tenders at the point of time when the contractors make their request / representation and /or their request / representation is dealt with by the purchaser. It is further directed that such cases are to be dealt with on the merits and within the frame work of extant guidelines on levy of liquidated damages in case of belated supplies.

All the purchase Officers/ Sections are advised to ensure that the above instructions are scrupulously followed.

This issues with the approval of COS.


Dy. CMM/IC&EL
For Controller of Stores

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

All Purchase Officers, All OSs/ purchase sections
Dy. CAO/WS, Dy. CVO/Stores, Sr. AFA/SF

Enclosure to Board's letter No. 58/775/RS(G) dated 19th November 1962.

Sub : Additional guiding principles for assessing Liquidated damages in continuation of Board's letter No. 58/775/RS(G) dated 4th May 1960

1. When firms apply for extension of contract delivery period and it is decided to extend the same subject to recovery of liquidated damages for delay in supplies, contractors must be given a warning to this effect in writing at the time of granting extensions. It is not correct to grant extension without any mention of the liquidated damages if it is proposed to recover such charges eventually.

2. It is also not correct to grant extension of delivery period by merely stating that the extension is granted "without prejudice to the rights of the purchaser under the terms and conditions of the contract" as this would only mean that all the options given in the conditions of contract would be available to the purchaser on the expiry of the extended delivery period and would not amount to the exercise of the option to recover liquidated damages from the original date of delivery period to the date of actual supply.

3. Liquidated damages accrue only in case of the delayed supplies. Where, or in so far as no supplies have been made under a contract, upon cancellation, recovery of only the loss occasioned thereby can be made, notwithstanding the fact that prior to the cancellation of one or more extensions of the delivery period with reservation of right to liquidated damages were granted.

4. Where price preference has been given for earlier delivery, no liquidated damages can be recovered in addition to the amount of price preference for the period of delay upto the delivery date offered by the lowest acceptable tenderer.

5. Government establishments undertaking work should not be dealt as ordinary contracts and they should not generally be penalised for late delivery in terms of the conditions of contract. Serious cases of default should, however, be brought to the notice of the Head of the Department concerned.

6. In regard to contracts requiring raw materials, the distribution of which is controlled by Government e.g. iron and steel etc., no liquidated damages should be levied unless wilful default is established. Each case will have to be examined independently and necessary amendment to delivery period, without levy liquidated damages should be issued in cases where the delay was not attributable to the contractor.

7. In the case of supply orders placed against the rate contracts, normally the delivery date stipulated in the supply order is not binding on the supplier and therefore, no liquidated damages could be levied for non supply or delay in supply against such orders. However, in cases where delivery dates as stipulated in the relevant supply order have been expressly agreed to by the supplier in writing before placing the relevant order, liquidated damages can be recovered from the supplier on account of delay delivery beyond the stipulated delivery date, provided the Government has not in any way interfered with the supplier's discretion to meet the said supply order by directing the supplier to give priority to some other supply order.

Cases where liquidated damages are to be recovered should be reported to the D.G.S. & D. for settlement in the case of rate contracts placed by him.

8. In the case of educational or developmental contracts, liquidated damages are not leviable. However, the nature of such contracts should be declared at the time of placing them.

9. The levy of liquidated damages, which will be determined on the merits of each case will, in any event be limited to 10 per cent of the value of the contract, irrespective of the period of delay.

10. Liquidated damages should be calculated on the contract price including the element of sales tax, excises duty etc.

11. No liquidated damages in respect of delays in supplies within the grace period of 21 days will be leviable where Depot/Inspecting Officer/Divisional Officer (who is a direct consignee) has extended delivery period accordingly.

12. Liquidated damages are leviable only for the guaranteed portion of delivery of a contract. To cite an example, if delivery terms stipulate, "six months after receipt of import licence" the guaranteed portion of delivery commences after receipt of the import licence.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 501 071
dt. 23.12.2003

No. S.232.T.P.P.(Part)

OFFICE PROCEDURE ORDER No. 36 / 2003

Sub: Extension of delivery periods - reduction in rates
received/accepted in subsequent tenders / contracts..
Ref: This office Note of even No. dt. 21.1.03.

As per this office note referred above, the following instructions have been issued on the subject of extension of delivery period at a time when lower rates have been received /accepted in the subsequent tenders / contracts.

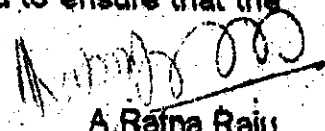
"While considering the case for extension of delivery date, if it is found that either a subsequent PO has been placed with a lower rate or there is a lower rate in a subsequently opened tender, from tenderers whose offers are acceptable for placement of orders, then a careful examination is to be made as to whether it would be more advantageous to extend the DP with subsequently contracted lower rate or with imposition of liquidated damages and decision taken accordingly."

0 However, instances have come to notice that when extension to the delivery period was issued with subsequent lower rates, some of the firms contested that such unilateral reduction in rates by Railways is not acceptable and it is not binding on the firms to accept such lower rates.

Enforcement of any rate other than that at which the contract was originally placed is nothing but changing one of the conditions of the contract and therefore, such an action will be contractually valid only when the same is taken with the consent of both the parties i.e. the Purchaser and the contractor.

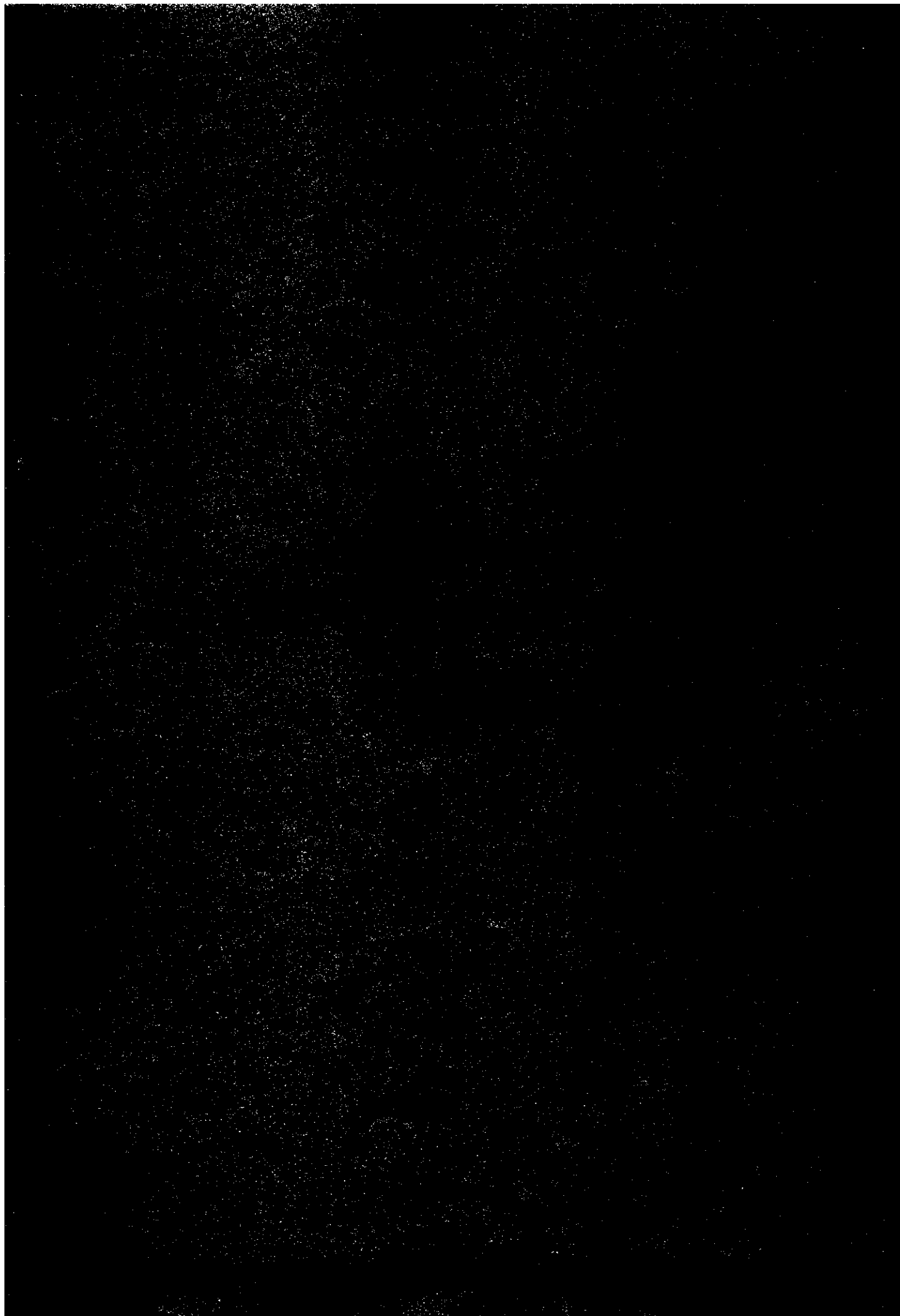
3.D. In view of the above and in order to avoid legal complications it has now been decided with the approval of COS that wherever it is proposed to reduce the contracted rate, a pre-facto confirmation from the contractors towards their unqualified acceptance of the subsequent lower rate (either received against a tender or accepted in a contract) should be obtained by the purchase Officers before the same is enforced through an amendment. It is further directed that purchase officers while addressing the contractor for their unqualified acceptance of such subsequent lower rate should stipulate a target date for response of the contractor duly further specifying that if there is no response within the targeted date, it would be presumed that the contractor is agreeable to accept the lower rate as offered by the purchaser in their letter and the contract would be amended accordingly.

All the Purchase Officers are therefore requested to ensure that the above instructions are scrupulously followed.



A. Ratna Raju
Dy.CMM/EL&IC
For Controller of Stores

COS, CMM/E&G & CMM/M&S. All Purchase Officers,
Dy.CAO/WS, Dy.CVO/Stores, Sr.AFA/SF,
ALL OSs purchase sections, All depot Officers.





OFFICE PROCEDURES ORDERS - YEAR -2004

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071

No. S.232.P.2.G&P

dt. 5.1.04

OFFICE PROCEDURE ORDER No. 1/2004

Sub: Briefing Notes

The existing briefing note format is in-adequate. In order to equip the TC with full details, the following instructions are issued for compliance :

1. Copies of all the last purchase orders including Trial / Developmental orders released against the immediate last purchase case, should be placed in the file by the OS of purchase section at the time of inviting AT itself.

Wherever warranted the concerned purchase Officer should take requisite clarifications from the concerned OS of purchase section that no more POs have been placed for the item after inviting the tender. In case a PO has been placed, copy of the same should be placed in the file by the OS concerned.

2. All the details of last purchase orders duly indicating the Basic rate, ED, Sales tax, packing & forwarding, PVC, F.O.R., freight, discount etc. have to be clearly indicated in the briefing note.
3. At the time of tender settlement the concerned purchase officer should obtain necessary clarifications from the purchase section on the last date upto to which 30% option clause can be exercised and the quantity that can be ordered under 30% option clause against each live PO.

4. A revised format of briefing note to be followed by all concerned with immediate effect is enclosed herewith.

This issues with the approval of COS.

COS, CMM/ESG & CMM/M&S.
All Purchase Officers,
All CTCs, OS/CTC, all OSs purchase sections,
Dy.CAO/WS, Dy.CVO/Stores, Sr.AFA/SF.

11025/1/2004
Dy.CMM/IC&EL
For Controller of Stores

Encl. to GPO No.1/2004 dt.5.1.04.

SOUTH CENTRAL RAILWAY

BRIEFING NOTE

1) HISTORY :

Tender No. :

PL No. :

Due date :

Brief Description :

C.P. Starting date

IP Reqt.

CP Reqt.

S.No	Consignee	Vetted demand qty.	Qty tendered

LPR Details :

- a) Basic rate
- b) Packing charges
- c) Excise duty
- d) Sales tax
- e) Forwarding charges
- f) Freight
- g) Discount
- h) PVC details
- i) Any other terms
- j) Trial/developmental/Regular
- k) PO No. & date (copy at f/)
- l) Firm

Estimated value in Rs.

Restricted sources

Restricted Inspection Agency

Type of tender & appl.

Tender Notice

Paper cutting

Special Attn. of restricted sources drawn

No. of tender schedules sold

No. of offers received

Tabulation statement

Technical suitability

2) Summary of offers received

Ranking	Overall Rate (Rs.)	Firm's Name & total value	RDSO Part I/II – remarks

3) Details of Option clause in LPO :

Sl.No	Name of the firm	PO No & dt.	Rate	Overall rate	Qty. available in Option clause	cut. off Date for exercise of option clause

- 4) Finance may vet the tabulation statement along with briefing note and return the case file early.

Dy.CMM/CM

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071
Dated: 4.02.2004.

No. S.232.T.P.P. (part)

O.P.O No.02/2004

Sub: Additional Tender conditions in Advertised tenders and L1's

With a view to ensuring procurement of quality material from right sources through advertised tendering route, the following condition may be stipulated in all the Advertised Tenders:

- 1.0 If the tenderer happens to be a non-manufacturing trading unit then, the following conditions are invariably to be satisfied.
- a) The Tenderer will have to be an authorized dealer/stockists/distributor of a manufacturer.
 - b) A tender specific letter from the manufacturer authorizing their dealer/stockist/distributor as aforesaid in original to quote against the tender is to be furnished along with the offer.
 - c) In the event of placement of order on such authorized dealers/stockists/distributors, inspection will be carried out by the nominated agency of the Railways at the Principal's manufacturing premises before despatch. Inspected and passed materials are to be despatched directly from such manufacturer's premises to railway's consignees. RITES shall confirm in the inspection certificate that the materials have been inspected at the manufacturer's premises of the Principal and not in the warehouse/godown/showroom of the authorized dealer/stockists/distributor.
 - d) An undertaking from the relevant Principal (manufacturer), is to be furnished along with the offer, confirming that they take the responsibility towards full conformity of the material supplied to the tendered specn. and in the event of any rejection at the consignee's end, they shall replace the rejected materials free of cost.
 - e) Failure to comply with any of the above mentioned conditions will make the offer liable to be ignored without any back reference to them.

2.0 The following additional conditions may also be stipulated in all the tender enquiries including LT/BT /SLT/AT.

- a) Material peculiar to Railways such as parts and fittings of rolling stock except raw material, which have been rejected by the inspecting authority and could not be rectified during inspection, are required to be defaced by the inspection authority to avoid recycling of such rejected material and to avoid ultimate failures of assets. All such rejected materials peculiar to Railways should be mechanically defaced to prevent sale to railways again.
- b) In case the firm fails to offer the material for inspection against inspection call issued to inspecting agency or if the material have to be re-inspected due to rejection of the material at firm premises by inspecting agency or due to non-despatch of material within validity of inspection certificate, then 50% of the inspection charges applicable for the offered quantity subject to maximum of Rs. 5,000/- and actual test charges incurred will be paid by the supplier to inspecting agency.
- c) In case the purchase orders are placed on traders / agents for the items, which are peculiar to the Railways, traders/agencies should indicate the source of supply and inspection to be carried out at their manufacturer premises rather than trader / agents premises, to ensure genuineness of quality of the material.

3.0 It is further advised that Inspection clause may be stipulated as RITES/RDSO(depending upon the material to be procured) alone. Consignee's inspection may be resorted to only in exceptional circumstances with due justification. However, such inspection by RITES can be carried out only when the procurement is made as per some standard specn. and/or drawing or the other.

This issues with the approval of COS.


Dy.CMM/IC&FL
For Controller of Stores

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

All Purchase Officers, All OSs/ purchase sections

Dy.CAO/WS, Dy.CVO/Stores, Sr.AFA/SF, Sr. SM/SC, Dy.CMM/C

MPS - for Infor. & to print the conditions 1 & 2 in the AT conditions and condition 2 in Weekly Stores Bulletin.

