

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

G and P

भंडार नियंत्रक का कार्यालय
सिकंदराबाद

OFFICE OF THE
CONTROLLER OF STORES
SECUNDERABAD

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2005 से to 2010

1

1

PREFACE

Stores Department plays a pivotal role in keeping the Railways on the move, by ensuring supply of Right material at the right price and Right place.

For achieving effective supply and distribution of stores, the need for consolidation of latest OPOs/JPOs issued by COS Office has been felt time and again. The last compilation of such OPOs/JPOs on stores matters was issued in the year 2005.

In continuation of the above, all the OPOs/JPOs issued between 2005 to 2010 are compiled and published in the form of a handy booklet.

I hope this compilation would be welcomed by all the stores fraternity and would serve them in discharging their duties efficiently and effectively.

Place : Secunderabad
Date : 10.08.2011

M Chandra
(MAHESH CHANDRA)
Controller of Stores

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कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2005

OFFICE PROCEDURE ORDERS YEAR – 2005

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TOTAL 29 (TWENTY NINE) OPOs ONLY

SOUTH CENTRAL RAILWAY

Headquarters Office,
Rail Nilayam,
Stores Branch,
Secunderabad.
Dt.22 -07-05

No.SP/414/GAZ/Vol.XI

OFFICE PROCEDURE ORDER NO. 1 / 2005

Sub: Sanction of CL/LAP/Permission to leave Hqrs & approval
of Tour Programme on home line/Foreign line for Stores Officers.
Ref: Office Procedure Order No.09/2004 dt.06-05-04.

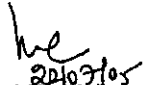
1. In partial modification of this Office Procedure Order No.09/2004 dated 06-05-04, the following changes are made in respect of sanction of CL/LAP/Tour Programme and permission to leave Hqrs.

Officers	Authority to sanction of CL/LAP/Tour programme and permission to leave Hqrs.
CMMs	COS
Dy.CMMs/Hqrs.	COS
SMMs/AMMs/Hqrs.	COS
Secy. to COS & PS	COS
DEPOT OFFICERS:	
Dy.CMM/M&E/LGD	CWM/LGD up to 21 days.
AMM/M&E/LGD	Dy.CMM/M&E/LGD up to 14 days, CWM/LGD up to 21 days.
SMM/G&S/MFT	COS
SMM/SD/LGD	COS
AMM/S&F	COS
MPS & AMPS	COS
Dy.CMM/M&G/RYPs	CWM/RYPs up to 21 days
AMM/M&G/RYPs	Dy.CMM/M&G/RYPs upto 14 days, CWM/RYPs up to 21 days.
SMM/SD/RYPs	COS
AMMs/DSD/KZJ, MLY, GTL & BZA	Sr.DMEs of the shed concerned up to 14 days.
AMMs/ELS BZA & LGD	Sr.DEE of the shed concerned up to 14 days.
AMM/CRS/TPTY	CWM/TPTY up to 21 days.
DIVISIONAL OFFICERS	
Sr.DMM/DMMs	ADRM/DRM up to 21 days.

2. Officers who are taking leave/permission to leave from Hqrs from authorities other than COS will also inform on phone to COS/concerned CMMs/concerned Dy.CMMs/Secy. to COS (incase COS is not available) and also send a copy of the leave application duly sanctioned to Secretary to COS for kind information of COS through concerned CMMs before leaving Hqrs.
3. The Officer proceeding on leave should get the leave programme noted by the standing alternative officer before putting up to the sanctioning authority.
4. Leave Applications/Tour Programmes to be put up to COS are to be routed through the concerned Dy.CMM and CMM.

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

This has the approval of COS.


(V.V.Reddy)
Dy.CMM/Systems
For Controller of Stores

Copy to :

SDGM, FA&CAO/WST, CAOR/SC, DRMs/SC, HYB, BZA, GTL, NED & GNT
Sr.DMM/BG/SC, DMM/Divn./HYB, BZA, GTL & NED
Dy.CVO/Stores, CPO/GAZ, CWM/CRS/TPTY.
All Hqrs Officers, All Depot Officers.
Sr.SM/EDPM/SC
Sr.DEES/Sr.DMEs of Electric/Dsl.Loco Sheds.

South Central Railway

Stores Branch
Rail Nilayam
Secunderabad
Date: 02-02-2005.

No.S.289.Scrap Policy 04-05.

O.P.O No: 02/2005.

Sr.DMM/SC, SMM/SD/LGD, SMM/SD/RYPs
DMM/BZA, DMM/GTL, DMM/HYB, DMM/NED & DMM/GNT.

Sub: Uniform lot number - Numerical scheme - reg.

-000-

Since, certain difficulties are experienced in the present system of lot numbering, it has been decided to have a uniform standard length numerical coding for lot numbers as mentioned below. This code has to be ensured in all accounting vouchers of sale suspense (Cash receipts for Cr. and Sale Issue vouchers for Dr. etc) to ensure proper reflection of Sales suspense outstanding at any point of time.

XXXX	X	XX	XX
1-4	5	67	89

Position 1-4 :- In case of Scrap depot lot, Depot & Ward put together form the first 4 digits of lot number. In case of line lots, the first four digits of consignee code (which is five digits and truncating the last check digit gives 4 digits number) can form the first 4 digits of lot number.

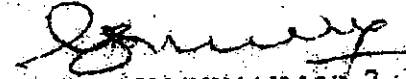
Position of 5 :- Last digit of the year has to be used for the 5th digit.

Position of 6 & 7 :- Represent the month of lot formation.

Position of 8 & 9 :- Represent the Sl.No. of the lot in the lot register.

The revised scheme for lot numbering should be implemented from 01-03-2005 duly maintaining the lot register.

This issues with the approval of COS & FA&CAO/WST.


(G. GNANASEKARAN) 2.2.05
Dy.CMM/GP&S

C/- COS, FA&CAO/WST, CMM/M&S, CMM/E&G for kind information.
Dy.CAO/W&S, Sr.DFMs/SC, HYB, BZA, GTL, NED & GNT,
WAOs/LGD & RYPs

SOUTH CENTRAL RAILWAY.

**Headquarters office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.11.2.2005.**

No.S.113.11.Regn. Policy.

Office Order No. 03 /2005.

Sub: Weekly Stores Bulletin - coding of terms & conditions.

Ref : O.O. No.36/2004 issued under letter of even no. dt.28.12.2004.

In supercession of the O.O. under reference, the following changes shall take immediate effect i.e., from the weekly stores bulletin No.46 due for publishing on 21.2.2005.

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

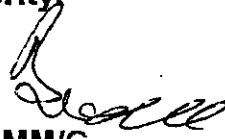
CODES used in schedule of Requirements

B :Bearing conditions.	
B1	Indigenious/Imported Bearing conditions applicable.
B2	Imported bearing conditions applicable.
D : Drawings/Specification	
D1	IRS & RDSO drawings/specifications are available at RDSO's office, Manak Nagar, Lucknow, Fax No. 0522 - 457125.
D2	CLW Drawings/Specifications are available at Chittaranjan Locomotive Works, Chittaranjan, West Bengal. Fax No. 0341 - 525641.
D3	DLW Drawings/Specifications are available from Diesel Locomotive Works, Varanasi. U. P Fax. No. 0542 - 370603.
D 4	ICF drawings/sepcifications are available from Intergral Coach Factory, Perambur, Chennai Ph No. 044 - 26263231
D 5	RCF drawigns/specifications are available from Rail Coach Factory. Kapurthala. Ph No. 0181 - 255141.
D 6	S. C. Railway drawings/specifications are available from Office of The Controller of Stores, S. C. Railway, Secunderabad Ph No. 040 - 27785466.
G : General & Misc. Conditions	
G 1	Drawings /Samples can be seen at COS Office, 6th Floor Railnilayam, Secunderabad during office working hours.

G 2	Offers from Manufacturers or their authorized dealers with authorization letter only will be considered.
G 3	Firm should submit a copy of valid BIS License along with their offer.
G 4	Only ISI marked material will be accepted.
G 5	Tenderer should submit manufacturer test Certificate
G 6	The time limit for making Risk Purchase is 9 month instead of 6 months
G 7	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.
I : Inspection	
I 1	By RDSO
I 2	By RITES
I 3	By DQA
I 4	By Consignee
S : Sources approved for procurement & to quote with valid certificate	
S 1	RDSO
S 2	DLW
S 3	ICF/RCF
S 4	CLW
S 5	South Central Railway
S 6	Reserved for NSIC
S 7	Reserved for KVIC/WDC

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.01.03.2005.

No.S.305.P.VIII

OFFICE PROCEDURE ORDER No.4/2005

Sub:- Nomination of Electrical Branch Member for Survey Committee.

As per O.P.O No. 01/1993, the composition of Survey Committee for inspection of returned Stores and Scrap materials other than Stores Depots in various divisions was done by the Divl. Survey Committee.

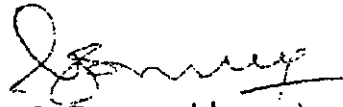
Consequent upon approval of AGM for the nomination of Electrical Member for survey of Electrical scrap available on line the following composition of survey committee for inspection of returned stores and scrap material of Electrical items is as follows.

DIVISION
Secunderabad

CONVENOR
Sr.DMM/SC

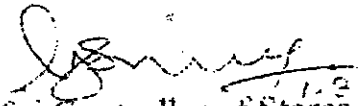
ELECTRICAL MEMBER
EEE/TRS/SC
Stand by
EEE/CON/GTL

Authority : AGM Sanction No.25 dt.25.02.05.


(G.Gnanasekharan)
Dy.CMM/GP&S
for Controller of Stores

COPY TO:

ALL PHO
CEE/SC
EEE/TRS/SC
EEE/CON/GTL
PCE/SC
COAR/SC, FA&CAO WST/SC, CWM/LGD
DRMs/SC, HYD, BZA, GTL, NED, GNT.
DY.CMM M&E, LGD, SMM, G&S, MFT, SEN, HQ/SC, PE/LGD
WM/STT/SC, SSTE, HQ, DEN/C/SC
ALL DEPOT Officers
MPS/SC
All DFMs, All WAOs


for Controller of Stores

SOUTHERN CENTRAL RAILWAY

Office Procedure Order No. **05/2005**

Dated: 01.3.05

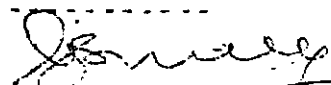
Sub. Composition of Survey Committee for Inactive/Surplus/Scrap items - SD-RYP.
 Ref: This office Procedure Order No. 7/04 circulated under No. S/305/P. Vol.III
 dated: 26.4.04 and OPO No.17/2005.

Consequent upon the AGM's nomination of electrical officers for survey of scrap items at RYP's scrap depot in place of EEE/AMTS/SC who is on leave, the following composition of survey committee is constituted.

Convenor & Member.	Secretary & Member.	Member	Alternate Member
SMM/SD/RYP'S	PE/Works Manager RYP Shops.	EEE/TRD/SC	EEE/Con./GTL

Authority:

AGM's sanction no. 14 dt. 13.05


 (G.GNANASEKARAN)
 Dy. CMM/GP&S
 for Controller of Stores

S.C.Railway,
 No.S/305/P.Vol.III

Office of the
 Controller of Stores,
 Secunderabad-500 371.
 Dt. 01.03.05

Copy forwarded to:

CEE/SC, EEE/TRD/SC, EEE/Con/GTL, EEE/AMTS/SC, DY.CMM/M&G/RYP'S,
 CWM/RYP, PE/Works Manager/RYP Shops, DEE/Shops/RYP,
 DENI/WP, DENI/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.DFMs/SC, BZA, UBL GTL, MPS/SC
 ADM/KZJ, GTL, GY, SMM/SD/RYP'S
 Sr. DFM/GTR, DFM/Const/BZA, DFM/NED,
 DEE/Const/SC


 for Controller of Stores. 2.3.05

SOUTH CENTRAL RAILWAY

No 236 I Genl Vol 6

Head Quarters Office
Stores Branch
Secunderabad - 71
Dated: 04/03/05.

G.P.O. No. 6/2005.

Sub:- Refund of EMD.

* * *

Further to this office Procedure Order No.9/2003, the following guidelines should be followed with immediate effect for all tenders cases including late tenders, closed/discharged tenders.

- (i). Every Tender Committee recommendation should have a specific Para-recommending refund of EMD to all unsuccessful tenderers.
- (ii). Similarly in Non-T.C. Cases, the Purchase officer should record his orders for refund of EMDs of unsuccessful tenderers.
- (iii). Concerned CTC should inform OS/CTC in writing duly signed by the respective Officer/Secretary to return the EMDs duly listing the firms to whom the EMDs should be returned.
- (iv). EMD has to be encashed by the CTC concerned OS/CTC to supervise the same.
- (v). Only after settling the EMDs, the case file should be returned to the purchase sections concerned for necessary action.

This is issued with the approval of COS.

(B. Nagawara Rao)

SMN/G

for Controller Of Stores

C/- All Purchase Officers

All CTCs

Purchase sections incharges

OS/CTC

SOUTH CENTRAL RAILWAY

No.S.113.11.Regn. Policy.

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.4.3.2005.

Office Order No.07/2005

Sub: Weekly Stores Bulletin - Coding of Terms & Conditions.
Ref: O.O. No.03/2005 issue under letter of even No. dt.11.2.2005.

-O--

In supersession of the O. O. under reference, the following codes shall be put in use with immediate effect., i.e., to be incorporated in the weekly stores bulletin No.50 due for publication on 21.3.2005.

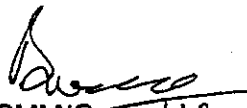
CODES used in schedule of requirements.

B : BEARING CONDITIONS.	
B 1	Indigenous / Imported Bearing conditions applicable.
D : DRAWING / SPECIFICATION / SAMPLE	
D 1	IRS & RDSO drawings/specifications are available at RDSO's office, Manaknagar, Lucknow, Fax No. 0522 - 457125
D 2	CLW Drawings/specifications are available at Chittaranjan Locomotive Works, Chittaranjan, West Bengal. Fax No. 0341 - 525641.
D 3	DLW Drawings/specifications are available from Diesel Locomotive Works, Varanasi. U.P. Fax No.0542 - 370603.
D 4	ICF drawings/specifications are available from Integral Coach Factory, Perambur, Chennai. Ph No. 044 - 26263231.
D 5	RCF drawings/specifications are available from Rail Coach Factory, Kapurthala. Ph. No. 0181 - 255141.
D 6	S.C.Railway drawings/specifications are available from Office of the Controller of Stores, S. C. Railway, Secunderabad Ph. 040 - 27785466.
D 7	Drawings/samples can be seen at COS office, 6th floor, Rail Nilayam, Secunderabad during office working hours.
G : GENERAL & MISC. CONDITIONS.	
G 1	Performance statements to be submitted.
G 2	Offers from manufacturers or their authorized dealers with authorization letter only will be considered.
G 3	Firm should submit a copy of valid BIS license along with their offer.
G 4	Only ISI marked material will be accepted.
G 5	Tenderer should submit manufacturer test certificate.
G 6	The time limit for making Risk Purchase will be 9 months instead of 6 months.

I : Inspection.	
I 1	By RDSO
I 2	By RITES
I 3	By DQA
I 4	By Consignee.
S : Sources approved for procurement & firms to quote with current & valid certificate.	
S 1	RDSO
S 2	DLW
S 3	ICF / RCF
S 4	CLW
S 5	South Central Railway.
S 6	Reserved for NSIC
S 7	Reserved for KVIC / WDC
S 8	Only ISI marked material will be accepted.

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. 4/3/05
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/Regn, G&P, & Purchase Sections and DMS/PL to ensure compliance.

O.O. file and guard file.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500 071.
Dated :28/03/05

No.S.Genl.66.22(Part)2004

OFFICE PROCEDURE ORDER No.8/2005

Sub:- Forwarding of old records to record room and retaining of Records.

* * *

Instructions are already existing for retention and disposal of records as per OPO No.01/81 dt.02.06.1981 and OPO No.13/04 dt.08.07.2004.

In order to further stream line the procedure and to enable to keep the minimum records required at COS office the following instructions are to be followed.

- 1) Only 3 years records must be kept in COS office i.e. current + 2 previous years - for purchase sections and 7 years records are to be kept in Records room, thus total 10 years records only to be retained as detailed in enclosed Annexure 'A'.
- 2) The records beyond three years are to be forwarded to record room in the following procedure.
 - a) Three copies are to be made for each bundle - one copy is to be kept on the bundle, 1 copy is to be retained in the section and third copy is to be handedover to In-charge, record room.
 - b) On receiving of bundle along with list of files the incharge of record room will mark a location on his copy and arrange to keep the bundle as per noted location.
 - c) Once in a month a representative from each purchase section along with section record sorter should visit the record room and check the records which are to be retained and which can be sent to scrap depot.

Contd..2

d) On identification of redundant records the Incharge/Record room shall initiate sending of case files to scrap depot.

e) If the case is completed clear marking is to be made out on the file with bold letters as "COMPLETED".

While sending the old files to Record room, the OS's should ensure that incomplete files requiring any of the following actions mention below are not sent to the Record Room.

- i) Earnest Money and Security Deposit yet to be returned to the firm.
- ii) Final DP extension to be given to the firm.
- iii) Any recoveries outstanding from the firm.
- iv) Risk Purchase action under progress.
- v) File requisitioned by Audit for review.
- vi) File involving Audit & Accounts objections yet to be closed.
- vii) Files involving any arbitration court cases.
- viii) Rejection cases.

The OS's 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.

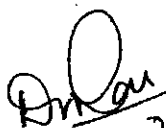
Policy files are permanent records, which should never be sent to record room. It should also be ensured that routine correspondence/letters are not filed in the policy files. The numbering of policy files should be distinct for easy identification.

Sections should avoid spreading files on the floors and keeping files on the top of almarahs etc.

All officers and staff shall strive to keep the office premises neat and immaculately clean by clearing the old records to the Record Room periodically.

This has the approval of COS.

C/- All Purchase Officers
All Section Incharge


28/3/05
(D. Venkateswara Rao)
Secy to COS
for Controller of Stores

Annexure 'A'

Sl. No	Section	Particulars	Period of preservation on	
			@ COS office	@ Record room
1.	Purchase	Purchase case files, Demand Registers, PO registers, SD refund Registers, RP Registers and other registers. Note: Closed cases can be sent to record room even before.	3 yrs.	7 yrs
2.	IC	Class ledgers, I/C, Budget files	5 yrs.	-
3.	CTC	CTC Registers	3 yrs	7 yrs
4.	Registration	Renewal of validity every 3 years Validity expired cases after closing will be sent to record room. Note: All current/valid files to be kept in COS office only.	3 yrs	3 yrs
5.	Sales	Survey sheet arising registers. Re-cancellation of survey sheet registers. Monthly Rly.Bd. statements. Scrap management file. Extension of payments & DP case files. Bid sheets catalogues survey sheet.	3 yrs.	7 yrs
6.	R&D	All registers	3 yrs	7 yrs
7.	Tender opening	Tender opening main register A/T registers	3 yrs	7 yrs
8.	Reception & Sample	Registers, Files, Drawings, etc.	3 yrs	7 yrs.
9.	Establishment	All files related to Estt.	5 yrs	5 yrs.
10.	G&P	Policy files Statements to Rly.Board & MCDP/PCDO files	All to be kept in COS office 3 years	5 years

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500071.
Dated : 31/03/2005.

No.S(Z)20/II/Vol/II.

OFFICE NOTE No. 09 / 2005

Sub : Tender Opening of BTs/LTs - Supervision of Nominated AMMs.

Further to this office Note No.14/2004 dt 20/08/2004 following AMMs are nominated to over see the Tender Opening work.

Nominated Officer	FROM	TO	Standby Officer
Elec	05.04.05	08.04.05	As per letter No.S.P.240.GAZ. Hqrs.Vol.II of 21.05.1999
S&T.	12.04.05	15.04.05	
C&W	19.04.05	21.04.05	
DSL	26.04.05	29.04.05	
Admn	03.05.05	06.05.05	
POL	10.05.05	13.05.05	
Genl	17.05.05	20.05.05	
Elec	24.05.05	27.05.05	
S&T.	31.05.05	03.06.05	
C&W.	07.06.05	10.06.05	
DSL	14.06.05	17.06.05	
Admn	21.06.05	24.06.05	
POL	28.06.05	01.07.05	
Genl.	05.07.05	08.07.05	
Elec	12.07.05	15.07.05	
S&T.	19.07.05	22.07.05	
C&W.	26.07.05	29.07.05	
DSL	02.08.05	05.08.05	
Admn	09.08.05	11.08.05	
POL	16.08.05	19.08.05	
Genl.	23.08.05	25.08.05	
Elec	30.08.05	02.09.05	
S&T	06.09.05	09.09.05	
C&W.	13.09.05	16.09.05	
DSL	20.09.05	23.09.05	
Admn	27.09.05	30.09.05	
POL	04.10.05	07.10.05	
Genl.	13.10.05	14.10.05	
Elec	18.10.05	21.10.05	
S&T	25.10.05	28.10.05	

SOUTH CENTRAL RAILWAY

Head Quarters,
Stores Branch,
6th Floor, Rail Nilayam,
Secunderabad-500071,

OPO No. 10/2005

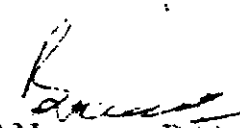
Dt 13/04/05

Sub: sale of scrap by tender-constitution of tender committee

In partial modification to OPO No.2/93 dated:03.02.1993, the tender Committee for Sale of Scrap by A.T has been revised as under:

Sl no.	Revised value limit	Revised accepting authority	Tender committee members		
			Stores Dept	Consuming Dept	Accts. Dept
1.	Rs.50,000 to 5 lakhs	JAG	Sr.scale	Sr.scale	Jr.scale
2.	Above Rs.5 lakhs to 30 lakhs	SAG	JAG	JAG	Sr.Scale
3.	Above Rs.30 lakhs to 1Crore	SAG	JAG	JAG	JAG
4.	Above Rs.1Crore to Rs.5 Crores	PHOD	SAG	SAG	SAG

This is issued with the finance concurrence and AGM's sanction.


(B.Nageswara Rao) 13/4/05
SMM/G
for Controller Of Stores

Dt: 13.4.2005.

No.S (2) 20.II.Vol.III

Copy to:

DGM (G) for information & necessary action

FA&CAO/WST/SC-with reference to Finance concurrence vide No. A/SV/Tender Sale
dt.6.4.2005

All PHODs, all DRMs, all Purchase officers,

All depot officers, all divisional stores officers, all OSs in Hq.

CMM/M&S, Dy.CMM/GP&S, SMM/G,

CWE, Dy.CME/sales/HQ, EME/fuel/HQ,

Dy.CAO/SAW/HQ, Sr.AP&M&P/HQ,

AO/SV&Sales/HQ.