South Central Railway

Hqrs Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
dt. 13.2.2004

No. S.243.P.DGS&D

OFFICE PROCEDURE ORDER No. 03/2004

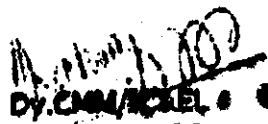
Sub: Rationalisation of Purchase procedure - Dispensation with vetting of supply orders for stock items against DGS&D Rate contract - Reg.

As per the OPO No. 11/2003, vetting of supply orders for stock items against DGS&D Rate contract has been dispensed with on an experimental basis for the supply orders released from 1.7.03 to 31.7.03 duly introducing a system of post check.

Subsequently, the trial has been extended for two more months i.e. 20.10.03 to 19.12.03 as agreed by FA&CAO/WST vide letter No. AFS/POO/18A dt. 14.10.03. Based on the results of post check, FA&CAO/WST/SC vide his letter No. AFS/POO/18A dt.10.2.04 agreed to dispense with vetting of supply orders for stock items against DGS&D Rate contract on a regular basis, however, subject to post check.

Before release of SOs, the case files have to be sent to Stores Finance section for booking the funds against purchase grant. After the release of S.Os, the case files relating to release of these supply orders from 1st to 15th of the month have to be sent to Stores Finance Section by respective purchase sections under a separate covering letter for carrying out post check of the cases by 20th of the month. Similarly, the case files relating to release of S.Os from 16th to 30/31st of the month have to be sent to Stores finance by 5th of the following month for carrying out such post check.

All purchase sections / Officers have to ensure that supply order are released without any errors and the above instructions are followed.


Dy. CVO/Stores
For Controller of Stores

All Purchase Officers,
FA&CAO, FA&CAO/WST, Dy.CAO/S&W, Sr.AFA/SF
Dy.CVO/Stores/SC, Principal / STC/SC
ALL OSs of purchase section of Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters' Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071
Date: 17.02.2004.

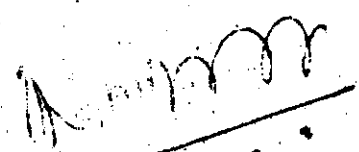
No.S.232.TP.P.P.(Part)

OPO.NO.04/2004

**Sub:Modification to OPO No.02/2004-regarding Additional
Tender conditions in Advertised Tenders and LTs/BTs.**

The OPO No. 02/2004 dt.4.2.04 stands amended as follows:

- (i) Para 2.0 (c) is deleted , as it is repetition.
- (ii) Under para 3.0, fifth line, the word "RITES" should be read as "RITES/RDSO".


DY.CMM/IC&EL
For Controller, Of Stores

COS, CMME&G & CMM/M&S,
All Purchase Officers, All OSS/purchase sections
DY.CAO/WS, DY.CVO/Stores, Sr.AFA/SF, Sr. SM/SC, DY.CMM/C
MPS - for infor. & to print the conditions 1 & 2 in the AT conditions and
condition 2 in weekly Stores Bulletin.

SOUTH CENTRAL RAILWAY

HQrs Office
Stores Branch
Rail Nilayam,
Secunderabad-71.

No.S.232.T.P.P.(part)

G.P. E. NO. 05/ 2004

Date: 19/02/2004

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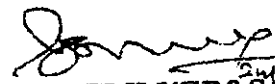
All Purchase Officers

Sub: Special Terms & Conditions for Advertised Tender.

It is seen that the Purchase Sections are enclosing some additional Terms & Conditions to the printed special terms & conditions, but these are not being made available for uploading on Internet. In order to have uniformity, the special terms & conditions as uploaded in Internet is enclosed herewith (total 30 conditions). These are common for all Advertised tenders in the web-site of S.C. Railway.

All Purchase Sections are requested to adopt the conditions as per enclosure without any deviation, so that the tender form as obtained manually is same as that of as obtained through Internet.

However, wherever any Purchase Section wants to add any other special terms & conditions for a particular tender, such terms should be provided on the basic tender document itself so as to upload the terms for the specific tender.


Dy.CMM/GP&S 24/2/04

Encl : As above

C/-

OSs Purchase Sections

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY
भंडार विभाग
STORES DEPARTMENT

विज्ञापित निविदाओं के लिए विशेष निबंधन एवं शर्तें
SPECIAL TERMS AND CONDITIONS
FOR ADVERTISED TENDERS

- 1) स्थान, जहाँ सामग्री अपेक्षित है :
Materials are required at :
- 2) प्रस्ताव की वैधता की अवधि प्रस्तावों को खोलने की तारीख से कम से कम 90 दिन तक वैध रखी जाए.
Offers should be kept valid for atleast 90 days from the date of opening.
- 3) दरें, शब्दों और आंकड़ों, दोनों में दी जाएं कहीं आंकड़ों और शब्दों में अलग-अलग राशि का उल्लेख किया गया हो वहाँ प्रस्ताव के मूल्यांकन के लिए शब्दों में दिए गए आंकड़ों पर विचार किया जाएगा. शब्दों में लिखी गई राशि के बाद "मात्र" शब्द अवश्य लिखा जाए.
Rates should be quoted both in words and figures. Where ever amount is indicated Differently in figures and words, the amount indicated in words shall be taken into Consideration for evaluation of the offer. The word "only" should invariably follow the amount written in the words.
- 4) जहाँ मूल्य में कर सम्मिलित हो तो, मात्रा का उल्लेख किया जाए. यदि अतिरिक्त वसूल किया जाना हो, तो इसका स्पष्ट उल्लेख किया जाए. बिक्री कर रियायती दरें कोट करनेवाली फर्म, संविदा के साथ संबंधित रियायती फार्म भी जारी किए जाने का अनुरोध करें.
Where taxes are included in the price, the quantum should be specified. If leviable extra, it should be clearly specified as such. Firms quoting concessional rate of sales tax shall request for relevant concessional form to be issued with contract.
- 5) यदि उत्पाद शुल्क अतिरिक्त प्रभारित किया जा रहा है, तो निविदाकार अपने प्रस्ताव में लागू उत्पाद शुल्क की सही दर स्पष्ट सूचित करे. यदि प्रस्ताव भेजते समय रियायती उत्पाद शुल्क लागू हो और निविदाकार चाहता है कि सप्लाय के समय वास्तविक उत्पाद शुल्क का भुगतान किया जाए तो वे स्पष्ट रूप से यह उल्लेख करें कि टर्नओवर मूल्य के आधार पर उत्पाद शुल्क में परिवर्तन होगा तथा देय उत्पाद शुल्क की अधिकतम दर भी सूचित की जाए. उत्पाद शुल्क की अधिकतम दर, जो लागू हो सकती है, के आधार पर निविदा का मूल्यांकन किया जाएगा. प्रस्ताव में यदि उत्पाद शुल्क का दावा नहीं किया जाता है, उत्पाद शुल्क की घट-बढ़ का उल्लेख नहीं किया जाता है तो उत्पाद शुल्क का भुगतान नहीं किया जाएगा. यदि प्रस्ताव में उत्पाद शुल्क की सही दर सूचित की जाती है और फर्म द्वारा प्रस्ताव में घट-बढ़ उल्लेख किया गया हो तो उस पर उत्पाद शुल्क की सही दर के साथ प्रस्ताव का मूल्यांकन करते हुए विचार किया जायेगा. किसी भी मामले में संविदा की अवधि के दौरान टर्नओवर में वृद्धि के कारण उत्पाद शुल्क में घट-बढ़ स्वीकार्य नहीं होगी जब तक कि प्रस्ताव में इस आशय का उल्लेख विशेष रूप से किया गया हो. अगर निविदाकार संबंधित उत्पाद दर नियमों के अंतर्गत माल का गलत वर्गीकरण करते हैं तो रेलवे इस गलत वर्गीकरण के कारण उत्पाद शुल्क में हुई वृद्धि का भुगतान नहीं करेंगे. उत्पाद शुल्क का भुगतान केवल लिखित प्रमाण तथा सरकारी अधिसूचना के आधार पर ही किया जायेगा.
If Excise Duty (ED) is being charged extra, then the tenderers should clearly indicate the exact rate of ED applicable in their offers. If concessional ED is applicable at the time of quoting offers and the Tenderers wish that actual ED at the time of supply should be paid, then they should clearly indicate that ED will vary based on the turnover value and must also indicate the maximum rate of ED payable. Ten-

ders will be evaluated on the basis of maximum rate of ED which may become applicable. If ED is not claimed in the offer and no mention is made about either excise duty or statutory variation, then no ED will be payable. If ED is claimed in the offers with exact rate and statutory variation is also claimed by the firm in the offer, the same will be considered duly evaluating the offers with exact rate of ED. In no case the variation in ED due to increase in turnover during the currency of contract will be admissible unless specifically mentioned in the offer. If Tenderers misclassify the goods under relevant Excise Tariff rules, the Railway will not pay increased Excise Duty due to misclassification. ED will be paid subject to documentary evidence and Government Notifications only.

- 6) समय संविदा का महत्वपूर्ण आधार है. सुपुर्दगी की अपरिवर्ती अनुसूची दी जाए, जिसमें सप्लाई आरंभ करने के लिए अपेक्षित समय तथा उसके बाद सप्लाई की मासिक दर सूचित की जाए.
Time is the essence of the contract. Firm delivery schedule should be quoted indicating time required for commencement of supply and monthly rate of supplies thereafter.
- 7) इस रेलवे पर जो फर्म पंजीकृत नहीं है, को चाहिए कि निविदा के साथ _____ रु. की बयाना रकम भेजे अन्यथा उनके प्रस्तावों को अस्वीकार किया जा सकता है.
Firms not registered with this Railway should furnish earnest money deposit of Rs. _____ along with the tender failing which their offers are liable to be rejected.
- 8) इस रेलवे पर जो फर्म पंजीकृत नहीं है, को चाहिए कि यदि उनका प्रस्ताव स्वीकार कर लिये जाने पर आदेश के मूल्य के 5% की दर पर निक्षेप जमा की अदायगी करने के संबंध में अपनी इच्छा का विशेष रूप से उल्लेख करें. अन्यथा उनके प्रस्तावों को अस्वीकार किया जा सकता है.
Firms not registered with this Railway should specifically indicate their willingness to pay security deposit @ 5% of the value of the order if their offer is accepted, failing which their offers are liable to be rejected.
- 9) फर्म अपना पिछला कार्यनिष्पादन, इस रेलवे या अन्य रेलों /सरकारी विभागों /मान्यता प्राप्त निर्माताओं को सप्लाई की गई निविदीकृत मदों या तत्समान मदों के लिए निष्पादित आदेशों का ब्यौरा देते हुए विवरण इस निविदा के साथ भेजे.
Firms should enclose their past performance along with the tender giving details of the orders executed for the tendered items or similar items supplied to this railway or other railways/Government departments/reputed manufacturers.
- 10) जहाँ तक संभव हो अपरिवर्ती मूल्य कोट करें मूल्य घट-बढ़ की धारा विनिर्दिष्ट की गई हो तो वृद्धि/कटौती के लिए घट-बढ़ का सिद्धांत असंदिग्ध हो तथा यह प्रकाशित सूचकांक से सम्बद्ध हो. सूचकांक के परिवर्तन की तारीख के संदर्भ में घट-बढ़ प्रभावी होने की तारीख का विशेष उल्लेख किया जाए. अस्पष्ट /असंपूर्ण मूल्य घट-बढ़ सिद्धांत वाले प्रस्तावों को संपूर्णतया अस्वीकार किया जायेगा.
As far as possible, firm price should be quoted. In case of stipulation of price variation clause, the variation formula for increase/decrease should be unambiguous and linked with published indices. The date from which the variation would be effective with reference to the date of change of indices should be specified. Offers with vague/incomplete price variation formula will be summarily rejected.
- 11) वैध आयकर क्लियरेंस प्रमाण-पत्र की प्रति निविदा के साथ अवश्य भेजी जाए.
Copy of valid income tax clearance certificate should preferably be submitted along with the tender.
- 12) संविदा के विरुद्ध जोखिम खरीद कार्रवाई की मान्य संगत अवधि खरीद आदेश की निर्धारित या बढ़ाई गई सुपुर्दगी की तारीख से 9 माह तक होगी.

Tenability period of risk purchase action against the contract will be 9 months from the date of expiry of stipulated or extended delivery date of the purchase order.

- 13) विधिवत हस्ताक्षरित निविदा फार्म प्रस्ताव के साथ निर्धारित तारीख की या इससे पहले वापस किया जाए यदि प्रस्ताव अस्वीकृत ही क्यों न हो.

The tender form duly signed is to be returned positively on or before the specified due date along with their offer even if it is a regret offer.

- 14) यदि अपेक्षित हो, तो आरेख अमासं /लखनऊ या क्षेत्रीय रेलों / उत्पादन यूनिटों, जैसा भी मामला हो, से प्राप्त किये जाएं.

Drawings, if required are to be obtained from RDSO/Lucknow OR the Zonal Rlys/ Production units, as the case may be.

- 15) अन्य निबंधन समान होने की शर्त पर परेषिती द्वारा सामग्री की प्राप्ति और स्वीकृति के बाद ही रेलवे 100% भुगतान करना चाहेगी. तथापि यदि ऐसे बिलों के साथ माल की वास्तविक रूप से प्राप्ति को सूचित करने वाले परेषिती के राजपत्रित अधिकारी द्वारा हस्ताक्षरित रसीदी चलान और निरीक्षण प्रमाण-पत्र प्रस्तुत करने पर ही 95% से 98% अग्रिम भुगतान किया जायेगा.

Railways would prefer 100% payment on receipt and acceptance of material by consignee subject to other conditions being equal. However, 95% or 98% advance payment can also be made only if such bills are accompanied by the receipted challan signed by the Gazetted Officer of the consignee indicating the physical receipt of the goods and inspection certificate.

- 16) आपूर्तियां सड़क मार्ग से प्रेषित की जाएं तथा परेषिती के परिसर में इसकी सुपुर्दगी की जाए. प्रस्ताव में सड़क मालभाड़ा प्रभार का भी उल्लेख किया जाए क्योंकि मालभाड़े पर कर और शुल्क देय नहीं हैं तथा इस सूचना के बिना प्रस्तावों को नजर अंदाज किया जा सकता है, केवल रेलवे द्वारा अपवाद स्वरूप रेल द्वारा प्रेषण पर विचार किया जा सकता है.

Supplies are to be despatched by road and delivered to the consignee at his premises. The road freight charges are to be indicated in the offer, as taxes and duties are not payable on freight and offers without this information are liable to be ignored. Despatch by rail may be considered by Railway only as an exception.

- 17) एफओआर प्रेषक स्टेशन के आधार की दर के साथ प्राप्त प्रस्तावों के मामले में, मूल्यांकन के प्रयोजन के लिए रेलवे मालभाड़े को लेख में लिया जायेगा. लिखित प्रमाण प्रस्तुत करने पर भुगतान करते समय इसकी प्रतिपूर्ति की जायेगी.

In case of offers received with rates on FOR despatching station basis, for evaluation purpose, the Railway freight will be taken into account. The same will be reimbursed at the time of releasing payment on production of documentary evidence.

- 18) पारगमन में जोखिम ठेकेदार वहन करेगा.

Risk in transit will be that of the contractor.

- 19) भंडार का बीमा रेलों की लागत पर नहीं किया जाये. ठेकेदार भंडार का बीमा, यदि आवश्यक हो, अपनी लागत पर करवाए तथा तदनुसार कोट करें.

The stores should not be insured at the cost of the Railways. The contractors may insure stores at their cost, if necessary and quote accordingly.

- 20) चुंगी कर आदि जैसी अतिरिक्त वसूली, सप्लायर्स के खाते में की जायेगी. निविदाकारों को चाहिए कि जहां कहीं अपेक्षित हो, चुंगी छूट प्रमाण-पत्र के लिए विशेष रूप से अनुरोध करें जिसे निविदा के साथ जारी किया जायेगा.

Extra levies like Octroi etc. will be to suppliers account. Tenderers to specifically request for Octroi exemption certificate wherever required, which will be issued along with contract.

- 21) रेलवे बिना कोई कारण बताए किसी निविदाकार के प्रस्ताव को संपूर्ण रूप से या आंशिक रूप से स्वीकार / अस्वीकार करने का अधिकार सुरक्षित रखती है।

The Railways reserves the right to accept/reject the offer of any tenderer either fully or partially without assigning any reasons therefor.

- 22) रेलवे बिना कोई कारण बताए, आवश्यकता पड़ने पर, निविदा को रद्द करने या निवेदित मात्रा को कम करने और /या एक से अधिक निविदाकारों को आदेश प्रस्तुत करने का अधिकार सुरक्षित रखती है।

The Railway reserves the right to cancel the tender or reduce the quantity tendered and/or place the order on more than one tenderer as deemed necessary without assigning any reasons therefor.

- 23) संविदा निर्मुक्त करने के बाद खरीददार को उक्त संविदा में दर्शाए गए भंडार के प्रत्येक विवरण की कुल मात्रा को अधिक से अधिक 30% तक (10 लाख रुपयों से अधिक मूल्य की निविदाओं के आधार पर प्रदत्त संविदाओं के लिए लागू) बढ़ाने या घटाने के लिए हकदारी होगी।

After releasing the contract, the purchaser shall be entitled to increase or decrease the total quantities of each description of stores shown in the said contract by not more than 30% (applicable to contracts awarded based on tenders valued above Rs. 10 lakhs).

- 24) खरीददार के पास समय-समय पर सरकार की नीतियों के अनुसार अन्य फर्मों की तुलना में सार्वजनिक उपक्रमों और / या लघु उद्योग यूनिटों से प्राप्त प्रस्तावों के लिए खरीद /मूल्य अधिमान्यता देने के विकल्प का अधिकार सुरक्षित है। मूल्य / खरीद अधिमान्यता को गंभीरता से लिया जाए तथा लागत को कम करने के लिए आवश्यक हर संभव प्रयास किया जाए और प्रतिस्पर्धा हासिल की जाए। ऐसी खरीद /मूल्य अधिमान्यता का दावा करने के लिए पात्र फर्म अपने प्रस्ताव में इसका विशेष रूप से उल्लेख करें और इसके समर्थन में वैध प्रमाण-पत्र की प्रति संलग्न करें अन्यथा निविदा पर खरीद/ मूल्य अधिमान्यता के लिए उन पर विचार नहीं किया जायेगा।

The purchaser reserves the option to give purchase/price preference to the offers from public sector units and/or from small scale cottage industries units over those from other firms in accordance with the policies of the government from time to time. The price/purchase preference above cannot be taken for granted and every endeavour need to be made by them to bring down cost and achieve competitiveness. Firms eligible to claim such purchase/price preference must state specifically so in their offer duly enclosing a copy of valid certificate in support of it, failing which they will not be considered eligible for the purchase/price preference against that tender.

- X-X-X-

25. Bulk purchase will be made from only those firms who have been approved by RDSO for such ordering before opening of tender to manufacture and supply of the item.

26. If the tendering firm(s) is not approved by RDSO as mentioned above either for placement of bulk order or for development order then they must submit their credentials in details i.e., Machinery and Plant, Testing Facilities, QAP, Technical Manpower etc. In deserving cases, their offers may be considered for developmental orders after assessment of capacities/capabilities by RDSO. Onus of getting such an approval from RDSO within 120 days i.e., normal validity of an offer against an advertised tender will lie with the tendering firm(s). Failure to furnish requisite credentials as mentioned above will make their offer liable to be ignored straightaway.

27. Wherever all or most of the approved firms quote equal rates and CARTEL formation is suspected, Railways reserve the right to place order on one or more firms with exclusion of the rest without assigning any reasons thereof.

28. Firms are expected to quote for a quantity not less than 50% of tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected in case CARTEL formation is suspected. Railways, however, reserve the right to order on one or more firms any quantity.

29. Names of those firms who quote in CARTEL are likely to be deleted from list of approved sources.

30. Wherever there is suspected cartel formation from approved sources, the Railways reserve the right to place orders on Part-II sources and new sources beyond limits of 15% and 5%.

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
Dt.25-02-04

No.S.2. Policy.2003-04

Sr.DMM/SC
All DMMs of divisions
All Scrap Depot Officers

OFFICE PROCEDURE ORDER 6/2004

**Sub: Procedure Order for obtaining information from Sister
Depot for fixation of reserve price.**

1. As per Railway Board Lr.No.86/RS(S)/709/14 Dt.14-4-1987 reserve price should be fixed based on the bids obtained in the past auctions as also on information like published market rates of similar material, recent auction rate of similar material in nearby depots etc.

2. In order to improve the implementation of Board's instructions, it is hereby advised that all the Divisional Stores Officers and Scrap Depot Officer at LGD & RYPS will send the rated auction catalogue duly indicating sold rates and rejected rates and no bids (if any) against each lot immediately after every auction for both divisional lots and depot lots (as the case may be) to Hqrs. and to other divisions including Dy.CMM/M&E/LGD and Sr.DMM/SC for guidance towards fixation of reserve prices.

3. These catalogues should be send latest with in the next two working days of the auction.

4. The Auction Conducting Officer will take necessary suitable action on receipt of these catalogues as desired by Railway Board in the aforesaid letter of Railway Board.


Dy.CMM/GP&S/Hqrs.

Copy to
Dy.CMM/M&E/LGD
Dy.CVO/Stores.

SOUTH CENTRAL RAILWAY

Office Procedure Order No. 7/2004

Dated: 26.4.04

Sub: Composition of Survey Committee for inactive/Surplus/Scrap items.

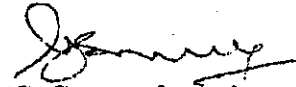
**Ref: This office Procedure Order No.7/83 circulated under No.S/305/P.II
dated: 10.5.83.**

C.M has nominated the following members for the survey of Scrap/surplus/
inactive items/arising in Wagon Repair Workshops/Rayanapadu (Guntupalli).
Consequent on the issue of this Procedure Order the previous committee advised
under this Office Procedure Order No.7/83 dt.10.5.83 will cease to exist/function.

Convenor & Member.	Secretary & Member.	Member	Alternate Member
SMM/RYP (Sales)	PE/Works Manager RYP Shops.	DEE/TRS/ELS/BZA	DY.CME(Shops) RYP.

Authority:

GM's sanction dt. 27.4.83
in case No.S.305/P/Vol.II (@ 57/N) &
AGM sanction No.16 dt.23.4.04
in file No.S.305. Vol.III (@ N-1)


(G. Gnanasekaran)

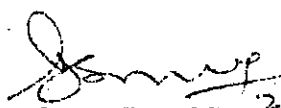
Dy. Controller of Stores/CP & S
for Controller of Stores/S.C.Rly.

S.C.Railway,
No.S.305/P. Vol.III

Office of the
Controller of Stores/SCRly,
Secunderabad-500 371.
Dt. 26.4.04

Copy forwarded to:

GM/RYP, PE/Works Manager/RYP Shops. DEE/Shops/RYP,
DEN/Track Machine/RYP, DEE/WP/RYP, DY.CMM/M&E/LGD,
SMM/MFT, DEE/TRS/ELS/BZA.
All HODS, DRMs/SC, HYB, BZA, GTL, GNT, NED
Sr.DEMs/SC, BZA, UBL GTL, MPS/SC
AMM/KZJ, GTL, GY, SMM/RYPs (Sales)
DFM/Const/BZA.
Sr.DEM/Guntur; DEM/NED.


for Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Raillnilayam,
Secunderabad.

No. PA. 25. Group/85. Misc

Dt. 30.04.2004

Office procedure Order No. 8/2004

Sub: Payment terms for National Engg Industries
Ltd. Jaipur.

The above firm is quoting 100% payment on proof of despatch after RITES Inspection and payment to be made by FA&CAO/WST only for all cases.

Earlier vide Office order No. 3/2002 dated 20.2.2002, it was advised to all concerned that the above payment terms were sanctioned by AGM after finance concurrence and valid up to 18.2.2004.

The above facility of 100% payment terms on proof of despatch after RITES Inspection and payment to be made by FA&CAO/WST/SC only is hereby extended for a further period of two years from 19.2.2004 i.e. up to 18.2.2006 duly concurred by FA&CAO/WST and approved by AGM.

(A. RATNA RAJU)
Dy. CMM/IC&ELE
For Controller of Stores.

Copy to:

FA&CAO/WST/SC . Sr. AFA/SF/SC
ALL Dy. CMMs/HQrs.
Sr. DFMs.
File No. S. 26/PG. 1

SOUTH CENTRAL RAILWAY

HEAD QUARTERS OFFICE
STORES BRANCH
RAIL NILAYAM
SECUNDERABAD - 71.

NO.SP/414/GAZ/VOL.X

DT.06.05.2004.

OFFICE PROCEDURE ORDER NO.09/2004.

SUB:- SANCTION OF CL/LAP/PERMISSION TO LEAVE HEADQUARTERS
& APPROVAL OF TOUR PROGRAMME ON HOME LINE/FOREIGN
LINE FOR STORES OFFICERS.

This Office Procedure Order No.25/2002 dt.06.08.2002 is amended and the following changes are made in respect of sanction of CL/LAP/Tour Programmes and permission to leave Headquarters.

S.No.	Officers	Sanctioning Authority with prefix and suffix holidays		Informed to
	HQRS.	CL	LAP	
1.	CMMs	COS	COS full powers	-
2.	Dy.CMMs	CMM	CMM upto 7 days	COS
3.	SMM/AMMs	Dy.CMM	Dy.CMM upto 7 days CMM above 7 days but upto 21 days	CMM COS
4.	Secy. to COS & PS Gr.I	COS	COS.	-
	Depot Officers			
5.	Dy.CMM/LGD	CWM	CMM upto 21 days(SOP)	COS
6.	SMM/M&G/LGD	Dy.CMM/LGD	Dy.CMM upto 7 days CMM above 7 days but upto 21 days	CMM(M&S) COS
7.	SMM/SD/LGD &SMM/SD/RYPs	Dy.CMM/GP&S/HQ	Dy.CMM/GP&S upto 7 days CMM above 7 days but upto 21 days	CMM(M&S) COS
8.	SMM/G&S/MFT	Dy.CMM/G/HQ	Dy.CMM/G upto 7 days CMM above 7 days but upto 21 days	CMM(E&G) COS
9.	Dy.CMM/M&G/RYPs &AMM/IPTY	CWMs of Shops "	CMM(M&S) upto 21 days Dy.CMM/C&W upto 7 days CMM above 7 days but upto 21 days	COS Dy.CMM/C&W, For CL COS
10.	AMM/M&E/LGD	Dy.CMM/LGD	Dy.CMM/LGD upto 7 days CMM upto 21 days	Dy.CMM/C&W
11.	AMM/M&G/RYPs	Dy.CMM/M&G/RYPs	Dy.CMM/RYPs upto 7 days CMM upto 21 days	Dy.CMM/C&W &CWM Shops
12.	AMM/S&F/SC	Dy.CMM/G/HQ	Dy.CMM/G/HQ upto 7 days CMM upto 21 days	CMM(E&G)
13.	AMM/ELS/LGD &BZA	Sr.DEE of the shed	Sr.DEE/ELS upto 14 days CMM(E&G) upto 21 days	Dy.CMM/Elec. &IC
14.	AMM/DLS/KZJ,MLY ,GY,GTL &BZA	Sr.DME concerned	Sr.DME concerned upto 14 days CMM(M&S) upto 21 days	Dy.CMM/DSL
15.	MPS &AMPS/SC	Dy.CMM(G)/HQ	Dy.CMM(G)/HQ upto 7 days CMM(E&G) upto 21 days	CMM(E&G) &COS

- Note: 1. Long period of LAP to be sanctioned by COS only.
2. Bunching of CL with prefix and suffix and all at a time should be avoided to the extent possible
3. The Officer proceeding on leave should get the leave programme noted by the standing alternative officer.

The Officers who are taking leave/permission to leave Headquarters from authority other than COS, will also inform on phone to COS/concerned CMMs/concerned DY.CMMs/Secretary to COS (in case COS is not available) before leaving Headquarters.

All the Stores Officers are, therefore, requested to follow the above procedure scrupulously.

This has the approval of COS.


(N.V.RAMESH BABU)
SECRETARY TO COS.
FOR CONTROLLER OF STORES.

COPY TO:-

SDGM, FA&CAO/WST, CAOR/SC, DRM/SC, HYB, BZA & GTL.
SR.DMM/BG/SC, DMM/DIVN/HYB, BZA, GTL.
DY.CVO/STORES, CPO/GAZ, CWM/LGD, GIPL, TPTY,
All Headquarters Officers, All Depot Officers,
SR.SM/EDPM/SC,
SR.DEBs/SR.DMEs of Electric/DSL.LOCO SHEDS.

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad
Date :20/5/2004

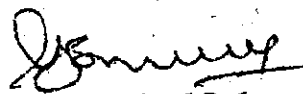
No.S.236.P/3/Vol.VII

OFFICE PROCEDURE ORDER No. 10/2004

Sub : Monitoring of Risk Purchase cases.

To have an effective monitoring of Risk Purchase cases, risk purchase section will function in GP&S Section under OS/GP&S. The following Procedure order will come into force with immediate effect.

1. All purchase officers whenever they float tenders for risk purchase, a copy of risk purchase notice should be endorsed to GP&S Section. After finalisation of risk purchase, a demand notice is to be sent to the firm and a copy of demand notice with full details to be advised to Risk Purchase section.
2. OS/II/G&P Section is Incharge of Risk Purchase section and he will enter all the details into the register and pursue with accounts for recovery of risk purchase loss. If the firm is not remitting the risk purchase loss and no recovery is forthcoming from FA&CAO, a request is to be made to FA&CAOs of all Indian Railways for recovery.
3. SMM/HQ and Dy.CMM/GP&S will regularly check these registers. In case the recoveries are not affected within 60 days, the cases should be initiated by the concerned purchase section either for referring the matter to Arbitration or waiver of loss due to risk purchase as per SOP Part 'D' Sl. 5 (e) under advice to OS/II/GP&S Section.
4. Dy.CMM/GP&S, SMM/HQ and OS/II/GP&S will regularly monitor to see that action on the above lines are taken by all concerned.


Dy.CMM/GP&S

FA&CAO/WST/SC
All Purchase Officers,
All Purchase Sections,
SMM/HQrs., OS/G&P,
Copy to F.No.AU/13/1.CA.Draft para/2003-04

SOUTH CENTRAL RAILWAY

No.S.26.I. ... 1

OFFICE NOTE No. 11/2004

Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dated : 04.06.2004

Sub :- 100% payment to suppliers against Proforma invoice-AGM sanction of 31 firms.

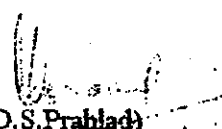
The validity of the facility of 100% Payment against proforma invoice circular vide this Office Note No.5/2002 dated:05.06.2002 expired on 04.06.2004.

Now AGM has accorded sanction of the same facility to 31 firms (list as per enclosure) and the same is valid upto 04.06.2006. The sanction is subject to following conditions.