SOUTH CENTRAL RAILWAY

Head Quarters' office
Stores Branch, Rail Nilayam,
Secunderabad-500071.

Dt 13/04/05

OPO No. 11/2005

Sub: Nomination of Tender Committee Members for Sale of Scrap by
Advertised Tenders.

Ref: OPO No.2/93 dated 03.02.1993 and 10/2005 dated 13.04.05

FA&CAO, CME & COS have nominated the following officers as members
for Tender Committee for Sale of Scrap by Advertised Tender:

Sl.no.	Revised value limit	Revised accepting authority	Tender committee members		
			Stores Dept	Consuming Dept	Accts. Dept
1.	Rs.50,000 to 5 lakhs	Dy.CMM/GP&S (JAG)	SMM/G (Sr.Scale)	EME/Fuel/HQ (Sr.Scale)	AO/SV&Sales (Jr.Scale)
2.	Above Rs.5 lakhs to 30 lakhs	CMM/M&S (SAG)	Dy.CMM/GP&S (JAG)	Dy.CME/Sales/HQ (JAG)	Sr.AFA/M&P (Sr.Scale)
3.	Above Rs.30 lakhs to 1Crore	CMM/M&S (SAG)	Dy.CMM/GP&S (JAG)	Dy.CME/Sales/HQ (JAG)	Dy.CAO/S&W (JAG)
4.	Above Rs.1Crore to Rs.5 Crores	COS (PHOD)	CMM/M&S (SAG)	CWE (SAG)	FA&CAO/WST (SAG)

This is for information and necessary action.

(B.Nageswara Rao)
SMM/G

For Controller Of Stores.

Dt: 13.04.2005.

No. S (2) 20.II.Vol.III

Copy to: FA&CAO/ SC,

All PHODs, all DRMs, all Purchase Officers, all depot officers, all Divisional
Stores officers, all OSs in HQs.

CMM/M&S, Dy.CMM/GP&S, SMM/G.

CWE, Dy.CME/Sales/HQ, EME/Fuel/HQ

FA&CAO/WST/SC

Dy.CAO/S&W, Sr.AFA/M&P, AO/SV&Sales

SOUTH CENTRAL RAILWAY

No.S.200.Mode of distribution.2005

Head Quarters.
Stores Branch,
6th Floor, Rail Nilayam,
Secunderabad-500071.
Dt.19.04.05

Office Procedure No. 12/2005

Sub: Decentralisation of Procurement of Small value items-
Delegation of Purchase Powers to Station Manager and DMMs

Competent authority i.e. AGM (No.22 dt.21.03.05), has sanctioned for Re-imbursement of cost of dry cells for the use of LED based battery operated hand signal lamps/Tail lamps supplied to stations.

The following item is included in the Annexure-B of JPO No.1/97, c-onsequent upon the above sanction for re-imbursement of cost of dry cells from station imprest cash.

Name of item

Dry Cells

All other terms and conditions (of JPO No.1/97) will remain unaltered.


(K. Venugopal Rao)
Dy.CMM/S&T

For Controller of Stores

Copy to:STM/Rules-for information with reference to his letter No.T.387/OPTG.STORES dated 24.03.2005.He may refer annexure-A of OPO No.1/97 and advise SSs/SMs the above modification separately(i.e., nearly 741 stations).

All PHODs,all DRMs,all purchase officers, all depot officers, all Divisional Stores Officers, all Sr.AFAs,all WAOs.

REVISED

SOUTH CENTRAL RAILWAY

Head Quarters,
Stores Branch,
6th Floor, Rail Nilayam,
Secunderabad-500071.
Dt.28.04.05

No.S.200.Made of distribution.2005

Office Procedure No. 13/2005

Sub: Decentralisation of Procurement of Small value items-
Delegation of Purchase Powers to Station Superintendents and Station
Masters.

Competent authority i.e. AGM (No.22 dt.21.03.05), has sanctioned
for Re-imbursment of cost of dry cells for the use of LED based battery
operated hand signal lamps. Tail lamps supplied to stations.

The following item is included in the Annexure-B of JPO No.1/97,
consequent upon the above sanction for re-imbursment of cost of dry
cells from station imprest cash.

Name of item

Dry Cells

All other terms and conditions (of JPO No.1/97) will remain
unaltered.


(K. Venugopal Rao)

Dy. CMM/S&T

For Controller of Stores

Copy to: STM/Rules-for information with reference to his letter
No.T.387/PTG.STORES dated 24.03.2005.He may refer
annexure-A of OPO No.1/97 and advise SSS SMs the above
modification separately (i.e., nearly 741 stations).
All PHODs.all DRMs.all purchase officers, all depot officers, all
Divisional Stores Officers. all Sr.AFAs.all WAOs.

South Central Railway

Headquarters Office,
Stores branch,
Secunderabad.

Dt:03-05-2005.

No:S.291.P.

OFFICE PROCEDURE ORDER No:14/2005.

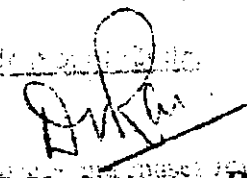
SUB: Issue of sales tax forms against stores purchases for availing concessional rate of sales tax.

-000-

In view of introduction of VAT Scheme in Andhra Pradesh w.e.f. 1st April, 2005 by Sales Tax authorities, the issuing of tax forms such as Form-N and Form-G etc., for availing concessional rate of sales tax for the sales made within the state of A.P., has no relevance. As such issuing of Form-N and Form-G for availing concessional Sales tax should be dispensed with immediately and should not be issued hereafter. If any form-N certificates were issued earlier for transaction after 01-04-2005, such forms may be got cancelled with immediate effect as differential tax has to be paid as per schedule rates, duly availing the credit of the tax already paid by the suppliers.

However, Form-D can be issued for availing concessional rate for CST in case of inter-state Sales transactions.

This has the approval of Controller of Stores.


(D.Venkateswara Rao)
Secretary to COS
for Controller of Stores.

Copy to

- 1) All Purchase Officers of headquarters;
- 2) All Depot Officers;
- 3) All Divl.Stores Officers;
- 4) All Ch. OSs/ OSs of Purchase Sections

SOUTH CENTRAL RAILWAY.

Headquarters Office
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.5.5.2005.

No. S. 113.11.Misc.Regn.

O.P.O.No.15/2005

Sub: Registration of firms – Allotment of Vendor Code.

Firms registered with this Railway on application from time to time are allotted with five digit VENDOR codes in alphabetical order from 10001 to 69999 as indicated in the annexure.

In the absence of vendor master of un-registered firms, their tenders cannot be processed in MMIS. In order to overcome this problem the following procedure will be adopted.

Details of the firm (not registered with S.C.Rly.) to be entered in the vendor master will be furnished by the respective purchase officers in the following format.

1. Name of the firm:
2. Address
3. Phone No.
4. Registered with: RDSO / DGS&D / DLW
/ CLW / ICF / RCF/OTHERS
5. Trade groups of stores (if any):

Registration section on receipt of such request shall enroll in the respective registers and allot the VENDOR code from 00001 to 09999 and from 70000 to 89999 as indicated in the annexure, duly posting such details in the MMIS.


SMM/G
For Controller of Stores. 7/5

All purchase Officers.
Ch.OS/OS/Regn, Purchase Sections, DMS/PL, HC/Computer cell for information.

Alphabet	REGISTERED VENDORS		UNREGISTERED VENDORS	
	From	To	From	To
A	10001	14000	00001	02999
B	14001	16000	03000	03999
C	16001	18000	04000	04999
D	18001	20000	05000	05999
E	20001	22000	06000	06999
F	22001	24000	07000	07999
G	24001	26000	08000	08999
H	26001	28000	09000	09999
I	28001	30000	70001	70999
J	30001	32500	71000	71999
K	32501	34500	72000	72999
L	34501	35500	73000	73999
M	36501	40000	74000	75999
N	40001	42000	76000	76999
O	42001	44000	77000	77499
P	44001	46000	77500	78499
Q	46001	48000	78500	78999
R	48001	50000	79000	79999
S	50001	55000	80000	82999
T	55001	60000	83000	85499
U	60001	63000	85500	86499
V	63001	66000	86500	87999
W	66001	67000	88000	88499
X	67001	68000	88500	88999
Y	68001	69000	89000	89499
Z	69001	69999	89500	89999

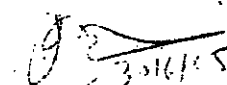
SOUTH CENTRAL RAILWAY

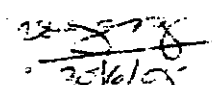
Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071.
Dt. 30-06-2005

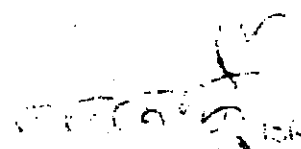
JOINT PROCEDURE ORDER 16 /2005

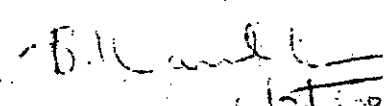
Subj: Reclaimed material - Regarding.
Ref: Local Procedure Order No. GR/PG/M275/Vol.3
dated 27/6/2004.

- 1.0 In supersession of Local Procedure Order under reference the following procedure order will be followed strictly with regard to handing over of Reclaimed material removed from the sold Rolling Stock lots.
- 2.0 All the Reclaimed items as mentioned in the delivery orders should be removed by the Purchaser and kept in his custody. Before delivery of cut up parts of Rolling Stock, reclaimable items as per the delivery order should be handed over to the nominated DMS of the Scrap Depot in the presence of the witnessing official through a challan by the Purchaser at the site of cutting. A copy of such reclaimed item statement to be sent to SSE/Scrap WW/GTPL. In turn SSE/Scrap WW/GTPL will submit DS8 for all the Reclaimable RC items to SMM/SD/GTPL.
- 3.0 In the Scrap depot Class-II headings of Reclaimable items, MS Scrap, Wheel sets and bogies etc. will be opened in the depot. SSE/Scrap of Workshop will nominate the Inspector to inspect the RC item at the scrap depot and declare "fit" or "unfit" through a memo and paint marking to be made on the R.C. items, which are identified, as "fit" or "unfit". Items marked as "fit" should be transferred by SMM/SD/RYPs on DTF to main depot through their own transport, i.e., Dy. CMM/M&O/GTPL for which main depot has to open Class-II headings. All Class-II items could be drawn by Shops duly submitting requisitions to main Depot.
- 4.0 Reclaimable items declared "unfit" for use should be put up for survey Committee in the depot and disposed off in the Auction Sale.
- 5.0 This Procedure Order will come in to effect from 04 07 05


CMM/M&O


CME


FASCAO/WSI


CSC

SOUTH CENTRAL RAILWAY.

Headquarters Office
Stores Branch,
Registration Section

No.S.113.11.Misc.05

Dt.7.07.05.

OFFICE PROCEDURE ORDER NO. 17 /2005.

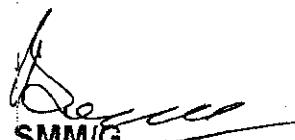
Sub: Dispatch of Weekly Stores Bulletin.

Quite often, registered vendors are complaining that they are not in receipt of weekly stores bulletins. On verification, it came to light that R&D Section is not maintaining the list of addresses to which the weekly stores bulletins are dispatched; in the absence of which it is impossible to ascertain whether or not, stores bulletins have been dispatched to any specific registered vendor.

In order to bring accountability for the dispatch of bulletin copies to the eligible firms, the following procedure shall be adopted with immediate effect with regard to the dispatch of weekly stores bulletin.

1. OS Registration should extract the list of valid vendors (for whom the weekly stores bulletin is due) along with the address stickers from MMIS for every issue of bulletin.
2. OS R&D on verification of the list and address stickers should acknowledge the receipt of the address stickers and equal number of bulletin copies, as per list furnished by OS Registration Section; in addition to the copies to be dispatched to Railway Offices.
3. The acknowledged lists must be kept on record (bulletin wise) by Chief O.S./ Regn. for future verification.

This is issued with the approval of competent authority.


SMM/G

For Controller of Stores.

C/- Secretary to COS for the kind information of COS.
CMM/M&S, CMM/E&G, Dy.CMM/GP&S, Dy.CMM/Systems,
All purchase officers.
OS/Registration, OS/R&D, OS/GP.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad - 500 071
Dt: 26/07/2005.

NO.S.314.2.P.Vol.IV

OFFICE PROCEDURE ORDER No.18/2005

Sub: Revision of Evaluation Criteria under Instructions to Tenderers Sl.No.16 (i) & (ii).

Clause no.16. (i) and (ii) of Instructions to Tenderers are revised to read as under:

- i) Rates quoted without any conditions attached will only be considered for evaluation purpose. Discounts with conditions attached such as discounts having linkages to early payment, early Receipt Note etc will not be considered for evaluation purpose.

Thus discounted rates linked to prompt payment etc.will be ignored for calculating interse position.

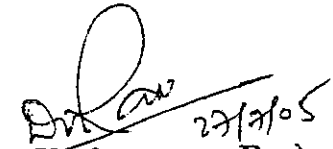
Though the rates without considering the conditions attached shall only be considered for evaluation purpose, Railways may avail the same, if otherwise firms' offer is found to be acceptable.

- ii) Any firm/firm's quoting in Cartel will be dealt as per Clause (14) of General Tender Conditions by the purchaser.

All other terms and conditions remain unchanged.

The above revisions should be carried out with immediate effect.

This issues with the approval of the COS.


(D.Venkateswara Rao)
Secy to COS
For Controller of Stores

COS

CMM/E&G, CMM/M&S,

Dy.CVO/Stores/SC, FA&CAO/WST/SC, Sr.AFA/SF/SC,

All Purchase Officers,

Sr.SM/EDP/SC

All Divisional Officers, All Depot Officers, All OSs Purchase Sections

Jy.CMM/Con./CAO/O/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071
Dt: 29/07/2005.

NO.S.314.2.P.Vol.IV

OFFICE PROCEDURE ORDER No.19/2005

Sub: Revision of Evaluation Criteria under Instructions to
Tenderers Sl.No.16 (i).

In supercession of the O.P.O No. 18/2005. Dated: 26.07.05, the following instructions are issued:

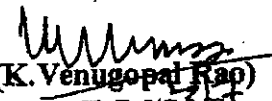
Clause no. 16(i) of Instructions to Tenderers is revised to read as under:

Evaluation Criteria:

Rates quoted by the Tenderers with discounts if any linked to quantity will be considered for calculating interse position. Discounts with conditions attached to early payment, early receipt notes etc will be ignored for calculating interse position. However, Railway may avail the discounts linked to early payment, early receipt notes etc. if otherwise, firm's offer is found to be acceptable.

All other terms and conditions remain unchanged.

The above revision should be carried out with immediate effect.


(K. Venugopal Rao)
Dy.CMM/S&T
For Controller of Stores

MME/E&G, CMM/M&S,
CVO/Stores/SC, FA&CAO/WST/SC, Sr.AFA/SF/SC,
Purchase Officers,
Divisional Officers, All Depot Officers, All OSs Purchase Sections

SOUTH CENTRAL RAILWAY

Headquarters office.
Stores Branch.
Rail Nilayam,
6th Floor.
Secunderabad-500071.
Date:10.08.05.

No.S.232.Tender & Purchase Procedures (Part)

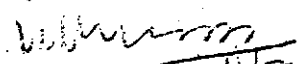
OFFICE PROCEDURE ORDER NO.20/2005

Sub:- Revision of Format for the proposal of extension of Provisional
and Final Extension of Delivery.

* * *

In supercession of the O.P.O. No. 16/2004 dated 09.07.04, the
format for the proposal of extension of provisional and final extension of delivery
is revised.

The revised format is enclosed herewith and the same should be
followed with immediate effect.


(K.VENUGOPAL RAO)
Dy.CMM/S&T
for Controller of Stores

COS for kind information please.

CMM/E&G, CMM/M&S

Dy.CVO/Stores/SC, FA&CAO/WST/SC, Sr.AFA/SF/SC.

All Purchase Officers

Dy.CMM/Con/SC, Principal/STC/SC

All OSs of Purchase Sections.

SOUTH CENTRAL RAILWAY

OFFICE OF THE CONTROLLER OF STORES

PROPOSAL FOR EXTENSION OF DELIVERY PERIOD

1. Firm's Name:..... Request at F.....

PL.No..... Description:-.....

DP Extension required upto

P.O.No.	P.O.Date	Consignee	Qty.	Delivery Date
Total				

2. Type of P.O. (Tick relevant items):-

Ordinary		Time Preference		PVC Applicable		DGS&D RC Order	
PAC		Developmental		Import		KVIC/ACASH	

3. Details of P.O. placed subsequently at lower rate, if any (for same item):-

P.O.No.	P.O. Date	Name of the firm	Basic.Rate	E.D.	S.T.	Freight	All in cost

4. Details of Tenders Opened subsequently for the same item (if any):-

Tender No	Tender Opening Date

5. Details of supplies made :-

Consignee	Original Due Date	Qty. Due	Qty Supplied	Delivey Dated last Extended upto	Qty supplied after Original DP	Further Qty Due	No Loss/ No Claim Certified	Certificate at Folio No
Total								

6. Whether any letter received from Consignee to cancel/reduce the quantity or any reduction in EAC (for Stocked Items):- Yes/No
If Yes Quantity now required:-

7. In case of DGS&D Rate contract order whether the firm had agreed for the Delivery Period:- Yes/No

(Facts verified at Sl.No. 1 to 7)

Dealing Clerk

Office Supdt.

AMM

SMM

Dy.CMM

CMM

COS



SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
"Rail Nilayam"
Secunderabad-071.

No.S.232.Tender & Purchase Procedures (Part)

Dated:30.08.2005

OFFICE PROCEDURE ORDER No.21/2005

Sub: FALL Clause

- 1.0. Railway Board vide their letter No.86/RS(G)/779/16 dt:21.12.1988 intimated that it had been decided by Railway Board that FALL Clause will be applicable only to Rate Contracts and shall not be applicable to Fixed Quantity Contracts including Running Contracts. In view of this, the FALL Clause was deleted from the IRS Conditions of Contract. For the purpose of making this clause applicable to Rate Contracts, Railway Board advised further that the same may be included in the Special Conditions of contract.
- 1.1. The above letter of Railway Board was issued with the concurrence of the Finance Directorate of the Ministry of Railways.
- 2.0. Earlier, Railway Board, vide their letter No.86/RS(G)/779/16 dt:04.12.1986 (issued with the concurrence of the Finance Directorate of the Railway Ministry) advised the standard text of FALL Clause which was included in the IRS Conditions of contract as Clause 3000.
- 3.0. Notwithstanding the above mentioned letter of Railway Board dt:21.12.1988, a few instances have been there, where the purchaser, as a matter of abundant precaution, decided to stipulate FALL Clause in the purchase order for purchases of such stores as are usually dealt with by centralized procurement agencies like DGS&D, Railway Board, etc. Similar actions are also taken in case of certain very high value tenders in a situation where other Railways also deal with tender cases for such materials, concurrently.
- 4.0. The concerned officers should apply their mind adequately, while deciding to stipulate FALL Clause in Fixed Quantity Purchase Orders/Running Contracts. While it is done, the same should be done with the consent of the tenderers, by making it a tender condition and having such a condition pre-facto accepted by the tenderer.
- 5.0. Instances have come to notice that the purchase sections are not following any standard text of FALL Clause and the same has given rise, in the past, to post contract complications. Therefore, the text as attached herewith should be followed, wherever FALL Clause is to be stipulated in Fixed Quantity Purchase Orders/Running Contracts. This text has been framed on the basis of Clause 3000 of IRS Conditions of Contract, modified as warranted.
- 6.0. This issues with the approval of COS.


DY.CMM/S&T
30/8

All Purchase Officers

Copy to:
FA&CAO
DY.CVO/Stores

FALL CLAUSE

1. "The price charged for the stores supplied under the Contract by the contractor shall in no event exceed the lowest price at which the contractor sells the stores or offer to sell stores of identical description to any persons/organizations including the purchaser or any Department of Central Government or any Railway Office or any Railway undertaking, as the case may be, during currency of the contract. The lower price will be applicable to supplies made after the date of coming into force of such reduction or sale or offer to sell at a reduced rate".
2. "If at any time during the said period the contractor reduces the sale price, sells or offers to sell such stores to any persons, organizations including the purchaser or any Department of Central Government or any Railway Office or any Railway Undertaking as the case may be at a price lower than the price chargeable under the contract, they shall forthwith notify such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale, shall stand correspondingly reduced".
3. The Contractor shall furnish the following certificate to the concerned Accounts Officer along with each bill for payment of 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 to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organization including the purchaser or any Department of Central Government or any Railway Office or any Railway Undertaking as the case may be, up to the date of bill, at a price lower than the price charged to the Government under the contract."

SOUTH CENTRAL RAILWAY

Headquarters Office,
Rail Nilayam,
Stores Branch,
Secunderabad.
Dt.31-08-05.

No. Secy.Qualis/2005.

OFFICE PROCEDURE ORDER No. 22 / 2005

Sub: Roster for Stores Department vehicles.

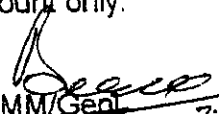
1. The following 3 road vehicles of Stores Department are assigned for the duties of CMMs as below:

Vehicle & Regn. No.	CMM to be attended to.	Depot
Qualis (Red). AP 10S 3464	CMM/E&S	G&S/MFT
Qualis (White) AP 10AD 9173	CMM/G&A	M&E/LGD
Qualis (White). AP 10AB 0676	CMM/M&S	H.Qrs.

- 1.1 Head Quarters duties will get priority over depots.
1.2 The Vehicle driver of the depot will pick up CMMs at morning hours from their residences for Office and after dropping at Hqrs, the vehicle will go to the respective depot for their routine work up to 17.00 hrs. However, in case of exigencies, the same vehicle will attend to CMM for any emergent duties.
1.3 At 17.00 hrs. the vehicle will come to HQ for further movement till the dropping of CMMs at their residences from office.
2. One of the above vehicles will be available for general duty as per the following roster:

Day	Vehicle No. for Genl. duty
Monday	MFT - Qualis (Red). AP 10S 3464
Tuesday	Hqrs - Qualis (White). AP 10AB 0676
Wednesday	LGD - Qualis (White) AP 10AD 9173
Thursday	MFT - Qualis (Red). AP 10S 3464
Friday	Hqrs - Qualis (White). AP 10AB 0676
Saturday	LGD - Qualis (White) AP 10AD 9173
Sunday	As per the need of Officers and availability of drivers, priority will be given as below: a) MFT b) LGD c) H.qrs

3. General duty will be mainly of picking up of the JA Grade officers from their residence and dropping them to stations and vice-versa as and when they are going on Line / coming from Line. The JA Grade officer requiring vehicle should give the requisition one day in advance to SMM/G / Secy. to COS to facilitate arrangement of the vehicles in time.
4. Vehicles will be spared subject to the availability.
5. CMM concerned will be informed by the concerned Dy. CMM requisitioning the vehicle.
6. The general duty vehicle after performing the nominated duty for the concerned officer will be available to the concerned CMM for the remaining period of the day.
7. HSD oil for depot vehicle will be drawn from depots on their account only.