1. A technical representative of the consignee will have to be deputed to the firms premises with the cheque and, the cheque will be given to the firm on acknowledgement, after inspection and receipt of the full quantity / despatch documents for the full quantity for which the cheque is drawn.
2. Availability of funds under MAR should be got certified by the associated finance before entering into commitments.
3. A separate register to note the rejections should be maintained in each purchase section and, if it is found in any case that the material supplied by any of the firms mentioned in the enclosed Annexure is rejected the same should be recorded in this register and the facility of 100% proforma invoice payment withdrawn.
4. In the Purchase order, the following Clause is to be incorporated "The consignee should immediately report to COS Office as soon as the cheque is presented to the firm and the material has been collected duly giving the accountal particulars".

This facilities will be reviewed on or after 04.06.2006. This has Finance concurrence and AGM's sanction dt:03.06.2004.

Authority - Board's letter No.79/RS(G)/753/4 dt:08.04.1981.


(D.S.Prahlad)
Secretary to COS
For Controller of Stores.

Copy to :

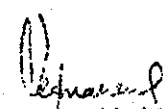
All HOD's, DRM's
FA&CAO/WST/SC, FA&CAO/C/SC
CWM's/LGD/UBL, RYPS, TPTY
Sr.DAO/SC, HYB, BZA, GTL, UBL
All Depot Officers, All Divisional Stores Officers,
All HQ's Purchase Officers, All OS's of COS/O/SC
SAO/SF/SC, All WAO's
Dy.CVO/Stores

Enclosure to Office Note No. 11/2004 dt: 04.06.2004

List of firms for whom 100% Advance payment against proforma invoice can be paid.

1. M/s.Switzer Instruments/Chennai
2. M/s.Asia Brown and Boveri Ltd./Vadodara/SBC/24 Parganas
3. M/s.Hindusthan Spicer Ltd/Nasik
4. M/s.National Instruments (P) Ltd./CCC
5. M/s.B.H.E.L.
6. M/s.G F C Alsthom Ltd.
7. M/s.Siemens Ltd.
8. M/s.Sett & Del/ CCC
9. M/s.Bharatiya Cutter & Hammers Ltd./Chennai.
10. M/s.Shave Norgren Ltd./BB
11. M/s.M/s.International Instruments Ltd./SBC.
12. M/s.Godrej LTD.,
13. M/s.Stump, Shule & Somappa / CCC
14. M/s.Bimetal Bearing / Coimbatore
15. M/s.Scientific & Technical Home / CCC
16. M/s.Rotex Manufacturcrs & Engineers /Vadodara
17. M/s.Aluminium Industries.
18. M/s.SKf Bearing India Ltd/SBC/BB
19. M/s.INDFOS/Chennai
20. M/s.AUTOMETRS ALIANCE LTD/Noida
21. M/s.FAG Bearings/BRC & Chennai
22. M/s.Bombardier Transportation (INDIA) Ltd/Vadodara
23. M/s.ELGL/Coimbatore.
24. M/s.Indian Oil Corpn./SC } Government
25. M/s.B.P.C. Limited/SC } of India
26. M/s.H.P.C.Ltd/SC } Undertakings
27. M/s.Bahner Lawrie & CO./SC }
28. M/s.Heavy Engg. Corpn./Ranchi }
29. M/s.Ordinance Factory Chandigarh }
30. M/s.E.C.I.L /NYB }
31. M/s.Ordinance Factory /Pune. }

(Thirty One Firms only)


(D.S. Prasad)
Secretary to COS
For Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
"RAIL NILAYAM"
Secunderabad.

No.S.Genl.66/22.(Part) 2004

Dated:08.07.2004

OPO No.13/2004

Sub: Preservation of Records of COS Office

Ref: Office Order No.01/81.

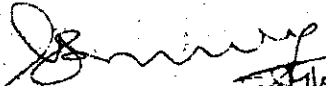
Weeding out of files and moving them to Record Room should be a continuous process. However, proper records are to be maintained. The OSs are responsible for this. It is to be ensured by them that incomplete files requiring any of the following actions are not sent to the Record Room.

- a) Earnest Money and Security Deposit yet to be returned to the firm.
- b) Final DP extension to be given to the firm.
- c) Any recoveries outstanding from the firm.
- d) Risk purchase action under progress.
- e) File requisitioned by Audit for review.
- f) File involving Audit & Accounts objections yet to be closed.
- g) Files involving any arbitration/Court Cases.
- h) Rejection Cases

The OSs while sending the files to the record room will record a certificate that none of the files being sent to Record Room involve above actions.

Besides, Policy files are permanent records, which should never be sent to Record Room. It should also be ensured that routine correspondence/letters are not filed in the Policy files. The numbering of Policy files should be distinct for easy identification.

There is generally a tendency to keep obsolete files in the purchase sections, resulting in demand for more space and more racks. This tendency is not to be encouraged except for the files cited above.


(G.GNANASEKARAN) 11/04
DY.CMM/GP&S
for Controller of Stores

To:
All Purchase Officers, All OSs/Purchase Sections
DY.CAO/Stores, DY.CVO/Stores, PDA/SC,
FA&CAO/WST/SC.

O.P.O. No. 14/2004.

Sub: Enhancement of Imprest cash for Depot Officers for local purchase.
 Ref: 1) OPO No. 5/97 issued under Ir. Of even No. dt. 14.7.97.
 2) OPO No. 9/97 issued under Ir. Of even No. dt. 19.9.97.
 3) DGM / G Memorandum No. G.203/Policy Vol.VII dt. 25.12.03.

The competent authority has decided to revise the Imprest cash of Stores depot officers to the extent indicated hereunder with immediate effect purely on adhoc measure :

Officer	Existing Imprest cash Rs.	Revised Imprest cash Rs.
AMM/E/LGD	40,000/-	45,000/-
AMM/E/BZA	50,000/-	55,000/-
AMM/D/GY	40,000/-	45,000/-
AMM/D/GTL	40,000/-	45,000/-
AMM/D/BZA	25,000/-	30,000/-
AMM/D/MLY	15,000/-	20,000/-
Dy.CMM/M&E/LGD	50,000/-	55,000/-
SMM/D/MFT	50,000/-	55,000/-
AMM/TPTY	20,000/-	25,000/-
AMM/S&F/SC	20,000/-	25,000/-
AMM/D/KZJ	40,000/-	45,000/-
Dy. DTM/RYP	50,000/-	55,000/-

Finance while concurring the proposal have observed the following :

- The increase in Local purchase powers would naturally enhance the requirement of Cash Imprest on one hand and it is also to be noted that the Imprest should be kept at barest minimum possible level on the other.
- Imprest is reviewed based on many factors like Increase in Price, requirement etc. (of which enhanced powers is one factor).
- The method to be adopted is to have a thorough full review of past six months actuals by each unit and the proposal submitted there on duly vetted by Associated Finance.

In view of the above, the depot officers shall come up with a proposal with due justification immediately for whatever relaxation further considered necessary.

(P.Rama Rao)
 Dy.CMM/IC&EL
 for Controller of Stores

C/- CME, CEE, CE, FA&CAO/SC, All HODs, All DRMs, FA&CAO/WST/SC
 All Purchase Officers, All Depot Officers, All Divl. Stores Officers, All CWMs, Sr. DAOs,
 DMEs, WAOs, DEEs, DSTEs, Sr.DEN/Co-ords of Division, Principal Director of Audit/SC,
 Dy.CVO/Stores/SC, Sr.AFA/SF, DGM/G/SC

(81)

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
Dt. 06.07.2004

No.S.289.Policy Matters/Part - I

JOINT PROCEDURE ORDER 15/2004

Reg: Issue of Delivery Orders against Money Receipts
and checking thereof- JPO

Ref: 1.Railway Board's Letter No.2002/RS(S)/709/14 dated
6/5/2002 and 2001/RS(S)/709/20 dated 24/9/02.

1.0 With immediate effect the following procedure for verification of Money Receipt should be adopted.

2.0 On presentation of Money Receipt for having remitted sale value by the Purchaser concerned,

a)SMM/DMM/Sr.DMM should depute a person to the cash office, where the BSV is remitted at their respective Headquarters, to ensure correctness and genuineness of the cash receipts as contemplated in the revised policy of scrap disposal, vide itemitem No.32 of letter under reference and as accepted by the Railway Board.

b)Where BSV is remitted at cash offices situated at places, other than their Headquarters, SMM/DMM/Sr.DMM should send a fax as per the format Annexure 'A' to the Divisional Cashier (Pay) concerned who in turn should send a Return Fax, within one hour, confirming the genuineness of the Cash Receipt and correct value received as per format Annexure 'B' followed by a confirmation copy. As far as possible the Fax service may be used on Railway lines.

2.1 To ensure that the confirmation is given by only authorized persons in the cash office, being a sensitive matter, such confirmation as per Annexure 'B' shall be signed by Authorised signatories whose signature will be circulated by Sr.DFM/WAO to all Sr.DMMs/DMMs/SMMs.

2.2 On receipt of the confirmation, the concerned Sr.DMM/SMM/DMM will reconfirm over phone that the fax has been issued from the cash office. Such confirmation will be recorded in the office copy of the delivery order by SMM/DMM.

251

(251)


6/7/04

3.0 The Divisional Cashier (Pay) will prepare a weekly list of Money Receipts issued against sale of scrap lots and send such a list giving details of Money Receipt No., Date, Amount, Lot No., Date of Auction etc. to the concerned Stores Depot/Division for necessary verification by the Depot/Divisions Officer at his end. It will be the responsibility of the Depot/Divisions officer to record the result of such verification within 3 days of receipt of the statement. Similarly, the depots/Divisions will prepare a weekly list of Delivery orders issued by them giving details of the Money Receipts with Date, Amount, Lot No., Date of Auction etc. and send the same to Divisional Cashier (Pay). Divisional Cashier (Pay) will cross check the contents with the office copies of the Money receipts issued and record the result of such checks within 3 days. In case of any discrepancy, the necessary follow up action will be taken by Depot/Divisional officer/ Divisional Cashier (Pay).

3.1 In case of Instalment payment, it should be clearly mentioned that the subject payment is for which instalment with number of instalment provided for that particular lot.

FA&CAO/WST

CMM/M&S

FA & CAO/SC, Dy.CMM/M&G/RYP, Dy.CMM/M&E/LGD, Sr.DMM/D/SC, SMM/SD/LGD, SMM/SD/RYP, DMM/Divn/HYB, DMM/Divn/GTL, DMM/Divn/BZA, DMM/Divn/GNT, DMM/Divn/NED, CHIEF CAHIER/SC, WAO/LGD, WAO/RYP, DFM/SC, DFM/HYB, DFM/GTL, DFM/BZA, DFM/GNT, DFM/NED, ISA/LGD, ISA/RYP & Divisional Cashier(Pay)/SC.

3 Copies to
D. Ch. Venkateswar/RYP

2 Copies -
T. Sundhakar

B C R, A

T. S. (LGD) 9.7.04

Received to
K. S. Dhanabalan

8.7.04

B. P. W. S.
(Dy.CMM/LGD/O)

12/7
(SC)

Recd. 100 copies
K. S. Dhanabalan
12/7/04
(BZA)

ANNEXURE-'A'

No.

Date :

**Divisional Cashier (Pay)
S.C.Railway.**

Sub : Verification of Money Receipt.

M/s. _____ has
produced Money Receipt as per the following details.

MCR No. _____ dated _____

Value Rs. _____ (Rupees in words _____)

Lot No. _____

Date of Auction _____

Intalment No. _____

Place of Auction _____

Please confirm that the above Money Receipt is genuine and also confirm that the value deposited is correct as per your office records. The above confirmation should be sent to the undersigned by name Fax No. _____ followed by confirmation copy.

Sr.DMM/SMM/DMM

ANNEXURE-B'

No.

Date :

Sr.DMM/DMM/SMM

Sub : Verification of Money Receipt No. _____

The following details are confirmed.

M/s. _____ has
deposited the cash and the details are as under.

MCR No. _____ dated _____

Value Rs. _____ (Rupees in words _____)

Lot No. _____

Date of Auction _____

Instalment No. _____

Place of Auction _____

Cash receipt issued is genuine and the sale value is correct as per this
office records.

Divisional Cashier (Pay)

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 07

No. S.2/2 Tender Purchase Procedure

Dated: 09.07.2004

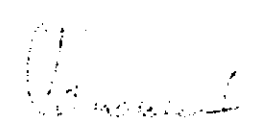
OPO No. 16/2004

Sub: Revision of Format for the proposal of Extension of
provisional and Final Extension of Delivery Period..

Please find enclosed the following revised formats for putting up of
proposals for the extension of delivery date.

- (1) Proposal for provisional extension of delivery period
(Format attached).
- (2) Proposal for final extension of delivery period (Format attached).

The utilisation of the Revised Formats should come in to force with
immediate effect.


(D.S. PRAHLAD)

Secy to COS
for Controller of Stores

Copy to: Stationery Section
All Purchase Officers
All Purchase sections
FA&CAO/WST/SC
Sr. AFA/SF, Sr.SM

SOUTH CENTRAL RAILWAY

PROPOSAL FOR PROVISIONAL EXTENSION OF DELIVERY PERIOD

Request Regn. No. _____

Date : _____

1 Firm's Name.....Letter at F.....Extn. desired Upto.....

P. O. No.	P. O. Date	Description of item	P. L. No.	Qty

2. P. O. Details

☐ Ordinary	☐ Time Preferenc	☐ Trial	All in Cost	VSPA Ind.	Folio
☐ PAC item	☐ Import	☐ PVC			

3. Details of P. O. placed subsequently at lower rate, if any (for same item)

P. O. No.	P. O. Date	B. Rate	E. D.	S. T.	Freight	All in Cost

4. Details of Lower Rate, if any received in new tender (for same item)

Tender No.	Due Date	B. Rate	E. D.	S. T.	Freight	All in Cost

5. Details of supplies made in original delivery period

Supply Details	Original Due Date	Qty. Due	Details of despatch		Qty. Accepted	Qty. Rejected
			Qty.	Date		
Instalment 1/Depot						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						

6. Details of extension already granted

No. of Times	Last extended up to

7. (a) Whether item is to be discontinued due to change in design/specification

(b) Whether item still required by Indentor (for Non-Stock)

(c) Whether ZBB AAC has been reduced for current year and next year

Yes	No
Yes	No
Yes	No

8. In view of the above, it is recommended that provisional extension may be granted upto.....

(a) Reserving Rly's rights to impose liquidated damages with denial clauses.

(b) At lower ignored rate with finance concurrence or being TP order

(c) To refer the firm to accept lower rate received subsequently.

(d) To initiate Risk purchase action.

(e) To cancel the P. O. without financial repercussions (Ref. Item 7 above)

--	--	--	--	--	--

Completed & forwarded to Supply Division for approval.....

Office Supdt.
(Facts verified at Sl. No. 1 to 7)

Dealing Clerk
(Suggested Recommendations)

SSO/Dy. COS/

CMM/

COS

Details of supplies made in original & extended delivery period P. O. Qty.