SMM/Genl.
For Controller of Stores. 31/9/05

All CMMs, Dy. CMMs/H.Qrs., Secretary to COS, AMM/Admn., OS/G.
Dy.CMM/M&E/LGD, SMM/G&S/MFT.



South Central Railway

Headquarters Office,
Stores branch,
Secunderabad - 71.
Date: 14-09-2005.

No: S.232 Tender & Purchase Procedures (Part)

OFFICE PROCEDURE ORDER No:24/2005.

SUB: FALL Clause.
-000-

Para 4.0 of the Office Procedure Order No:21/2005 issued under letter No: S.232 Tender & Purchase Procedures (Part) dated 30-08-2005 is modified as under:-

"In case of purchase of those materials, which are, in normal circumstances, to be purchased against DGS&D Rate contracts or through centralized agencies (Railway Board/nominated Production Units/Zonal Railways etc.), FALL Clause may be included in the special conditions of contract".

TO:

All Purchase Officers.

Copy to:
FA&CAO
Dy.CVO/Stores.

[Signature]
Dy.CMM/S&T
14/9/05

NO.S.314.2.P.Vol.IV

Headquarters Office
Stores Branch,
Rail Nilayam,
Secunderabad - 500 071
Dt: 07/10/2005.

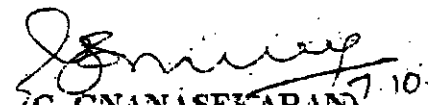
OFFICE PROCEDURE ORDER No.25/2005

Sub:- Publication of Tender Notices-Time gap for submission of tenders.

In supercession of existing orders related to the time gap for publication and tender opening, the following procedure will be adopted with immediate effect.

1. The time gap between the date of advertisement of tender notices in the media and the date of tender opening should be minimum 45 days.
2. A minimum time gap of one month is however allowed in exceptional cases with the approval of CMM concerned for the JAG level tender cases and with the approval of COS for all SAG level T.C.cases.
3. All A.T.notices must be handed over to tender section at least three working days in advance to facilitate uploading to website and to arrange publication through CPRO.
4. All the tender documents such as spl. LT notices, advance intimation to firms etc., must be sent by speed Post/Registered post only.

This is issued with the approval of competent authority.


(G. GNANASEKARAN) 7.10.
Dy.CMM/GP&S
for Controller of Stores.

C/- All Purchase Officers Hqrs
OS/Purchase sections: OS/Reg. Section.

C/- Secy. to COS for the kind information of COS.

SOUTH CENTRAL RAILWAY:

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.20.10.2005.

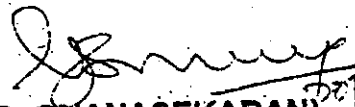
No.S/314/2/P/Vol. IV.

O. P. O. No. 26/2005

Sub: Publication of Tender Notices – Time Gap for submission of tenders.
Ref: This office O.P.O. No.25/2005 issued under letter of even number
Dated 7.10.2005.

- 1.0 As per the extant instructions of Railway Board issued under Para 1.7.3 of part II, Tender System, chapter –1- of rules for entering into supply contracts issued by Stores Directorate, Railway Board, sufficient time of not less than one month should be given for submission of tenders barring only the most exceptional circumstances. (Authority: Bd.'s Letter No.55/B/C2498/35 & 36/XIII of 13.1.1956)
- 2.0. In the light of the above, in partial modification to the O.P.O. under reference, the following orders are issued for implementation with immediate effect.
- 2.1.1 In general the time gap between the date of advertisement of tender notices in the media and the date of tender opening should be kept as 45 days.
- 2.2. The minimum time gap will be one month for which approval of CMM for TC cases upto JAG Level and of COS for SAG level TC cases, will be required.

This is issued with the approval of Competent Authority.


(G. GNANASEKARAN)
Dy. CMM/GP & Sales.

- C/- A" purchase Officers.
C/- Purchase Sections & Registration/Bulletin Section.
- C/- Sery. To COS for the kind information of COS.



South Central Railway

Headquarters Office,
Stores branch,
Secunderabad - 71.
Dated: 21-10-2005.

No: S.314/2P/Vol.IV/2005.

OFFICE PROCEDURE ORDER No: 27/2005.

SUB: Incorporation of Inspection clause in the Tender enquiry.

-oOo-

It has been observed that vague inspection clauses like Inspection by RITES/Consignee at the option of Railways are being incorporated in the Tenders. Since the condition is not specific, most of the tenderers are quoting for inspection by Consignee.

It has been decided that henceforth for all tenders of value more than Rs.50,000/-, the inspection clause is to be stipulated invariably as Inspection by RITES except for cases where RDSO/DQA Inspection is to be stipulated. However, if Inspection by Consignee is to be stipulated in exceptional cases, the same is to be done with the approval of minimum JA Grade level Officer.


(K. Venugopal Rao)
Dy. CMM/S&T
for Controller of Stores.

Copy to :

COS for information please.
CMM/G&A, CMM/E&S, CMM/M&S.
Dy.CVO/Stores, FA&CAO/WST/SC, Sr.AFA/SF/SC
All Purchase Officers, Principal/STC/SC
All OSs of Purchase Sections.

SOUTH CENTRAL RAILWAY.

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.15.11.2005.

No.Secy.Qualis/2005.

OFFICE PROCEDURE ORDER No. 29 /2005

Sub: Roster for stores department vehicles.
Ref: O. P. O. No. 22 / 2005 dt.31.8.2005.

In partial modification to this office procedure order No.22/2005 issued under letter dt.31.8.2005, the following changes are ordered with immediate effect.

Vehicle & Regn. No.	CMM to be attended to	Depot.
Qualis (White) AP 10AD 9173	CMM/M&S	M&E/LGD
Qualis (White) AP 10AB 0676	CMM/G&A	H Qrs.

All other instructions contained in the O.P.O. under reference remain unaltered.

This is issued with the approval of competent authority.


Secy. to COS. 15.11.2005

All CMMs, Dy. CMMs/H.Qrs/. SMM/Sales, AMM/Admn, OS/G.
Dy.CMM/M&E/LGD & Dy.CMM/G&S/MFT.

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2006

OFFICE PROCEDURE ORDERS YEAR – 2006

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24/2006	04.12.06	Purchase of steel items from Stock Yards. (On Single Tender basis without JC formalities)	87-89

TOTAL 24 (TWENTYFOUR) OPOs ONLY.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad.
Dt.18.01.2006

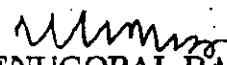
S.314/2P/Vol.IV/2005.

OFFICE PROCEDURE ORDER NO: 01/2006

Sub: Returning of Non-Stock requisitions in case of change in specification.

It has been decided that whenever there is a change in specification, the **Non-Stock** requisition should be returned to the Indenting Officer for **submission** of fresh requisition, to avoid wastage of time in correspondence in the procurement office.

This has the approval of the competent authority.


(K. VENUGOPAL RAO) DY. CMM/S&T
for Controller of Stores.

Copy to : PS to COS : for kind information to COS

All DRMs

CMM/G&A, CMM/M&S, CMM/E&S

Dy.CVO/Stores, FA&CAO/WST/SC, Sr. AFA/SF/SC

All Purchase Officers/HQ, All Depot Officers, All Divisional Officers,
Principal /STC/LGD.

All Oss of Purchase Sections.



SOUTH CENTRAL RAILWAY

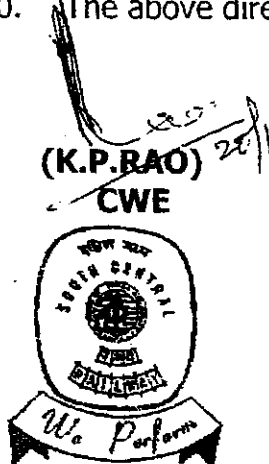
Joint Procedure Order No. 02 / 2006

Sub: Upward revision of EAC

- 1.0. The subject was last dealt with, in the year 2001 vide Memorandum No.S.23.IC.INVT.MGT.Vol.V dt:29.10.2001, wherein, it was stipulated that any increase/decrease of EAC will be effective only after six months from the date of intimation. In these six months, Shops/Sheds are to draw the material as per old EAC. Nevertheless, instances have been noticed in the recent past where the shops/sheds started consuming stores at higher rates of consumption immediately after increased EACs are accepted for recoupment. This causes premature stock outs and related problems.
- 2.0. It has, therefore, been decided to issue the following guidelines:
 - (i) Whenever any Shop is required to increase the EAC of any material, the same should be processed in a standard proforma ('A' Form enclosed) with proper and quantified justification. The concerned Officer i.e. WM/DY.CME will obtain vetting of the Associate Accounts towards increase in EAC. On its receipt, approval of the CWM is to be obtained. Thereafter, the proposal for increase in EAC in Form 'A' will be sent to Mechanical Department/Hqrs. for obtaining approval of CME (for 'A' Category items) or CWE (for 'B' & 'C' category items). The Mechanical Department at Hqrs. with the approval of CME/CWE, as the case may be, will send the proposal to Stores Department/Hqrs.
 - (ii) The proposal will be examined by the Stores Department/Hqrs. mainly on the basis of the concept of Zero Based Budgeting and necessary approval of COS/CMM (depending upon the category of the item) will be obtained. The higher rate of EAC as agreed to by the Stores Department/Hqrs. will be applicable only from the next Contract Period (CP) and the Stores Depots shall be advised accordingly.
 - (iii) On receipt of the aforesaid communication from Hqrs., the Depot will immediately process for submission of shortfall ANE in case ANE for the next CP has already been processed and sent to Hqrs. In case ANE for the next CP has not been sent, then, the same should be processed on the basis of increased EAC.
 - (iv) Notwithstanding the legislated time gap of six months as advised in the previous instructions dt:29.10.2001, if any workshop is required to start consuming the material at the higher rate with immediate effect, then the following actions are to be taken.

- ⇒ If the additional quantity required by the Shops can be spared from the provisionings available, without causing any stock out, then such requirements may be met from the aforesaid provisionings. (stock and covered dues)
- ⇒ For requirements over and above, the Workshops shall submit non-stock indents with clear availability of funds and place the same on Stores Department for procurement. The Stores Department/Hqrs. will take appropriate actions for coverage of such non-stock indents, as per rules.

3.0. The above directives shall come into force with immediate effect.



(P.K. SANGEWAR)
CMM/M&S

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
"Rail Nilayam"
Secunderabad -071.