Supply Details	Original Due Date	Qty. Due	Details of despatch		Qty. Accepted	Qty. Rejected
			Qty.	Date		
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension I						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Extension II						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension III						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension IV						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						

PROPOSAL FOR FINAL EXTENSION OF DELIVERY PERIOD

Request Regn. No. _____

Date : _____

1. Firm's Name _____ Letter at F. _____ Extn. desired Upto _____

P. O. No.	P. O. Date	Description of item	P. L. No.	Qty

2. P. O. Details	☐ Ordinary	☐ Time Preference	☐ Trial	All in Cost	VSPA Ind.	Folio
	☐ PAC item	☐ Import	☐ PVC			

3. Details of P. O. placed subsequently at lower rate, if any (for same item)

P. O. No.	P. O. Date	B. Rate	E. D.	S. T.	Freight	All in Cost

4. Details of Lower Rate, if any received in new tender (for same item)

Tender No.	Due Date	B. Rate	E. D.	S. T.	Freight	All in Cost

5. For details of supplies—PI. see on reverse

6. (a) Whether item is to be discontinued due to change in design/specification
 (b) Whether item still required by Indentor (for Non-Stock)
 (c) Whether ZBB AAC has been reduced for current year/next year

Yes	No
Yes	No
Yes	No

7. (a) No loss/inconvenience certificate from Depot Officer/Indenting Officer
 (b) Loss certificate from Depot Officer/Indenting Officer

F. _____
 F. _____

Details of Extra expenditure due to delay in supplies on account of

- (i) Fluctuation in market price
 (ii) Breach of time preference clause
 (iii) Price Variation Clause
 (iv) Increase in statutory levies
 (v) Increase in freight charges
 (vi) Increase in custom duties (for import contract)
 (vii) Local Purchase

Rs. _____
 Rs. _____
 Rs. _____
 Rs. _____
 Rs. _____
 Rs. _____
 Rs. _____

8. In view of the above, it is recommended that Final extension may be granted upto.....

--	--	--	--	--	--

- (a) With full leviable L. D.—being safety/critical/vital items
 (b) With token L. D. but with usual denial clause.

Competent Authority to approve extension proposal as per Value of tender.....

Office Supdt.
 (Facts verified at Sl. No. 1 to 6)

Dealing Clerk
 (Suggested Recommendations)

SSO/Dy. COS/

CMM/

COS

Details of supplies made in original & extended delivery period P. O. Qty.

Supply Details	Original Due Date	Qty. Due	Details of despatch		Qty. Accepted	Qty. Rejected
			Qty.	Date		
Instalment 1.						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension I						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Extension II						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension III						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						
Extension IV						
Instalment 1						
Instalment 2						
Instalment 3						
Instalment 4						
Instalment 5						

SOUTH CENTRAL RAILWAY

Office Procedure Order No. 17/2004

Dated: 21.7.04

Sub: Composition of Survey Committee for inactive/Surplus/Scrap items - SD/RYP.

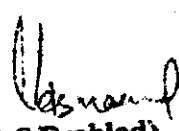
Ref: This office Procedure Order No.7/04 circulated under No.S/305/P.Vol.III dated: 26.4.04.

G.M has nominated the following members for the survey of Scrap/surplus/ inactive items/arising in Wagon Repair Workshops/Rayanapadu (Guntupalli). Consequent on the issue of this Procedure Order the previous committee advised under this Office Procedure Order No.7/04 dt.26.4.04 will cease to exist/function.

Convenor & Member.	Secretary & Member.	Member	Alternate Member
DMM/RYP	PE/Works Manager RYP Shops.	EEE/MMTS/SC	DY.CME(Shops) RYP.

Authority:

GM's sanction dt. 27.4.83
in case No.S.305/P/Vol.II (@ 57/N) &
AGM sanction No.24 dt.19.7.04
in file No.S.305.Vol.III (@ N-3)

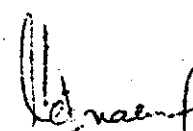

(D.S.Prahlad)
Secy. to COS 21/7/04
for Controller of Stores/S.C.Rly.

S.C.Railway,
No.S.305/P.Vol.III

Office of the
Controller of Stores/SCRly.
Secunderabad-500 371.
Dt. 20.7.04.

Copy forwarded to:

CEE/SC, EEE/MMTS/SC, DY.CMM/M&G/RYPs,
DY.CME/RYP, PE/Works Manager/RYP Shops, DEE/Shops/RYP,
DEN/I/WP, DEN/II/WP/RYP, DEE/WP/RYP, DY.CMM/M&E/LGD,
SMM/MFT, DEE/TRS/ELS/BZA,
All HODs, DRMs/SC, HYB, BZA, GTL, GNT, NED
Sr.DFM/SC, BZA, UBL GTL, MPS/SC
AMM/KZJ, GTL, GY, SMM/SD/RYPs
Sr. DFM/GTR, DFM/Const/BZA, DFM/NED.
DEE/Const/SC


for Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad.

O.O.NO. 18/2004

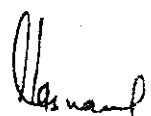
03.8.04

Sub: Accountal of computers and peripherals
available in COS Office.

The Accountal and location-wise records pertaining to computers and all peripherals of COS Office will be maintained by Computer cell hereafter instead of Stationery Section.

However the procurement of consumables and placement of N.S indents for procurement of peripherals will be attended by Stationery Section as and when the requirements communicated by Computer Cell.

This has the approval of competent authority.

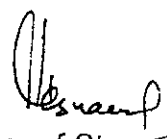

(D.S. Prahlad)
Secy. to COS

For Controller of Stores.

No.S.320.Stationery.COS.Vol.I

Dt.3.8.04

Copy to: All concerned


For Controller of Stores.

3/8

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad.
Dt.10/08/04

No.S/289/Shelf Life Items/2004

OPO No. 19/2004

Sub: Procurement of Shelf Life items.

1.Shelf Life items shall be procured with staggered delivery period so that items are consumed within their shelf life. A JPO No. 22/2000 (copy enclosed) is already existing on this aspect indicating the list of items, which are shelf life items. In addition to this, Depots may further identify the shelf life items and advise all the PL Nos. to Sr.System's Manager EDP Centre/Hqrs. Sr.System's Manager will allot suitable code to identify the item and will circulate such code to all concerned.

2.The purchase section while giving delivery schedule in the tender itself should mention staggered delivery and where shelf life is very small, then the item may be taken by the depot as per the delivery schedule given by the depot. In such case, terminal delivery period should only be indicated and wherever the Depot Officer issues delivery schedule, the copy of the same should be endorsed to Hqrs Purchase Office and in case of the failure of the firm for complying to the delivery schedule given by Depot Officer, necessary penal action as per extant directives for delay in supply should be taken.

3. This is issued with the approval of COS.

Encl: As above

(D.S. PRAHLAD)

Secy to COS
For Controller of Stores.

Copy to:- All PHODs, All DRMs,
CWE/SC Ref:- Lt.No.M.PC&S.302/IV/Genl.Vol.II Dt.13.07.04.
All Depot Officers. All Divisional Stores Officers,
OSs of Purchase Section, Sr.AFA/SF, FA&CAO/WST/SC,
Sr.SM/EDP/SC, DY.CMM/C at CAOR/SC, DY.CVO/Stores.



172-

LIST OF NON-STOCK ITEMS FOR NON-STOCK CERTIFICATION

1. Cups and Saucers (Superior Quality).
2. Dinner set.
3. Tea set.
4. Tray
5. Thermas flask.
6. Refil for thermos flask
7. Steel Bucket.
8. Steel mugs.
9. Plastic mugs.
10. Plastic buckets
11. Waste paper baskets plastic/.
12. Fancy Tumbler glasses.
13. Water filter.
14. Garden water can
15. Revolving chairs
16. Executive chairs.
17. Computer chairs
18. Moulded fiber chairs.
19. Tubular chairs.
20. Visitor's chairs.
21. tables.
22. Computer pointed tables.
23. Executive tables.
24. Sofa set.
25. Tee poy.
26. Cots.
27. Stools
28. Industrial lockers.
29. Venition blends.
30. Curtain cloth (Superior Quality)
31. Woolen carpet.
32. Coir carpet.
33. Synthetic carpet. (Floor mat)
34. Foam beds.
35. Coir beds.
36. Mattress.
37. Hawai chappals.
38. Leather shoes.
39. Canvas shoes.
40. Leather belt.
41. Cased pistol web.
42. Industrial safety helmet
43. Industrial Safety Belt
44. Air freshner
45. Detergent powder.
46. Robin blue.
47. Shamiyana.
48. Fertilisers.
49. River sand.
50. Moulding sand.
51. Pen torch cells 1.5V
52. Dry cells medium size 1.5V
53. Nylon socks.
54. Match boxes.
55. Canvas pouches.
56. Leather Pouches.
57. Leather key pouches.
58. Cycles.
59. Cycle spare parts.
60. Cycle tyres.
61. Cycles tubes.
62. Poly bags.
63. Brass/steel Lamps
64. Garden cutting scissors.
65. Tailors cloth cutting scissors.
66. Cloth measuring scale.
67. Nova pan sheet.
68. Acrylic sheet.
69. Nylon rope.
70. Jletter brushes.



Brief cases.
Soft brooms without pole.
Mosquito mats.
Hot pack.
Battery operated tri-colour
torches.
Chargeable emergency light.
Break oil.
Coal.
Stretcher.
Fouled chairs.
steel folding chairs.
Coffin boxes.
Lift trolley.
Water meter.
Peel off white board.
Black board paint.
vacuum cleaner.
Televisions.
Tape recorder.
Cameras.

91. Digital multi-meter.
92. Computers
93. Printers.
94. Floppy disks.
95. Printer ribbon.
96. Toner cartridge.
97. Electronic calculator.
98. Mouse for P.C.
99. Mouse Pad.
100. Plastic container.
101. Dishes stainless steel.
102. Thalis stainless steel.
103. Blades stainless steel (shaving blades)
104. Hydraulic jacks/mechanical jacks.
105. Fax machines.
106. Xerox machines.
107. Refrigerator.

RUBBER ITEMS WITH SHELF LIFE (Air Brake)

<u>SL.NO</u>	<u>PL.NO</u>	<u>DESCRIPTION</u>
1	30 98 2066	POH KIT FOR PASSENGER EMERGENCY BRAKE VALVE CONSISTING OF 12 ITEMS (ESCORTS LTD.) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
2	30 98 2078	POH KIT FOR CHECK VALVE WITH CHOKE CONSISTING OF 4 ITEMS (ESCORTS) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
3	30 98 2091	POH KIT FOR CENTRIFUGAL DIRT COLLECTOR 3 DAYS CONSISTING OF 12 ITEMS CONFORMING TO APPENDIX - 'E' OF 02-ABR-02 APPENDMENT - 11 (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
4	30 98 2108	POH KIT FOR CHECK VALVE WITH CHOKES CONSISTING OF 3 ITEMS (SIL) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
5	30 98 2133	POH KIT FOR PASSENGER EMERGENCY BRAKE VALVE CONSISTING OF 12 ITEMS OF SIL MAKE. (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
6	30 98 2145	POH KIT FOR PASSENGER EMERGENCY BRAKE SIGNAL DEVICE (PEASE) CONSISTING OF 12 ITEMS OF M/S SIL (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
7	30 98 2250	OH KIT FOR ISOLATING COCK (FITTED ON ADOPTER FOR COMMON PIPE BRACKET) GREYSHAM MAKE CONSISTING OF 4 ITEMS (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
8	30 98 2273	OH KIT FOR BRAKE CYLINDER (FOR 355 mm) CONSISTING OF 3 ITEMS. (RDSO DESIGN) AND CONFORMING TO RDSO SPE NO. 02 - ABR-02 APPENDIX "B" AND "L" (NATURAL RUBBER - SHORE HARDNESS - 50) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
9	30 98 2285	OH KIT FOR CUT OFF ANGLE COCK WITH 1/2" CONSISTING OF 4 ITEMS CONFIRMING TO APPENDIX - 'D' OF RDSO SPECN. 02-ABR-02 (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
10	30 98 2315	POH KIT FOR DRAIN COCK CONSISTING OF 4 ITEMS CONFIRMING TO APPENDIX - 'C' OF 02 - ABR - 02 (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
11	30 98 2376	POH KIT FOR ISOLATING COCK FOR DISTRIBUTOR VALVE CONSISTING OF 3 ITEMS (SIL make) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

- 12 30 98 3046 POH KIT OF GASKETS FOR PIPE FITTINGS CONSISTING OF 3 ITEMS (RDSO DESIGN)
AND CONFORMING TO 04 - ABR - 02
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 13 30 98 3836 POH KIT FOR PASSENGER EMERGENCY ALARM VALVE (PEAV) CONSISTING OF 9 ITEMS
(RDSO DESIGN) . And confirming to RDSO Specn. No. 02-ABR-02 Appendix -J
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 14 30 98 3848 POH KIT FOR PASSENGER EMERGENCY ALARM SIGNAL DEVICE CONSISTING OF 10 ITEMS
(RDSO DESIGN) And confirming to RDSO Specn. No. 02-ABR-02 Appendix -J
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 15 30 98 3861 OH KIT FOR ISOLATING COCK CONSISTING OF 3 ITEMS (RDSO DESIGN) CONFIRMING TO
RDSO SPEC. NO.02 ABR-02 APPENDIX AND PTFE
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 16 30 98 4038 POH KIT FOR 203 mm AIR BRAKE CYLINDER WITH SLACK ADJUSTER CONSISTING OF 15
ITEMS AND CONFIRMING TO RDSO Specn. NO: C-K013
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 17 30 98 9047 OHK FOR CUT OFF ANGLE COCK CONSISTING OF TWO ITEMS OF 1/2" STONE INDIA LTD.
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 18 38 16 7025 GASKET FOR AIR BRAKE HOSE COUPLING
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 19 38 16 7130 O.H.KIT FOR AUXILIARY AIR RESERVOIR
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 20 38 16 7153 O.H.KIT FOR DIRT COLLECTOR CONSISTING OF 3 ITEMS (ESCORTS MAKE)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 21 38 16 7177 O.H.KIT.FOR EMERGENCY BRAKE VALVE CONSISTING OF 5 ITEMS (ESCORTS MAKE)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 22 38 16 7207 OHK FOR CUT OFF ANGLE COCK CONSISTING OF 3 ITEMS (ESCORTS MAKE)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 23 38 16 7244 O.H.KIT FOR BRAKE CYLINDER 355 mm CONSISTING OF 2 ITEMS (RDSO DESIGN)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

- (5)
- 24 38 16 7268 OH KIT FOR WELDED AND SWIVEL FITTING CONSISTING OF 3 ITEMS (RDS DESIGN)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 25 38 16 7281 OH KIT FOR BRAKE CYLINDER 355 mm (GREYSHAM MAKE) CONSISTING OF 3 ITEMS
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 26 38 16 7293 POH KIT FOR CUT OFF ANGLE COCK (GREYSHAM MAKE) CONSISTING OF FOLLOWING 3 ITEMS
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 27 38 16 7323 OH KIT FOR CENTRIFUGAL DIRT COLLECTOR CONSISTING OF 3 ITEMS (SABIRABCO DESIGN)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 28 38 16 7360 OHK FOR COMMON PIPE BRACKET CONSISTING OF 3 ITEMS
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 29 38 16 7426 OHK FOR BRAKE CYLINDER 300 mm (ESCORTS) CONSISTING 5 ITEMS (ESCORTS)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 30 38 16 7438 OHK FOR BRAKE CYLINDER 355 mm (ESCORTS MAKE) CONSISTING OF 3 ITEMS (ESCORTS MAKE)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 31 38 16 7451 OHK FOR FLANGE JOINT (BVZ) CONSISTING OF ONE ITEM
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 32 38 16 7463 CENTRIFUGAL AIR STRAINER GM
POH KIT FOR CENTRIFUGAL AIR STRAINER CONSISTING OF 3 ITEMS (GREYSHAM)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 33 38 98 1087 QUICK RELEASE VALVE TO ESCORTS / KNORR BEMSE PART NO. S
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 34 38 98 1294 OHK FOR DIRT COLLECTOR CONSISTING OF THREE ITEMS OF M/s STONE INDIA LTD.
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
 - 35 38 98 1300 MAINTENANCE KIT FOR LIFT MOTOR VALVE (M/S ESCORTS MAKE) OR SIMILAR
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

2

38 98 1312 MAINTENANCE KIT FOR DISTRIBUTOR VALVE OF TYPE C3W CONSISTING OF 31 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

37 38 98 1361 OHK FOR GUARD'S EMERGENCY BRAKE VALVE CONSISTING OF 6 ITEMS (RPIL)

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

38 38 98 1373 POH KIT FOR COMMON PIPE BRACKET ASSEMBLY CONSISTING OF FOLLOWING 4 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

39 38 98 1385 OH KIT FOR ALARM SIGNAL DEVICE SILERAKE

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

40 38 98 1397 POH KIT FOR PASSENGER EMERGENCY RELEASE VALVE (PERV) CONSISTING OF FOLLOWING

4 ITEMS (DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

41 38 98 1415 GASKET FOR COMMON PIPE BRACKET

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

42 38 98 1671 POH KIT FOR FILTER COVER ASSEMBLY (KEO DESIGN) CONSISTING OF FOLLOWING 5 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

43 38 98 9049 O.H.KIT FOR DVS
OHK FOR DISTRIBUTOR VALVE OF TYPE C3W CONSISTING OF 41 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

44 38 98 9050 O.H.KIT FOR DVS (GM) 40 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

45 38 98 9062 OHK FOR DISTRIBUTOR VALVE OF TYPE P4AP CONSISTING OF 30 ITEMS OF M/S S.L.
TECHNICAL SERVICES LTD.