No. S.23.IC.INVT.MGT.Vol.VIII

Dated:20.01.2006

Forwarded to:

**COS, CME,
CMM/G&A, CMM/M&S, CMM/E&S, CWE, CRSE, CMPE/DSL, CELE
CWM/LGDS, RYPS, TPTY**

Dy.CMM/C&W; Systems, S&T; DSL; GP & S; POL; Elec.; DY.CVO/Stores
SMM/ C&W, S&T; POL; Elec.;
AMM/ Admn; C&W; S&T; DSL; G; POL; Elec.; Sales
Dy.CMM/Con.(CAOR/O/SC); Dy.CMM/M&E/LGD; DY.CMM/M&G/RYP;
DY.CMM/G&S/MFT;
Sr.DMM/Divn/SC; DMM/Divn/HYB; DMM/Divn/NED; Sr.DMM/Divn/BZA;
DMM/Divn/GNT; DMM/Divn/GTL;
SMM/SD/LGD; AMM/ELS/LGD; AMM/DSL/MLY; AMM/DSL/KZJ;
Sr.Manager/Ptg. & Sty./SC; AMM/S&F/SC;
SMM/SD/RYP; AMM./ELS/BZA; AMM/DSL/BZA;
AMM/CRS/TPTY; AMM/DSL/GTL; AMM/DSL/GY;

(B. NAGESWARA RAO)
Secretary to COS
For Controller of Stores

'A' FORM FOR REVISION OF EAC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Rail Nilayam,
Stores Branch,
Secunderabad.
Dt.

No.
Dy. Chief Mechanical Engineer,
Production Engineer/Works Manager,
South Central Railway,
Lallaguda/Rayanapadu/Tirupati

Sub: Revision in EAC of _____
PL.No. _____

1. This item is required for _____ type of vehicles.
2. The consumption during last 12 months had been as follows:

A/No.	Month	Qty. consumed
Consumption of _____ shop		

Av. Monthly/Annual consumption is _____ Nos.

3. The monthly /annual consumption of the above items should be increased from _____ Nos. to _____ Nos.
4. The projected demand will hold good till further revision is made.
5. Reasons for increase in monthly consumption as under

* Detailed justification is attached in annexure

Senior Section Engineer
_____ Shop

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt.07.02.06.

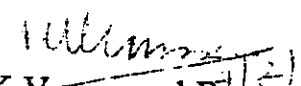
No.S.314/2P/Vol.IV/2006

OFFICE PROCEDURE ORDER No. 3/2006

Sub:- Increasing the validity period of offers from 90days to 120days.

It has been decided that henceforth the validity period of the offers against all Advertised tenders and Special Limited tenders will be 120days instead of 90days as prescribed earlier. All the tenders should be issued accordingly.

This has the approval of the competent authority.


(K. Venugopal Rao)
Dy.CMM/S&T
for Controller of Stores

C/- COS for information please.
CMM/G&A, CMM/E&S, CMM/M&S.
Dy.CVO/Stores, FA&CAO/WST/SC, Sr.AFA/SF/SC
All Purchase Officers, Principal/STC/SC
All Oss of Purchase Sections.



South Central Railway

Headquarters Office,
Stores branch,
Secunderabad - 71.
Dated: 10-02-2006.

No: S.314.PR.MMIS.319.

OFFICE PROCEDURE ORDER No:04/2006.

SUB: Generation of Tender Documents through MMIS.
-o0o-

- 1) There are quite a few case of non-stock procurement where multiple non-stock indents from various indentors are clubbed and a tender is issued. At times, there may be variations in specifications and/or other quantitative/qualitative parameters in the indents. Procedures are there in MMIS to generate a consolidated bid document provided a PL number is allocated to the material under procurement. Dy.CMMs in charge of the Purchase sections will scrutinize the Indents very carefully and make back reference to the technical department for requisite corrections/modifications of the non-stock indents. Such communications must be in a note form and not a letter form and routed through the concerned CMM and marked to the concerned/nominated HOD of the Technical Department.
- 2) For PHOD level cases, such notes are to be routed trough the Convenor of the TC with a super check by the CMM in charge of the section.
- 3) Concerned Dy.CMM (for tender cases of JAG level and above) and SMM (for Sr.Scale level TC cases), shall invariably scrutinize these documents vis-à-vis the indents to ensure correctness and a certification in this direction is to be recorded on the tender file.

These above orders are to be followed **with immediate effect.**


(K. Venugopal Rao)
Dy.CMM/S&T.

Copy to :

- PS to COS for information of COS.
- CMM/G&A, CMM/M&S; CMM/E&S;
- Dy.CVO/Stores, FA&CAO/WST/SC, Sr.AFA/SF/SC.
- All Purchase Officers in Hd.qrs; All Depot Officers;
- All Divl. Officers, Principal/STC/LGD
- All Oss and Section in-charges of Purchase Sections.



South Central Railway

Headquarters Office,
Stores branch,
Secunderabad - 71.
Dated: 14-03-2006.

No: S.314.2P.Vol.IV.

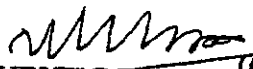
OFFICE PROCEDURE ORDER No:5/2006.

**SUB: INSTRUCTIONS TO BE FOLLOWED BY THE PURCHASE
SECTION STAFF AND TENDER CLERK/BT SECTION.**

-o0o-

- 1.0. It has come to notice that discrepancies/mistakes have been taking place while having the Bid Documents generated by MMIS as also uploading the Tender Documents to the Website of South Central Railway. With a view to streamlining the system of working so as to make it error free, instructions contained in this Office Procedure Order are hereby issued in the form of enclosed booklet.
- 2.0. The above instructions shall come into force with immediate effect. It will be the responsibility of the staff and Officers mentioned in this Order to follow the instructions contained herein scrupulously.
- 3.0. This issues with the approval of the Competent Authority.

Encl: Booklet.


(K.VENUGOPAL RAO) 3
DY.CMM/S&T
for Controller of Stores.

Copy to :

PS to COS for information of COS.
CMM/G&A, CMM/M&S; CMM/E&S;
Dy.CVO/Stores, FA&CAO/WST/SC, Sr.AFA/SF/SC.
All Purchase Officers in Hd.qrs; All Depot Officers;
All Divl. Officers, Principal/STC/LGD
All OSs and Section in-charges of Purchase Sections.



SOUTH CENTRAL RAILWAY

Joint Procedure Order No. 6 /2006

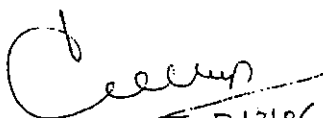
Sub: Upward revision of EAC of Stock Items of Electric Loco Sheds

1. Introduction: With the introduction of the concept of Zero Based Budgeting, the EAC of Stocked items required for Electric Loco Sheds are to be reviewed every year duly matching the requirements with the availability of funds. While doing so, the transfer/ receipt of locomotives to and from South Central Railway, allotment of new type of locomotives, implementation of special instructions due to modifications, maintenance practice etc are to be kept in view while reviewing the EAC.
2. The subject was last dealt with in the year 2001 vide memorandum No.S.23.IC.INVT.MGT.Vol.V dt. 29.10.2001, wherein, it was stipulated that any increase/ decrease of EAC will be effective only after six months from the date of intimation. In these six months, shops/shed are to draw the material as per old EAC. Nevertheless, instances have been noticed in the recent past where sheds started consuming stores at higher rates of consumption, immediately after increased EACs are accepted for recoupment. This causes premature stock outs and related problems.

It has, therefore been decided to issue the following guidelines:-

2. Revision in EAC:

- 2.1 Reduction in EAC: If the EAC requires reduction, it is to be done by the Shed well in advance before submitting the ANE to Hqrs duly advising the other Sheds and Hqrs so that further procurement action is trimmed down and made as per the requirement only.
- 2.2.1. Increase in EAC: Whenever the EAC has to be increased, the same should be processed in a statement enclosed in a standard Form-A with proper and quantified justification. The concerned Officer Sr.DEE will obtain the vetting of Associate Accounts towards increasing the EAC. Thereafter, the proposal for increasing the EAC in Form-A will be sent to Electrical Department headquarters for obtaining approval of CEE (for 'A' category items) or CEE/RS (for 'B' and 'C' categories of items). The Electrical Department at headquarters will then send the proposal approved by CEE or CEE/RS, as the case may be, to Headquarters Stores department.
- 2.2.2 The proposal will be examined by the Stores Department/ Headquarters mainly on the basis of the concept of Zero Based Budgeting and necessary approval of COS (for 'A' category items) or CMM (for 'B' and 'C' category items) will be obtained. This will be advised to the depot where the material is stocked.


27/3/06
CEE/RS


27/3

- 2.2.3 On receipt of the above said communication from the Headquarters, the Depot will process for submission of shortfall ANE in case the ANE for next contract period has already been sent, and send the same to Hqrs.

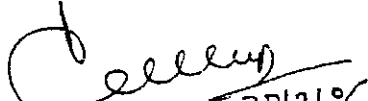
In case ANE for the next C.P. has not been sent, then the same should be processed on the basis of the increased EAC.

- 2.2.4 The higher rate of EAC as agreed to by Stores Department/ Headquarters will be applicable only for the next Contract Period (CP), and the Stores Depots shall be advised accordingly.

3. Any increase/ decrease of EAC will be effective only after 6 Months from submission of ANEs and Sheds are to draw the material as per old EAC. Notwithstanding the legislated time gap of 6 months as advised in the previous instructions Dated: 29.10.2004, if any Shed is required to start consuming the material at the enhanced level with immediate effect, then the following actions are to be taken.

- i) If the additional quantity required by the Shed can be spared from the provisioning available, without causing any stock out, then such requirements may be met from the aforesaid provisionings. (Stock and covered dues)
- ii) For requirement is over and above, the Shed will submit Non-stock indents with clear availability of funds and place the same on Stores Department for procurement. The Stores Department/ Headquarters will take appropriate action for coverage of such Non-stock indents as per rule.

4. The above directives shall come into force with immediate effect.


(RAJIV KUMAR) 27/3/06
CEE/RS


(R.K.DASH) 27/3
CMM/E&S



SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Secunderabad-500 071.

No.S.23.IG.INV.MGT.Vol.VIII

Date: 29.03.2006.

Forwarded to:

COS, CEE

CMM/G&A, CMM/M&S, CMM/E&S, CEE/RS, CELE, CESE

Sr.DEE/ELS/LGD, Sr.DEE/ELS/LGD

Dy.CMM/Elec, SMM/Elec, AMM/Elec,

AMM/ELS/LGD, AMM/ELS/BZA

SOUTH CENTRAL RAILWAY

Dt:

Sr.Divisional Electrical Engineer
Electrical Loco Shed
S.C.Railway
Lallaguda/Vijayawada.

1. This item is required for _____ type of Locomotives.
2. The consumption during last 12 months had been as follows:

[illegible]

Av. Monthly/Annual consumption is _____ Nos

3. The monthly / annual consumption of the above items should be increased from _____ Nos to _____ Nos.
4. The projected demand will hold good till further revision is made.
5. Reasons for increase in monthly consumption as under

* Detailed justification is attached in annexure.

Senior Section Engineer
Shop.

27/3/06
C.E. 11-5

27/9

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad-71
Date: 19-04-06

No.S.151.Inspn/Rejection.318

OFFICE PROCEDURE ORDER No: 07/2006

Sub: Procedure for joint inspection for dealing with
rejections in case of pre-inspected materials.

- 1.0 The practice in vogue in this Railway for dealing with rejection cases for pre-inspected material is that whenever a consignee finds that the material pre-inspected by a third party i.e., RITES/RDSO/DQA does not meet the requirement of contract /Purchase order, he sends a Rejection advice to the concerned inspection authority and the supplier duly indicating the reasons for rejection. A Joint Inspection with the inspecting agency, the supplier and the consuming department is then carried out before the rejected material are returned to the supplier, only in case of dispute by the supplier.
- 2.0 Now, it has been decided with the approval of competent authority that the following procedure should be followed while dealing with rejection of pre-inspected materials.
 - i) As and when any complaint is received from the consignee/ultimate consignee regarding quality of the materials supplied by the firm which have been pre-inspected by Inspecting Agencies like RITES/RDSO/DQA, the entire lot of material should be kept separately and no issues should be made from that lot.
 - ii) A letter should be addressed to the General Manager/RITES of the region who has inspected the consignment with a copy to the Regional Manager of RITES of the region in which the depot concerned is located indicating details of the quality problems reported by the consignee/ultimate consignee and requesting the Inspecting Agency for fixation of a Joint Inspection of the material. This letter should also indicate the proposal

date of joint inspection which should be fixed by the depot officer in consultation with the inspecting agency by giving a suitable time lag of 15/21 days.

- iii) In case of materials which have been inspected by RDSO/DQI, such letters should be addressed to the concerned Inspectorate giving details of the quality problems of the materials supplied by the firm, as reported by the consignee/ultimate consignee and requesting the Inspecting Agency for fixation of Joint Inspection of the material.
- iv) Copy of such letters should also be endorsed to the firm, who has supplied the material to attend the Joint Inspection.
- v) In case the payment has already been made to the firm, then the paying authority should be advised for withholding of the payment made to the firm from the outstanding bills of the firm.
- vi) The depot officer concerned will follow up with the Inspecting Agency so that the Joint Inspection is conducted on the nominated date and time.
- vii) On the date of Joint Inspection, a joint inspection note as per the format enclosed should be recorded, detailing the nature of the problem faced in the quality and also action to be taken for settlement of the dispute.
- viii) If, as a result of such joint inspection, it is felt that the materials should be again tested, then a sample should be drawn jointly by the representative of Inspecting Agency, depot officer, representative of Technical Department and representative of the firm (if is available). The samples so drawn should be a representative sample as per the sampling plan, according to relevant specification. These samples should be sent for test to the nominated Govt. Test House/NTH as decided in the Joint Inspection.
- ix) The Depot Officer will follow up for the report from the said Laboratory and the result of the Laboratory will be final and binding to all concerned.
- x) As a consequence of the above Joint inspection, if the materials are found to be of acceptable quality, the same will be accepted by the Depot Officer accordingly.

- xi) If consequent to the above Joint Inspection, the materials are found to be of rejectable quality, rejection will be final and will be binding to all concerned.
- xii) The firm shall arrange for replacement of the above materials duly passed by the nominated Inspecting Agencies.
- xiii) In case, the materials are found of rejectable quality, the depot officer concerned will take all actions to withhold/recover the amount of advance payment, if already made to the firm by suitably following up the matter with the paying officer. In case the matter is required to be referred to other Railways' paying authority for recovering the payment already made to the firm, then such reference are to be made by the concerned Dy.CMM/Hqrs on the basis of feed back given by the Depot officer.

- a) The depot officer will maintain a Joint Inspection register as per Annexure-II.

The above procedure to be followed with immediate effect.

(D.N.GUPTA)
Dy.CMM/S&T
for Controller of Stores

Copy to:

PS to COS for information of COS.
CME, CEE, CSTE, PCE- for information please.
CMM/G&A, CMM/M&S, CMM/E&S.
Dy.CVO/Stores, FA&CAO/WST/SC, Sr.AFA/SF/SC.
All Purchase Officers in Hd.qrs, All Depot Officers.
All Divl. Officers, Principal/STC/LGD.
All OSs and Section In-charges of Purchase Sections.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt. 19.04.06.

No.S.232.Tender & Purchase Procedures (Part)

OFFICE PROCEDURE ORDER No. 8/2006

Sub:- Re supply of rejected stores -- Prevention of resale of recycled rejected stores to Railways.

In order to prevent asset failures by way of resale of recycled rejected stores to the Railways, the following clause instructing the inspecting authority to mechanically deface the rejected stores is to be incorporated in the purchase orders as indicated in our tender conditions.

Note to Inspecting Authority: Material peculiar to Railways such as parts and fittings of rolling stock except raw material, which have been found rectified during inspection and which could not be rectified, are required to be defaced by the inspecting authority to avoid recycling of such rejected material and to avoid ultimate failures to assets. All such rejected materials peculiar to Railways should be mechanically defaced to prevent sale to Railways again.

The above instructions are to be followed with immediate effect.

This issues with the approval of the competent authority.


(D.N. GUPTA)
Dy.CMM/S&T
for Controller of Stores.

Copy to: All HODS. **COS**
All Purchase Officers,
All Chief O.Ss/O.Ss of Purchase Sections,
All Depot Officers,
All Divisional Stores Officers, Dy.CMM/Con,
Dy.CVO/Stores, Dy.CMM/C, CAOR/O/SC
Principal/STC SC, Sr.SM/ED/SC
FA&CAO/WST/SC, S.AFA/BF/SC.



SOUTH CENTRAL RAILWAY

Joint Procedure Order No. 9/2006

Sub: Upward revision of EAC of Stock Items of Electric General Services

1. **Introduction:** With the introduction of the concept of Zero Based Budgeting, the EAC of Stocked items required for Electric General Services are to be reviewed every year duly matching the requirements with the availability of funds. While doing so, the transfer/ receipt of coaching stock (AC and non-AC) to and from South Central Railway, allotment of new type of coaching stock, implementation of special instructions due to modifications, maintenance practice etc are to be kept in view while reviewing the EAC.
2. The subject was last dealt with in the year 2001 vide memorandum No.S.23.IC.INVT.MGT.Vol.V dt. 29.10.2001, wherein, it was stipulated that any increase/ decrease of EAC will be effective only after six months from the date of intimation. In these six months, shops/ divisions are to draw the material as per old EAC. Nevertheless, instances have been noticed in the recent past where depots/ divisions started consuming stores at higher rates of consumption, immediately after increased EACs are accepted for recoupment. This causes premature stock outs and related problems.

It has, therefore been decided to issue the following guidelines:-

3. Revision in EAC:

- 3.1. Reduction in EAC: If the EAC requires reduction it is to be done by the shops/ divisions well in advance before submitting the NE to Hqrs duly advising the other shops/ divisions and Hqrs so that further procurement action is trimmed down and made as per the requirement only.
- 3.2.1. Increase in EAC: Whenever the EAC has to be increased, the same should be processed in a statement enclosed in a standard Form-A with proper and quantified justification. The concerned Officer viz. Sr.DEE of Shops/ Divisions will obtain the vetting of Associate Accounts towards increasing the EAC. Thereafter, the proposal for increasing the EAC in Form-A will be sent to Electrical Department headquarters for obtaining approval of CEE (for 'A' category items) or CESE (for 'B' and 'C' categories of items). The Electrical Department at headquarters will then send the proposal approved by CEE or CESE, as the case may be, to Headquarters Stores department.
- 3.2.2 The proposal will be examined by the Store Department/ Headquarters mainly on the basis of the concept of Zero Based Budgeting and necessary approval of COS (for 'A' category items) or C.A.M. (for 'B' and 'C' category items) will be obtained. This will be advised to the depot where the material is stocked.

25/4

3.2.3 On receipt of the above said communication from the Headquarters, the Depot will process for submission of shortfall ANE in case the ANE for next contract period has already been sent, and send the same to Hqs.

In case ANE for the next C.P. has not been sent, then the same should be processed on the basis of the increased EAC.

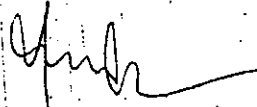
3.2.4 The higher rate of EAC as agreed to by Stores Department/ Headquarters will be applicable only for the next Contract Period (C.P.), and the Stores Depots shall be advised accordingly.

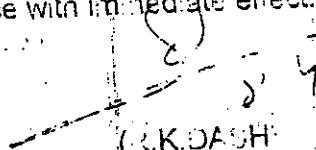
4. Any increase/ decrease of EAC will be effective only after 6 Months from submission of ANEs and Sheds are to draw the material as per old EAC. Notwithstanding the legislated time gap of 6 months as advised in the previous instructions Dated: 29.10.2001, if any Shop/ Division is required to start consuming the material at the enhanced level with immediate effect, then the following actions are to be taken.

i) If the additional quantity required by the Shop/ Division can be spared from the provisioning available, without causing any stock out, then such requirements may be met from the aforesaid provisionings. (Stock and covered dues)

ii) For requirement is over and above, the Shop/ Division will submit Non-stock indents with clear availability of funds and place the same on Stores Department for procurement. The Stores Department/ Headquarters will take appropriate action for coverage of such Non-stock indents as per rule.

5. The above directives shall come into force with immediate effect.


(SOLAN GUPTA)
CESE


(R.K. DASH)
MM/E&S



SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Secunderabad-500 071.

Date: 25.04.2006.

No.S.23.IC.INVT.MGT.Vol.VIII

Forwarded to:

COS, CEE

CMM/G&A, CMM/M&S, CMM/E&S, CEE/R3, CEE, CESE, CEDE, CTEE
Sr.DEE/M/SC, HYB, BZA, GTL, GNT, DEE/M/NED, Dy CEE S/LGT, ADEE/CRS/TPTY,
ADEE/RYPs, Dy CEE/Works/SC, Dy CMM/M&E/LGD, Dy CMM/G&S/MFT,
DyCMM/RYPs, AMM/TPTY, AMM/Div/BZA,
Dy.CMM/Elec/SC, SMM/Elec/SC, AMM/G/SC, AMM/E/SC,

'A' FORM FOR REVISION OF EAC
SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rali Nilayam
Secunderabad

No. _____

Dt: _____

Sr. Divisional Electrical Engineer/DEE/ Dy CEE
..... Shop/..... Division
S.C. Railway
.....

Sub: Revision in EAC of _____
P.L.No. _____

1. This item is required for _____ type of Coach / Installation.
2. The consumption during last 12 months had been as follows

A/No.	Month	Qty. consumed
Consumption of _____ shop		

Av. Monthly/Annual consumption is _____ Nos

3. The monthly / annual consumption of the above items should be increased from _____ Nos. to _____ Nos.
4. The projected demand will hold good till further revision is made.
5. Reasons for increase in monthly consumption as under:-

(Detailed justification is attached in annexure.)

Senior Section Engineer
..... Shop/ Division

25/4

Qy

SOUTH CENTRAL RAILWAY

No. S.26/R&D/Misc.

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
dt.26.04.06.

OFFICE PROCEDURE ORDER No.10/2006.

Sub: Engagement of Courier Services.

In the light of the engagement of private courier services for the dispatch of letters from COS office to various stations, the following procedure related to the Courier Services shall come into effect from 01.05.06

1. The Courier Service agreement effective from 1.05.06 has been made for the following 3 Zones.

1. Within A.P.
2. South India (excluding A.P.)
i.e. Maharashtra, Karnataka, Tamil Nadu, Goa, Pondicherry & Kerala.
3. All States other than 1 & 2 above.

2. The Contents of each envelope i.e., the Case reference of the document and the enclosures must be written clearly in the respective dispatch register of the Zone with the clear and complete address of the addressee.

3. The Consignment Note reference as given by the Courier agent must be noted against, as a proof of handing over the same to the Courier agent. All the copies of Consignment note must be filed date wise. Different case files to be maintained for each Zone.

4. The acknowledgement slip duly signed by the addressee as proof of delivery / with date of receipt of the packet must be paired to each C.N.Slip, duly making necessary entry in the dispatch register.

5. The bill of the Courier Agent for the month as per the tariff of the agreement with due deductions must be processed for payment on the 2nd Monday of the following month.

6. OS/R&D must thoroughly check and confirm that all the envelopes/packets for which the charges allowed for payment were delivered as per the agreement duly deducting the penalties wherever necessary.

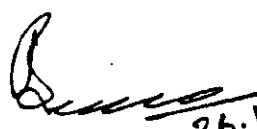
7. OS/R&D must produce the proof of delivery as and when required against any document received by the section.