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

46 38 98 9074 POH KIT FOR D.V. KEO TYPE CONSISTING OF THE FOLLOWING 48 ITEMS

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

47 38 98 9270 OH KIT FOR CUT OFF ANGLE COCK CONSISTING OF 2 ITEMS SIL

(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

RUBBER ITEMS WITH SHELF LIFE (VACUUM BRAKE & GENERAL)

3

S.NO	PL NO:	DESCRIPTION
1	30 01 9539	RUBBER STOPPER WITH BEARING PLATE AND HOLDER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
2	30 06 0230	SEALING CAP DIA 200 X 35 FOR CENTRE PIVOT ARRANGEMENT (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
3	30 33 6541	VALVE CLAPPET WASHER (C&W) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
4	30 35 6106	RELEASE VALVE DIAPHRAM (C&W) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
5	30 35 6118	RELEASE VALVE SEATING WASHER (C&W) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
6	30 35 6120	RELEASE VALVE ROUND JOINT WASHER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
7	30 35 6430	ROLLING RING FOR 610 mm CYLINDER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
8	30 35 6453	JOINT RING FOR 610mm CYLINDER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
9	30 35 6477	GLAND PACKING RING FOR FTYPE 610 CYLINDER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
10	30 35 6507	GLAND BOX JOINT WASHER FTYPE 610 mm CYLINDER (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
11	30 35 6581	VALVE CLAPPET WASHER (C&W) (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
12	30 51 1089	RUBBER PROFILE - 3200 mm LENGTH (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
13	30 56 6046	SLIDING DOOR FACING (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
14	30 63 6309	PACKING WASHER FOR SPINDLE (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
15	30 63 6814	BOTTOM COVER WITH CUSHION FOR PLASTIC COMMODE (DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

(7)

- 16 30 63 6875 SEALING RING FOR WATER TANK
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 17 30 98 1890 RUBBER PROFILE WINDOW GUIDE
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 18 30 98 1918 RUBBER STOPPER PAD ON AXLE BOX COVER (TO BE CLOSED)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 19 30 98 3873 RUBBER PAD FOR FIXING ROOF WATER TANK
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 20 33 01 0108 RUBBER RING FOR AXLE BOX COVER
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 21 33 01 0160 RUBBER RING FOR AXLE BOX COVER
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 22 33 01 0456 SILENT BLOC ON AXLE BOX COVER
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 23 33 01 0500 STOP FOR AXLE BOX
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 24 33 10 0585 SILENT BLOCK ON AXLE HOLDING ARM
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 25 33 10 2703 SILENT BLOCK
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 26 33 10 3057 RUBBER BONDED FITTING FOR GUIDE ROLLER
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 27 33 10 8500 SILENT BLOCK FOR LOWER BOLSTER TRUSS
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 28 36 45 7619 WINDOW PAD (FOR DOOR WINDOWS)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
- 29 37 13 4012 SIDE BUFFER RECOIL SPRING (S...)
(DELIVERY SCHEDULE:
THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

(1)

30	37 13 4115	RUBBER BUFFER SPRING (B.G)
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
31	37 15 1423	GUIDE BUSH (HIGH DENSITY POLYTHENE)
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
32	37 15 1988	GLAND PACKING RING FOR 38mm PISTON ROD
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
33	37 15 2312	PISTON CAP WASHER
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
34	37 15 4412	HOSE PIPE 690x50mm
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
35	37 15 4481	HOSE PIPE SIPHON 610x20x20
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
36	37 15 4515	HOSE PIPE SIPHON 920x20x20mm
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
37	37 15 4552	HOSE PIPE SIPHON 480x20x20
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
38	38 15 0463	ROLLING RING FOR 560MM CYLINDER
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
39	38 15 0475	JOINT RING FOR 560mm CYLINDER
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)
40	38 15 0499	PISTON CAP WASHER FOR 560 CYLINDER
		(DELIVERY SCHEDULE: THE SUPPLIES SHOULD BE STRICTLY ON QUARTERLY BASIS IN EQUAL INSTALMENTS)

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071.
Dt.10.08.2004.

No.S.232.Tender Purchase Procedure.Part-2004.

JOINT PROCEDURE ORDER No.20/2004

Sub: Release of combined PO with Annexure for multiple Consignees for stock items. .

At present, separate P.O. is being released for each consignee and each item for the same tender. If an item is stocked in 4 depots, four separate purchase orders with different five digit machine number are being released. All these individual POs have to be prepared and checked by COS office, vetted by finance and signed by competent purchase Officer. This involves lot of work and duplicate work at post-contract stage also while dealing with modifications for common terms and conditions. Added to that more stationery is consumed for preparing multiple purchase orders repeating the common terms & conditions.

C. Rly. , W. Rly. , S. Rly. and other Rlys. are released combined PO with annexure for multiple consignees where the item is Indented by different consignees / Indentors. MMIS also provides 16 digit PO No. in which last two digits are PO serial No. (PO/SR). The scheme of P.O.Numbering is as under

XX	XX	XXXX	X	XXXXXXXX	XX
A	B	C	D	E	F

A – Major Group, B – Year of purchase, C- Demand Registration Number, D- Type of Order, E – Machine Serial No. and F- PO Serial No. (PO-SR).

At present PO-SR is taken as "01" in the EDP system for all POs since individual PO is being released for each consignee and each item. The PO-SR is provided for accommodating different demands, items, consignees and delivery periods for releasing combined PO with Annexures. Hence, It is decided to start the practice of releasing combined P.O with Annexure for multiple consignees to avoid duplication of work and effect savings in time, energy and stationery.

The PO-LST-SR No. (39-40) in the PO shall be the last SR No. of the PO which indicates the number of consignees. "PO-SR" will be specific to each consignee and will be different for each consignees i.e. 01 indicates consignee-1; 02 indicates consignee - 2 ; 03 for consignee -3 and so on. The column of consignee and last entries in the PO from 76 to 113 are covered in the Annexure. The relevant columns/spaces in the main sheet of the PO shall be endorsed "As per Annexure". The format of the combined PO for a stock item with Annexure is enclosed for information. Numbering section shall give the five digit machine serial No. based on the total value of PO for all the consignees put together.

The computer cell of COS Office shall send the P.O. data in full length of one record (113 characters) for each PO-SR No. duly copying the common fields into the relevant records while sending the data to EDP center in a floppy. The same is true for the data of modifications and cancellations if they are sent in a floppy. Depots/Associated accounts also should use correct P.O. No. 16 digits including the relevant PO-SR No. of the depot in all input data viz., R. Note, Despatch , Rejection and other dues updation ARDs/ documents.

This procedure order is issued with the approval of competent authority i.e. COS duly concurred by finance. The working of the system shall be reviewed by the undersigned after three months for further extension.

Encl: as above.

(I. Chenchuramalah)
Dy.CMM/IC&EL
For Controller of Stores.

C/ COS, CMMs, FA&CAO,
PHODs, FA&CAO/WST, Sr. AFA/SF
All purchase Officers, Depots, WAOs, Divisions, Sr.DAOs, Oss (purchase),
Sr.SM, Dy.CMM/C at CAOR/SC, Dy.CVO/Stores, Numbering section.

S.C. RLY.

लक्ष्मी मंदिर
BOTTOM SHEET

Supply Order No.

5 digit No. and year.

[illegible]

R. R. Particulars also entered on the ~~same~~ ^{return} and the same should also be noted

[illegible]

ANNEXURE FOR DISTRIBUTION SINGLE ITEM

पंजीकृत P.O.S.R. No. 75-77	वितरक Consignee	वितरक कोड Consignee Code 75-82	मांग संख्या Demand No. 83-90	मांग प्रमाणित तिथि Demand Reg. Date	पूँछ कोड Coverage Code	मात्रा मय Quantity Purchased	परिवहन तिथि Delivery Date	आवक Allocation
		डिपो / वार्ड Depot / Ward						
					91	92-99	100-105	106-113

इसे पंजाब निदेशक
For Controller of Stores
इसे और भारत के राष्ट्रपति को भेजें
For & Behalf of President of India

SOUTH CENTRAL RAILWAY

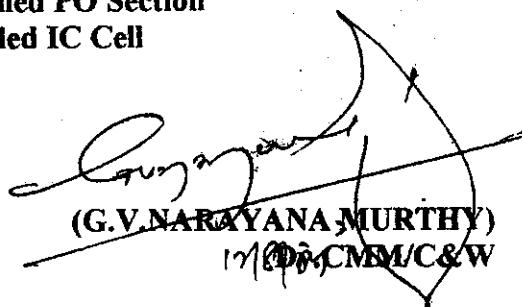
O.O.No...21./2004 Dt: 12.8.04

Sub : Reorganisation of sections in COS/O/SC.

The Dsl., Dsl. Indent, PD, PE, PG, PO, Budget & IC Sections are reorganised as follows with immediate effect and will start functioning accordingly.

1. **Dsl. Section & Dsl. Indent Section are merged and called Dsl. Section**
2. **PD & PE Sections are merged and called PE Section**
3. **PG & PO Sections are merged and called PO Section**
4. **IC & Budget Sections merged and called IC Cell**

This has the approval of COS.


(G.V. NARAYANA MURTHY)
17/08/04 CMM/C&W

Office of the
Controller of Stores,
VI Floor,
Rail Nilayam,
Secunderabad-500 071.

No.S.P.Reorganisation.04

Dt:12.8.04

Copy to : All Hqrs. Stores Officers
All Depot Officers
Concerned Purchase Sections } for infn.


(D.VENKATESWARA RAO)
AMM/Admn
/Controller of Stores

SOUTH CENTRAL RAILWAY

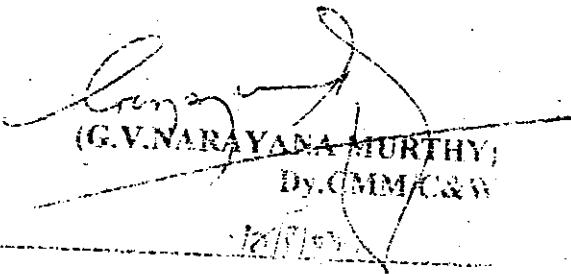
O.O.No.22/2004 Dt: 17.8.04

Sub : Reorganisation of sections in COS/O/SC.

The PB, PF, PM, PI, Registration & BT Sections are reorganised as follows with immediate effect and will start functioning accordingly.

- i) PF & PB Sections are merged and called PB Section and will be looked after by Dy.CMM/POL.
- ii) PI & PM Sections are merged and called PM Section and will be looked after by Dy.CMM/Dsl.
- iii) BT & Registration Sections are merged and will continue to be under Dy.CMM/GP & Sales.(Uploading on internet will be supervised by Dy.CMM/Systems)

This has the approval of COS.

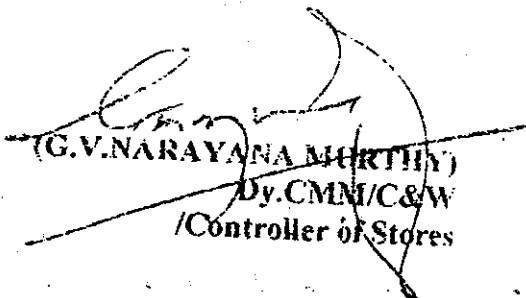

(G.V.NARAYANA MURTHY)
Dy.CMM/C&W

Office of the
Controller of Stores,
VI Floor,
Rail Nilayam,
Secunderabad-500 071.

Dt:17.8.04

No S.P.Reorganisation.04

Copy to : All Hqrs. Stores Officers
All Depot Officers
Concerned Purchase Sections } for info


(G.V.NARAYANA MURTHY)
Dy.CMM/C&W
/Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad,
Dt.02.09.2004.

No.S.200 Mode of distribution.97.2004.

OPO NO: 23/2004

Sub:- Decentralisation / Recentralisation of procurement of small value items - delegation of Power to station Managers and Sr.DMMs/ DMMs of Division.

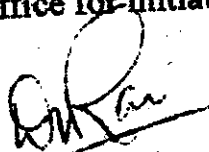
Ref:- Joint Stores Commercial & Accounts Procedural Office order no.1/97 circulated by COS/SC under Lt.No.S.200 Mode of distribution/97 dt.10.2.97.

Consequent upon the difficulties faced by the consignees in Procuring quality material the following items are deleted from the Annexature "B" issued under OPO No.1/97 and are recentralised for procurement and supply through General stores depot MFT:-

- | | |
|---|----------------------------|
| (1) Sealing wax. | (5) Brush carriage washing |
| (2) Wick for dubber. | (6) Wire brush |
| (3) Burner for hand signal lamp/ glass. | (7) Wick tape 3/8"x7 |
| (4) Coloured and plain glasses for hand signal lamps. | (8) Wick tape 5/8" |
| | (9) Wick tape 1"x12" |
| | (10) Marking ink. |

The Sr.DMM/DMMs of divisions shall collect and advise initial shortfall requirements of annual requirements to MFT for the above recentralised items duly consolidating of their consignees of their Divisions. In turn the MFT shall submit shortfall/regular ANEs to COS office for initiating direct procurement immediately.

This has the approval of COS.


(D. Venkateswara Rao)
AMM/Admn.
For Controller of Stores

Copy to: Secy.to GM,
All HODs, All DRMs
All Depot Officers
All Divisional Stores Officers
FA&CAO/WST/SC, Sr.AFA/SF
Dy.CVO/Stores, Dy.CMM/C&W
Sr.SM/EDP/SC, All OSs of COS Office.

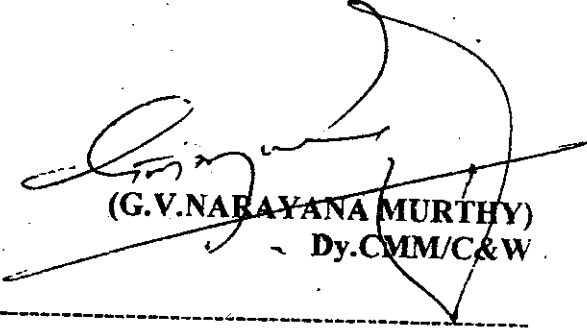
SOUTH CENTRAL RAILWAY

O.O.No.24/2004 Dt: 20.8.04

Sub : Reorganisation of sections in COS/O/SC.

DSK/PL Section is merged with IC Cell and will be called IC Cell. The section will function under Dy.CMM/IC & Elec.

This has the approval of COS.


(G.V.NARAYANA MURTHY)
Dy.CMM/C&W

Office of the
Controller of Stores,
VI Floor,
Rail Nilayam,
Secunderabad-500 071.

No.S.P.Reorganisation.04

Dt:20.8.04

Copy to : All Hqrs. Stores Officers
All Depot Officers
Concerned Sections

} for infn.


(D.VENKATESWARA RAO)
AMM/Admn.
/Controller of Stores

SOUTH CENTRAL RAILWAY

O.P.O. NO: 25/2004

Sub:- Formation of Survey Committee for Surveying the Scrap materials available inside the TPTY shops in the custody of CWM/TPTY.

AGM has nominated the following members for the above Survey committee for surveying the Scrap available with CWM/TPTY.

Members	Stand by member
1. WM/TPTY (CONVENOR)	PE/TPTY
2. Sr.DEE/TRD/RU	
3. SMM/SD/GTPL	

Authority:

AGM's sanction at N-3
of case No: S.305.1.D.III/
TPTY/Scrap/Vol.I & at N-4 of
case No.S.305.P.Vol.III.

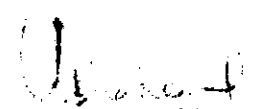
(D.S.Prahlad)
Secy.to COS
For Controller of Stores

No. S.305.P.Vol III

Headquarters' Office,
Rail Nilayam,
Stores Branch,
Secunderabad 500 071.
Dt: 31.08.2004.

Copy forwarded for information, guidance and
necessary action to:

- | | | |
|----------------|-------------|------------------|
| 1. CME/SC | 2. CWE/SC | 3. CEE/SC |
| 4. FA&CAO/WST | 5. CWM/TPTY | 6. Sr.DEE/TRD/RU |
| 7. SMM/SD/GTPL | 8. WAO/TPTY | 9. WM/TPTY |


For Controller of Stores

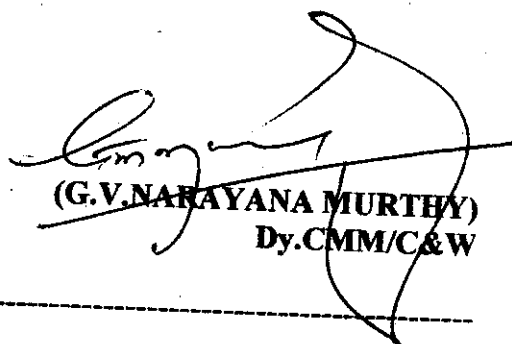
SOUTH CENTRAL RAILWAY

O.O.No.26/2004 Dt: 31.8.04

Sub : Reorganisation of purchase section
PE and IC Cell in COS/O/SC.

PE section will function under Dy.CMM/IC & Elec. and IC Cell will function under Dy.CMM/S&T with immediate effect.

This has the approval of COS.


(G.V.NARAYANA MURTHY)
Dy.CMM/C&W

Office of the
Controller of Stores,
VI Floor,
Rail Nilayam,
Secunderabad-500 071.

No.S.P.Reorganisation.04

Dt:31.8.04

Copy to : All Hqrs. Stores Officers
All Depot Officers
All Divinl. Stores Officers
Sr.Systems Manager/EDP
Concerned Sections

} for infn.


31/8/04
(D.VENKATESWARA RAO)
AMM/Admn.
/Controller of Stores

SOUTH CENTRAL RAILWAY

O.O.No.27/2004 Dt: 14.9.04

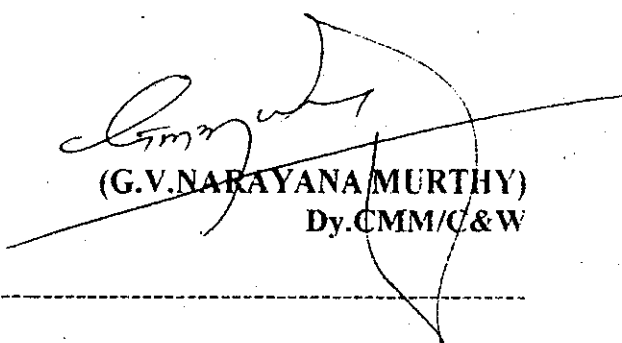
Sub: Duties of SMM/Genl. & Secy. to COS.

Subsequent to the introduction of MMIS work and surrender of a work-charged post of SMM, the duties of SMM/Genl and Secy. to COS shall be as follows

SMM/Genl : He will look after General Policy, Sales and Registration Sections and work under Dy.CMM/GP & Sales. In addition to the above, he will assist Dy.CMM/Systems in MMIS work as and when necessary.

Secy. to COS : In addition to the duties assigned by COS, he will look after Establishment, Tender Opening, R&D, Administration Sections and transportation.

This has the approval of COS.


(G.V.NARAYANA MURTHY)
Dy.CMM/C&W

Office of the
Controller of Stores,
VI Floor,
Rail Nilayam,
Secunderabad-500 071

No.S.P.Reorganisation.04

Dt:14.9.04

Copy to : All Hqrs. Stores Officers
All Depot Officers
All Divnl. Stores Officers
Sr.Systems Manager/EDP
Concerned Sections

} for infn.


(D.VENKATESWARA RAO)
AMM/Admn.
/Controller of Stores

S.C.RAILWAY.

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dt.06-10-04

No.S.236.P/3/Vol.VII

OFFICE PROCEDURE ORDER No.28/2004

Sub: Maintenance of Risk Purchase cases.

...

OS/I/GP&S, who is incharge of RP section and is monitoring the progress of recovery of RP loss etc., will maintain a centralized register in the section and will maintain all the details about the RP order.

No RP Purchase order will be numbered unless the RP details have been entered in the centralized register of GP&S Section who will endorse on the RP Purchase order as a token of entry being made in the centralized register of GP&S and then only PO will be numbered and despatched.

This has the approval of COS.



(K.V.SUBBARAYUDU)
Dy.CMM/GP&S
For Controller of Stores.

FA&CAO/WST/SC
All Purchase Officers.
All Purchase Sections.
SMM/Hqrs., OS/G&P.
Copy to F.No.AU/13/1.CA.Draft para/2003-04

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
SECUNDERABAD
Date 18.10.2004

No.S.289.Policy Matters/04-05

JOINT PROCEDURE ORDER 29 / 2004

Sub: Joint Inspection for conducting Lot Inspection and Inspection Report.

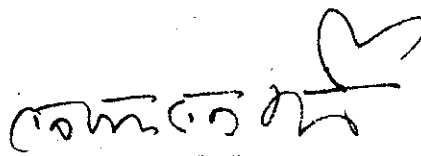
With immediate effect the following Joint Procedure for conducting Joint Lot Inspection should be adopted.

Joint Inspection party consisting of DMS,ISA / Stock Verifier and Custodian shall visit the spot and inspect the lot with reference to Survey Sheet, Location, Condition of the material, side assets available, availability of approach road, availability of weighing facilities, marking of lot No. on the lot etc. However, they will not be taking any physical inventory of the material available in the lot and material available as side assets. Any variation on the lot and side assets after the inspection shall be the responsibility of the custodian, as the same will be under his custody.

The lot inspection team will have to submit a report in the enclosed format to Sr.DMM/DMM / SMM.

Encl: Format of joint inspection report - Annex-I & II


CMM/M&S


FA&CAO/WST

FA&CAO/ WST/SC. SDGM (VIG.) SC.
DRM / NED. ADRM / SC. BZA, HYB. BZA. GTL GNT.
CWE/SC, CWM / SHOPS / LGD. RYPS. TPTY.
SR.DEN / CO. ORD. / SC. HYB. BZA. GTL. GNT. NED.
SR.DME/SC, HYB, BZA, GTL, GNT & NED
Sr.DME/DSL. / KZL. GY. GTL. DME / DSL. / BZA. MLV.
SR.DEE / ELS. / BZA. LGD.
WAO / LGD. RYPS. TPTY.
ISA / LGD. RYPS. TPTY

SOUTH CENTRAL RAILWAY

ANNEXURE-I

Office of the
Controller of Stores
Rail Nilayam
Secunderabad.
Dt:

No: S/289/Policy Matters/2004-05

JOINT INSPECTION REPORT

Joint inspection of lot No: _____
Lying at (location) _____
Under the custody of _____ Controlling Officer _____
Jurisdiction of RPF _____ State _____

1. Description of lot
2. Qty as per S.S
3. S.S No./DS8 No
4. Whether lot No. is marked on the lot :
5. Whether location mentioned in the Survey Sheet is correct
6. Whether description mentioned in the survey sheet is tallies with the scrap material available in the lot. If not furnish remarks.
7. Furnish the description (not inventory) of the side assets found during inspection of the lot, lying within the distance of 15-20 Mtrs. *and whether the same are marked as "Not for Sale"*
8. Whether unsurveyed (stacks) materials lying by the side of the lot are marked as "Not for sale"
9. Whether approach road is available upto the lot. If not, at what distance is it available
10. Whether weighing facility is available at the site. If not, at what distance is it available

11. Whether described lot is mixed up with the material other than those indicated in the Survey Sheet.
12. Any attachments available with the surveyed materials which are not mentioned in survey sheet and are meant for returning to the custodian at the time of delivery (attachments which are not visible and cannot be mentioned due to practical difficulty like attachment to dunnage, rails, girders etc., need not be mentioned).
13. General condition of the lot surveyed
 - (a) Whether it is serviceable/unserviceable in case of M&P/cranes etc
 - (b) Whether the material available is fully corroded, broken and ends cut/partially corroded, broken and ends cut in case of CST-9 plates and S.T. Sleepers (Actual condition of the material is to be clearly mentioned to help in fixing the R.P)
14. Special comments if any

Signature of the custodian
Name:
Designation:

Signature of the ASV/ISA
Name:
Designation:

Signature of the DMS
Name:
Designation:

ANNEXURE-II

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad.
Dt: _____

No: S/289/Policy Matters/2004-05

**JOINT INSPECTION REPORT
(CONDEMNED ROLLING STOCK)**

Joint inspection of lot No: _____

Lying at (location) _____

Under the custody of _____ Controlling Officer _____

Jurisdiction of RPF _____ State _____

Description of lot _____

Qty as per DS.8 _____ DS8 No: _____

1. Actual description (Type of vehicle, :
BG or MG, Open covered, Wooden
Body, MS body
2. Tare weight marked on the body
3. Placement of the condemned rolling stock :
i.e., grounded or on rails, whether placed at
nominated siding
4. Whether unloading/transportation
facilities are available or not
5. General condition of the Asset (Actual
condition of the asset is to be clearly
mentioned to facilitate Dy.CMM/
Sr.DMM/DMM concerned in fixing the R.P).
6. Whether all the reclaimable items are available :
as per DS8 or not

Contd...2.,

7. Reclaimable fitting not shown in the DS8 but available at the time of lot inspection (Concealed reclaimable fittings that may come out after cutting cannot be mentioned in the inspection report).

8. Special comments if any

Signature of the Custodian
Name:
Designation:

Signature of the ASV/ISA
Name:
Designation:

Signature of the DMS
Name:
Designation:

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
Dated: 01.11.04.

No.S.305.P.Vol.III

OFFICE PROCEDURE ORDER NO.30/2004.

Sub:- Composition of Survey Committee for inspection of surplus stores - G&S depot/MFT.

Ref:- OPO No.19/83 dt.27.12.83 issued under COS/SC Lr.No.S/306/P.Vol.II dt.27.12.83.

* * *

AGM has approved the nomination of SEN/G/HQ/SC as Engineering branch member for survey committee for inspection of surplus stores.

Consequent on the above the revision of OPO 19/83 is made as follows:-

Composition of survey committee for inspection of Surplus stores. Annexure B

Sl. No	Depot	Convenor	Secretary	Member	Alternative Members	Materials
1.	G&S/ MFT	SMM/MFT	PE/LGD SEN/G/Hqrs DEN/C/SC SEE/Hqrs SEE/S/LGD	WM/S&T/SC PE/LGD DSTE/SC	SSTE/Hqrs — —	Signal Stores General Stores Electrical Stores

Authority: 1. GM's sanction dt.23.2.83 vide N/54 & 06.12.83 vide N/65/1 in case file No.S/305/P/Vol.II.

2. AGM sanction No.16 dt.08.10.04 in file No.S.305.P.Vol.III

[Signature]
(B.Nageswara Rao) SMM/G
For Controller of Stores

Copy to:

All HODs
PCE/SC
COAR/SC,FA&CAO/WT/SC, CWM/LGD
DRMs.SC,HYD,BZA,GTL,NED,GNT.
DY.CMM/M&E/LGD, SMM/G&S/MFT, SEN/G/HQ/SC,PE/LGD
WM/S&T/SC, SSTE/HQ, DEN/C/SC.
All Depot Officers
MPS/SC
All DFM's, All WAOs.

[Signature]
For Controller of Stores

1.11.04

[Signature]
11/11/04

SOUTH CENTRAL RAILWAY

Office of
The Controller of Stores,
6th floor, Rail Nilayam,
Secunderabad.
Dt: 26/11/2004

S.225.II Misc.Vol.II

O.P.O.No.32/2004.

To: _____
All Depot Officers &
Divisional Stores Officers

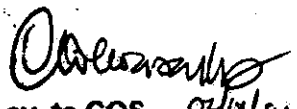
Sub: - Check list for checking of load tank trucks

The following guide lines are issued along with check list in connection with receiving and issuing of HSD oil for strict compliance.

- 1) The HSD oil is directly purchased from the oil companies and supply is taken through their lorry tankers and unloaded to the storage tank installed by them. In order to check the quality of HSD oil, samples were drawn and on testing water contamination was noticed.
- 2) It is understood that the vehicle drivers are drawing the diesel from the depot in 200.ltrs barrel and it is quite likely that the barrels are not thoroughly cleaned and due to multiple handling of diesel oil there is every chance of contamination of diesel with water. Therefore, it has been decided that the use of barrels for drawing HSD oil from depot should be strictly avoided and diesel should be filled directly from the dispensing unit to the vehicles as far as possible whenever HSD oil is required for vehicles.
- 3) In order to check the water contamination in HSD oil, a checklist has been drawn (checklist enclosed) while receiving the diesel from the oil companies in lorry tankers. The presence of water in each compartment of the tanker whenever received by the depot should be checked by applying water finding paste to the bottom of the dip rod. Whether the paste applied to the dip rod for checking water presence is changing to pink colour in each compartment or not should be recorded in the checklist very clearly. The other details as per checklist should also be noted and recorded in the checklist.
- 4) The checklist should be jointly signed by the DMS of the Receipt Section and by the DMS of the Custodian. The checklist should be prepared in two copies and one copy should be retained with Receipt and other with Custodian.
- 5) This is issued with the approval of COS.

Encl: Checklist.

Copy to:- All HOD's
All DRM's


Secy. to COS

S.No.	PARAMETERS		
1.	Invoice collected from the T/T driver		
2.	Invoice checked for the following: A. Load came to the correct destination. Truck No. tallies with invoice. B. Product checked as per the PO and date. C. Quantity checked as per the capacity of the T/T. D. Name of the consigned checked.		
3.	Tank truck parked on a leveled platform.		
4.	Settling time of the product for 15 minutes allowed		
5.	Seals checked on the TT's compartment domes and on the delivery line and satisfied on its intactment.		
6.	Seal's numbers cross-checked with that of seal nos. mentioned in the challan.		
7.	Tank Truck calibration certificate collected from the TT driver for checking the following: A. Height of proof Level/Dip level of the DIP Rod. B. DIP Rod checked for Embossment of W&M Dept. Seal.		
8.	TT crew asked to open all the dome covers on the compartments and also locker caps form the fill pipe, Dip pipe and the emergency vent and also master valves provided in the control box at the rear side of the tank truck.		
9.	Oil level checked in all compartments through the fill pipe and dip pipe by visual check.		
10.	Checked for presence of water by applying water-finding paste to the bottom of the Dip rod in all compartments.		
10.1.	Checked Dip of each compartment with the Dip rod.		
10.2.	Dips in each compartment found correct with that of Dip rod.		
10.3.	Whether the paste applied to the dip rod for checking water presence is changing to pink colour in each compartment. A. Compartment - 1 B. Compartment - 2 C. Compartment - 3		
11.	Any shortages noticed in any compartment.		
12.	Driver signature obtained for shortage.		
13.	Checked for density and temperature of the product by converting to DEGC by referring to the ASTM tables.		
14.	Density recorded in the invoice is within the range of ± 0.003 .		
15.	If the variation is beyond the above limit the matter referred to the Oil Co.		
16.	After satisfying the above TT crew asked to park the TT near the decanting point.		
17.	TT Crew asked to Switch off the engine of the tank truck, put off the master switch of the battery, fix wheel chokes for stability of the TT, to position fire extinguishers at a convenient point and display of "No Smoking Board".		
18.	Prior to unloading of the product, receipt tank identified and gauged by opening of the valves.		
19.	TT driver asked to connect the two-side flange hose duly fixed with a fire extinguisher gasket and nut and bolt.		
20.	Unloading operation commenced by switching on the motor.		
21.	After unloading, driver of the TT asked to disconnect the hose pipe.		
22.	Any left over product in the TT collected in a bucket.		
23.	Emptiness of the tank truck checked by physical examination of all the compartments through the fill pipe while doing so ensure that the master valves and gate valves are kept open.		
24.	Receipt tank gauged after allowing a settling time of 15 minutes.		
25.	The difference between opening gauge of the TNK and closing gauge of the tank worked out.		
26.	Receipt of product found correct.		
27.	Signed all the copies of challans by affixing rubber stamped by retaining the 1 st and 4 th copies of the third set of challans.		

Signature of receipt DMS

Signature of ward DMS

SOUTH CENTRAL RAILWAY

**Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071.
Dated: 09.12.04.**

No.S.320. DUTY LIST

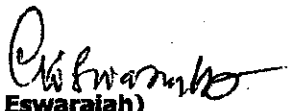
OFFICE PROCEDURE ORDER No. 33/2004

Sub:- Handing over of charge by Ch.OS/OS (Section Incharges) of COS office at the time of transfer.
* * *

The following format to be followed strictly by all section Incharges ie. Ch.OS/OS, while handing over and taking over of charge of the sections.

Handing over & Taking over of charge By Section in charges of COS/O/SC

I. STAFF POSITION		
1)	Name of staff	Looking After
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
Sl.No.	Item	Remarks
II	Registers available in the section.	
III	T&P Items available in the section	
IV	Details of feed back to be given periodically.	
V	No. of RP. cases and details with recoveries due.	
VI	No. of Court cases and its details.	
VII	No. of Arbitration cases and details.	
VIII	Details of pending cases for refund of SD/EMD.	
XI	Details of Audit & Accounts Paras pending - Draft Para, Spl. letter AIR Pt.I & Pt.II. Details of files to be handed over to Audit.	
X	Periodical returns to be submitted.	
XI	Indent (Centralised procurement) items - With calender and due for submission.	
XII	Policy files maintained in purchase section/ILO list etc.	
XIII	Items causing anxiety ie. AGM/Meeting items.	
XIV	Safety, vital, passenger amenity items - status.	
XV	Spl. procurement of RSP, RSRC, DM etc - requiring regular monitoring.	
XVI	Statistics of - Tender not issued within 1 month. - PO not issued within 3 months before CP.	
XVII	Any other important issues which needs immediate attention.	
Supervisor Handing over C/- RCO of Concerned Section, SMM, Dy.CMM		Supervisor Taking over


(C. Eswaraiah)
Secy to COS
for Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500 071.
Dated: 07.12.04.

No.S.320.DUTY LIST

OFFICE PROCEDURE ORDER No. 34/2004

Sub:- Duty List of Secretary to COS and SMM General.

A copy of Duty List of Secretary to COS and SMM General is enclosed for kind information and necessary action.

This has the approval of COS.


(C. ESWARIAH)
Secy. to COS
for Controller of Stores

C/- COS/SC for kind information.
CMM/M&S & CMM/E&G for kind information.
Secy to COS, SMM/Gen, Dy.CMM/GP&S
All Purchase Officers
All Depot Officers
All Sr.DMM & DMM's

Duty list of Secretary to COS

Sec. to COS will assist COS in the administration of COS Office, and

- To make arrangements for all official meetings & functions in COS office - EOM, AGM, Stores Coordination Meetings & Railway Week awards etc.
- Collecting & compiling data, information and material on stores action plan items from respective officers for inclusion in PCDO from GM to CRB.
 - do - from CCS to NM.
- To assist COS in preparing for meetings attended personally by COS. To gather & compile information furnished by respective administrative officers for POM, PNM, PREM, ZOLIC (Official Language), Disaster Management, Various Parliamentary Committees i.e. RCC, Estimate Committee, Hindi Advisory committee etc.
- Collecting information & material from respective officers & submission thereof to COS for replying to VIP references such as MP/MLA's, CA-III, Public Grievances, Parliamentary questions & other important letters endorsed by COS for monitoring.
- Monitoring reply & feed back to PCDO items from DRJA, CWN, DMM/SMM/AMN.
- Monitoring reply & feed back to inspection notes of superior Officers i.e. CRB, Board Members, Additional Members, GM, AGM, other PHOD's & DRM's.
- Organizing tour program & inspections of COS.
- Keeping records of Inspection notes of various Stores officers including "OVS".
- Monthly productivity statistics of purchase office including review of availability of safety items, outstanding tender cases, tenders not issued within one month of demand registration & PO not released before 3 months of CP.
- Training Program & Seminars at - RSC/BRC, IRILUAM & others, guest lectures.
- Training program of Probationary Officers - Stores & others.
- Complete functioning of sections such as Tender opening, R&D, Administration, Reception, Information centre, sample room, record room & Stationery etc. Genl. Administration of Group-D staff of COS office, General administration, maintenance & upkeep of COS Office premises / equipments.
- Maintaining Imprest - cash, postal stamp of COS Office including Franking Machine.
- Annual awards including cash & spot awards, efficiency shield, etc.
- Maintaining records centrally in respect of - Arbitration cases, Risk purchase cases including recovery, handing over of files to Audit for review / scrutiny.
- Any other duty assigned by administration from time to time.
- AMN/Admin. shall assist Secretary to COS in performing above duties.

Duty list of SMM/General

- Complete functioning of Scrap Sales Section including policy on Scrap Disposal.
- Appointment of Survey Committees - in Divisions, Stores Depots & Scrap yard.
- Implementation of SAG level committee recommendations.
- Task force meetings for identification, mobilization & disposal of scrap.
- Monitoring expeditious disposal of accident involved rolling stock awaiting disposal.
- Sales Tax & Income Tax - appointment of advocate - for assessment, appeals etc.
- Preventive Checks conducted by vigilance - remedial actions & follow up.
- Refunds towards short deliveries of scrap - coordination with HQ accounts deptt.
- Complete functioning of registration Section - initial registration, renewals, delisting, suspension/blacklisting/banning of firms, vendor development Seminars/Exhibitions.
- Regular feedback of firm's performance to approving authorities i.e. RDSO/RB etc.
- Working of vendor development cell as envisaged in Rly. Bd. Letter dt. 06/10.09.99.
- Review of RITES quarterly reports to identify firm's having repeated rejections.
- Bulletin Section - Complete functioning.
- M&P and Works program proposals - administrative approval to execution.
- Provision of office furniture, Fax, phone (incl. cell), copier, Printer & Computers etc.
- Maintenance & repair of Weigh Bridges in Depots, M&P, T&P, Vehicles - AMC's
- Fire fighting arrangement in Stores Depots. Fire incidents reports
- Imprest Cash for stores depots / HQ - extending currency, revision / enhancements.
- Various administrative approvals & Sanctions for Stores Depots / HQ incl. brief cases.
- Road transportation & handling contracts. Engagement of courier / parcel service.
- Purchase of news papers, magazines, books for office & residence of entitled officers.
- Office consumables - pen, pencil, refills, rubber stamps, inks, printer cartridges etc.
- Agenda and Circulation of Minutes for AGM & other coordination meetings.
- Proforma advance payment to pre - identified firm's - standing sanction thereof
- Revenue budget for stores depots & HQ office.
- Write off proposals from field units. Theft, embezzlement & fraud cases reports.
- Audit cases, Stock sheets, pending Claims - bipartite / tripartite meetings.
- Rejection cases - recoveries of advance payment from firm's including risk purchases.
- Court cases, Consumer court cases & CAT cases.
- Furnishing information for GM's annual narrative report
- Furnishing information for compendium on stores - from Rly. Bd.
- Co-ordination with Clothing factory - for uniform to Stores staff as per entitlement.
- Co-ordination with Printing Press - for Stationary, Books & Forms, printing jobs etc.
- Work study reports, Benchmarking studies in depots / field units.
- All policy matters - processing, issue & circulation of all OPOs, JPOs, Serial circulars.
- Handing over & taking over charge reports of officers - including handing over notes.

SOUTH CENTRAL RAILWAY.

Headquarters office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.24.12.2004.

No.S.113.11.Regn. Policy.

Office Order No. 35 /2004.

Sub: Weekly Stores Bulletin - coding of terms & conditions.

The following changes shall take effect from the weekly stores bulletin No.39 due for publishing on 3.1.2005.

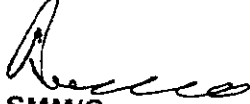
In order to avoid repetition of full form of terms and conditions appearing against various items printed in weekly stores bulletin and to economize space and paper to give clarity for the items listed, it has been decided to incorporate appropriate codes from the following against each item under remarks column.

CODES used in schedule of requirements- Part-I

A: General & Misc. conditions	
A1	Drawings /Samples can be seen at COS Office, 6th Floor Railnilayam, Secunderabad during office working hours.
A2	Offers from Manufacturers or their authorized dealers with authorization letter only will be considered.
A3	Firm should submit a copy of valid BIS License along with their offer.
A4	Only ISI marked material will be accepted.
A5	Tenderer should submit manufacturer test Certificate
A6	The time limit for making Risk Purchase is 9 month instead of 6 months
A7	Marking of firms name & month& year as per Drawing, in case the drawing does not indicated the same, it should be provided at location where it should not affect the use of the item and it should not get obliterated while in use.
B: Sources approved for procurement & to quote with valid certificate:	
B1	RDSO
B2	DLW
B3	ICF/ RCF
B4	CLW
B5	South Central Railway
B6	Reserved for NSIC
B7	Reserved for KVIC/WDC
C: Inspection	
C1	By RDSO
C2	" RITES
C3	" DQA
C4	" CONSIGNEE

Conditions already appearing under "INSTRUCTIONS TO TENDERERS" need not be repeated elsewhere. However, Special terms and conditions including delivery terms if any must be shown against each item.

This is issued with the approval of competent authority.


SMM/G 24/12/07
for Controller of Stores.

Secretary to COS for the kind information of COS.
CMM/M&S, CMM/E&G,
Dy.CMM/ POL, C&W, DSL, ELE., S&T, SYSTEMS, GP&S,
SMM/ POL, C&W, DSL, ELE., S&T,
AMM/ POL, C&W, DSL, ELE., S&T, and Admn..

Ch. OS/O.S. Regn, & Purchase sections to ensure compliance.
Ch. OS/O.S. G&P, Sales, Estt. and DMS/PL for information.

O.O. file and guard file.

SOUTH CENTRAL RAILWAY.

(171)

**Headquarters office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.28.12.2004.**

No.S.113.11.Reg. Policy.

Office Order No. 36 /2004.

**Sub: Weekly Stores Bulletin - coding of terms & conditions.
Ref : O.O. No.35 /2004 issued under letter of even no. dt.24.12.2004.**

In supercession of the O.O. under reference, the following changes shall take effect from 1.1.2005 i.e., from the weekly stores bulletin No.39 due for publishing on 3.1.2005.

In order to avoid repetition of full form of terms and conditions appearing against various items printed in weekly stores bulletin and to economize space and paper to give clarity for the items listed, it has been decided to incorporate appropriate codes from the following against each item under remarks column.

CODES used in schedule of requirements

B : Bearing conditions.

- | | |
|-----------|--|
| B1 | Indigenous / imported Bearing conditions applicable. |
| B2 | Imported bearing conditions applicable. |

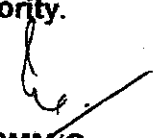
G : General & Misc. conditions

- | | |
|-----------|---|
| G1 | Drawings /Samples can be seen at COS Office, 6th Floor Railnilayam, Secunderabad during office working hours. |
| G2 | Offers from Manufacturers or their authorized dealers with authorization letter only will be considered. |
| G3 | Firm should submit a copy of valid BIS License along with their offer. |
| G4 | Only ISI marked material will be accepted. |
| G5 | Tenderer should submit manufacturer test Certificate |
| G6 | The time limit for making Risk Purchase is 9 month instead of 6 months |
| G7 | Marking of firms name & month& year as per Drawing, in case the drawing does not indicated the same, it should be provided at location where it should not affect the use of the item and it should not get obliterated while in use. |

S : Sources approved for procurement & to quote with valid certificate:	
S1	RDSO
S2	DLW
S3	ICF/ RCF
S4	CLW
S5	South Central Railway
S6	Reserved for NSIC
S7	Reserved for KVIC/WDC
I : Inspection	
I1	By RDSO
I2	" RITES
I3	" DQA
I4	" CONSIGNEE

Conditions already appearing under "INSTRUCTIONS TO TENDERERS" need not be repeated elsewhere. However, Special terms and conditions including delivery terms if any must be shown against each item.

This is issued with the approval of competent authority.


SMM/G
for Controller of Stores.

Secretary to COS for the kind information of COS.
CMM/M&S, CMM/E&G,
Dy.CMM/ POL, C&W, DSL, ELE., S&T, SYSTEMS, GP&S,
SMM/ POL, C&W, DSL, ELE., S&T,
AMM/ POL, C&W, DSL, ELE., S&T, and Admn..

Ch. OS/O.S. Regn, & Purchase sections to ensure compliance.
Ch. OS/O.S. G&P, Sales, Estt. and DMS/PL for information.

O.O. file and guard file.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500 071.
Dated: 30.12.04.

No.S.225.II.Misc.Vol.III

OFFICE PROCEDURE ORDER No. 37/2004

Sub:- Procedure for checking of presence of water in MS/HSD underground storage tank and removal of water thereof at regular intervals.

The guidelines along with checklist have already been issued in connection with receiving and issuing of HSD oil vide Office Procedure No.32/2004 dt.26.11.2004. However, here are guidelines for checking of presence of water in MS/HSD stocked in underground storage tank. Therefore, the following guidelines are issued to check the presence of water in MS/HSD stored in the underground tank.

- 1) The custodian should take the daily dip of MS/HSD stored in underground tank by applying the water finding paste to the bottom of the dip rod.
- 2) The water finding paste to be used is named as "AQUADIS" and the colour of the paste is aqua marine (light green).
- 3) Aquadis paste has to be applied to at least 10 cm at the bottom of the dip rod after wiping it clean i.e., it should be ensured that neither HSD nor water should be present when the dip rod is being inserted for taking the dip.
- 4) In case, water is present, aquadis paste will turn pink.
- 5) In case, the presence of water is noticed, M/s. IOC/HYB to be informed telephonically and also through written complaint, who in turn will attend to the complaint and remove the water.
- 6) The records of taking daily dip of MS/HSD stocked in underground tank should be maintained by the custodian and to be seen by the Depot Officer periodically.

This has the approval of COS.

(B. Nageswara Rao)
SMM/G
for Controller of Stores

C/- All Purchase Officers,
All Depot Officers,
All DMMs & Sr.DMM/SC,
Dy.CVO/Stores/SC,
Dy.CMM/C at CAOR/O/SC
Principal/STC/SC,
FA&CAO/WST/SC,
SAO/SF, Sr.S.M/EDP/SC