8. List of documents not delivered must be put up to the AMM/Admn. on 1st & 15th of every month, duly intimating the same to the Courier Agent.

9. The Contract for Courier Service is valid for one year effect from 01.05.06, and for packets / parcels upto 250 gms only. However, packets/parcels weighing above 250gms must be dispatched through postal service only.

10. Delivery of documents/letters to local offices of Railway must be only through Office bearer.

11. The procedure of dispatch of letters to non-local Railway Offices must be through Railway Service except where it is required to dispatch by Courier.


Secy. to COS 26.4.06

C/- PS to COS for the kind information of COS.

All Purchase Officers,

Dy.CMM/Systems,

Dy.CMM/GP&S,

AMM/Admn.,

Office Supdts. of all sections.

C/- OPO file, guard file.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
Rail Nilayam,
Secunderabad,
Dt. 26-04-06

No. S.265/SDG/Misc/99/2005

OFFICE PROCEDURE ORDER No. 11/2006

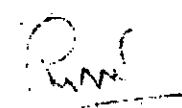
Sub: Irregularities in Receipt, Accountal & Issues – Reg.

If it is seen that sometimes heavy materials are directly unloaded at the shop floor to avoid double handling. In this regard, instructions are hereby issued that whenever the materials are unloaded directly at the shop floor, a register will be maintained by DMS. Receipt to be signed jointly by DMS/Receipt, Ward Custodian and SSE of the shop and the measurement/weighting of the quantity being received will be jointly witnessed by the 3 staff as mentioned above. The format of the register will be as below:

No.	Sl. No. & Description	PO No. & Dt.	Name of the firm	Wagon No. / Lorry No.	Dt. of unloading	Qty as per challan in No/M Ts	Qty. actually received in No/M T	Place of unloading	Sign. Of DMS/R	Sign. Of DMS/Ward	Sign. Of SSE/Shop
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Immediately after unloading of the material and joint receipt measurements are complete, DMS/Custodian will put paint mark on the stack or seal the same with the wire and indicate the No. of pieces on the lot. As and when the materials are issued, custodian ward keeper will again put proper paint mark or wire seal and mark no. of pieces left over after issue of the material.

The above instructions has the approval of CWE & COS.


(B. VISHWANATH)
DY. CMM/GP&SALES
For Controller of Stores

Copy to:

PS to COS for information of COS.

CWE, CME, FA&CAO/WST/SC

CMM/G&A, CMM/M&S, CMM/E&S;

CMMs/RYPs, LGD & CRS/TPTY

Dy. CVO/Stores, Sr. AFA/SF/SC

All Depot Officers

Dy. CMM/M&E/LGD, Dy. CMM/G&S/MFT, Dy. CMM/M&G/RYPs, AMM/CRS/TPTY.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
Rail Nilayam,
Secunderabad,
Dt. 26-04-06

No.S.265/SDG/Misc/99/2005

OFFICE PROCEDURE ORDER No. 12/2006

Sub: Irregularities in Receipt, Accountal & Issues – Reg.

(a) Unloading of materials directly in the Ward:

Whenever the materials are unloaded directly in the ward, to avoid double handling, a register is to be maintained as per Stores Code para S.1214. The register is to be maintained by DMS/Receipt Branch. Instructions are hereby issued for maintaining a register by DMS/Receipt Branch in the following format:

Sl. No	PL.No. & Description	PO No. & Dt.	Name of the firm	Wagon No./ Lorry No.	Dt. of unloading	Qty. as per challan in No./MTs	Qty. actually received in No./MT	Place of working	Sign. Of DMS/R	Sign. Of DMS/W
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The custodian ward keeper will acknowledge the quantity received in the above register.

(b) Departmental Stock Verification:

Instructions are already available for laying down schedule of departmental stock verification as per Stores Code 1339. The same are reiterated and all the Depot Officers are advised to lay down the schedule of departmental stock verification at the earliest.


(B. VISHWANATH)
DY. CMM/GP&SALES
For Controller of Stores

Copy to:

PS to COS for information of COS.
CMM/G&A, CMM/M&S, CMM/E&S;

CVO/Stores,

All Depot Officers,

Dy. CMM/M&E/LGD, Dy. CMM/G&S/MFT, Dy. CMM/M&G/RYPs, AMM/CRS/TPTY.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores,
Rail Nilayam,
Secunderabad,
Dt.26-04-06

No.S.265/SDG/Misc/99/2005

OFFICE PROCEDURE ORDER No.13/2006

Sub: Maintenance of centralized requisition register as per stores code 1307.

As per Stores Code para 1307, a centralized requisition register is to be maintained in the following format:

1. Receipt Serial Number:
1. Date of requisition.
2. Requisition number.
3. Indentor
4. Price list number
5. Description of material.
6. Quantity
7. Movement of requisition with dates.
8. Action taken (issue note reference or details other action).
9. Filed on

The requisition should be registered by the incharge of the requisition registration section in the requisition register and then forwarded to the ward concerned within 24 hrs of receipt in the depot office. When the requisition is fully complied with, the reference of the issue note will be quoted thereon and should be sent to the requisition registration clerk for posting of column 10 of register prior to being filed as record.

You are advised to device suitable local procedure order for implementation of the maintenance of the centralized requisition register as per stores code para 1307.


(B. VISHWANATH)
DY.CMM/GP&SALES
For Controller of Stores

Copy to:

PS to COS for information of COS.

Dy.CMM/M&E/LGD, Dy.CMM/MFT, Dt.CMM/M&G/RYPs

AMM/CRS/TPTY.

CMM/G&A, CMM/M&S, CMM/E&S

Dy.CVO/Stores.

SOUTH CENTRAL RAILWAY

Headquarters office,
Stores Branch
Rail Nilayam
Secunderabad
Date: 14.05.06.

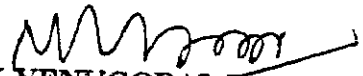
No.S.237/P/Vol.IV/2006

OFFICE PROCEDURE ORDER NO:14/2006.

Sub: Incorporation of complete address of Railways Indentors/Consignees in the supply orders of DGS&D.

It has been decided that DGS&D supply orders should be released with the complete details of Railway Indentors/Consignees/Name of the stations with pin code etc. No short forms for the above details should be used in the supply orders.

This has the approval of the competent authority.


(K. VENUGOPAL RAO)
Dy..CMM/S&T
for Controller of Stores.

Copy to:

PS to COS: for kind information to COS
All DRMs
CMM/G&A, CMM/M&S, CMM/E&S
DY.CVO/Stores, FA&CAO/WST/SC, SR.AFA/SF/SC
All Purchase Officers/HQ, All Depot Officers, All Divisional Officers,
Principal/STC/LGD.
All OSs of Purchase Sections.
Sr.MPS/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
dt.23.05.06.

No.SP/414/GAZ/Vol.XI.

OFFICE PROCEDURE ORDER NO.15 / 2006.

Sub: Sanction of CL/LAP/Permission to leave Hqrs. & approval of Tour Programme on home line/Foreign line for Stores Officers.

Ref: Office Procedure Orders No.1/2005 dt.22.7.05 and No.2/2005 dt.23.11.2005.

-oOo-

1. In supercession of the two office procedure orders referred above, authority competent to sanction CL / LAP / Tour Programme and permission to leave Hqrs. in respect of officers of stores department are indicated below.

OFFICERS	Authority to sanction of CL/LAP/Tour programme and permission to leave Hqrs.
HQRS. OFFICERS.	
CMMs	COS
Dy.CMMs/Hqrs.	COS
SMMs/AMMs/Hqrs.	COS
Secy. to COS & PS	COS
DEPOT OFFICERS	
Dy.CMM/M&E/LGD	CWM/LGD up to 21 days
AMM/M&E/LGD	Dy.CMM/M&E/LGD up to 14 days, CWM/LGD up to 21 days.
Dy.CMM/G&S/MFT	COS
AMM/G&S/MFT	Dy.CMM/G&S/MFT up to 14 days.
AMM/S&F	Dy.CMM/G&S/MFT up to 14 days.
SMM/SD/LGD	COS
Sr. MPS & AMPS	COS
Dy.CMM/M&G/RYPs	CWM/RYPs up to 21 days
AMM/M&G/RYPs	Dy.CMM/M&G/RYPs upto 14 days, CWM/RYPs up to 21 days.
SMM/SD/RYPs	COS
AMMs/DSD/KZJ, MLY, GY, GTL & BZA	Sr.DMEs of the shed concerned upto 14 days.

AMMs/ELS BZA & LGD	Sr.DEE of the shed concerned up to 14 days.
AMM/CRS/TPTY	CWM/TPTY up to 21 days.
DIVISIONAL OFFICERS	
Sr.DMM / DMMs	ADRM/DRM up to 21 days.

2. Officers obtaining sanction of leave / permission to leave Hqrs. from authorities other than COS will also inform on phone to COS / Secy. to COS (incase COS is not available), CMM / Dy.CMM Concerned and also send a copy of the leave application duly sanctioned to Secretary to COS for kind information of COS through CMM concerned before leaving Hqrs.

3. The Officer proceeding on leave should get the leave programme noted by the standing alternative officer before putting up to the sanctioning authority.

4. Leave Applications/Tour Programmes to be put up to COS are to be routed through the Dy.CMM and CMM concerned.

5. Stores Department Officers presently working in other branches viz., Dy.CVO/Stores; Sr.SM/EDP Centre/SC and Dy.CMM/Con/CAO's Office/SC are requested to send a copy of their sanctioned leave application for information of COS.

6. Authority to sanction leave for workshop, shed and divisional stores officers beyond the stipulated limits rests with COS.

This has the approval of COS.


(V.V.Reddy)
Dy.CMM/Systems
For Controller of Stores

Copy to :

SDGM, FA&CAO/WST, CAOR/SC, DRMs/SC, HYB, BZA, GTL, NED & GNT

Sr.DMM/BG/SC, DMM/Divn./HYB, BZA, GTL & NED

Dy.CVO/Stores, CPO/GAZ, CWM/CRS/TPTY; CWM/LGD; CWM/RYPs

All Hqrs. Officers; All Depot Officers.

Sr.SM/EDPM/SC; Dy.CMM/Con/CAO's Office

Sr.DEEs/Sr.DMEs of Electric / DSL. Loco Sheds.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad-5000071
Date: 05.06.2006

S.289.SCRAP POLICY 06-07

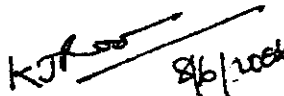
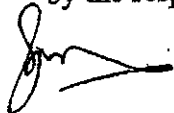
JOINT PROCEDURE ORDER NO. 16/2006

Sub: Disposal of Condemned structures.

The following procedure orders 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). " A joint inventory of the structure proposed to condemnation/ disposal should be carried by three member team consisting of ISA/ASV,DMS and SSE to record details of all the visible items likely to be released from the Condemned Structures. All such, items should be listed out and signed jointly by the three witnessing officials so that the accountal of the same can be monitored after demolition of the "Condemned Structures".
- 3) 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/GI sheet, etc., with the area of roofing
 - c) Scantling details such as, quantity in cubic meter/ tones, condition and type of wood /steel etc.
 - d) flooring details of the shed such as cement flooring, or tiled or pre-cast 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



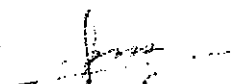
with the approval of HOD of Engineering Branch.

4) 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 of inspection report the structure will be included in auction sale with complete details. The structure will be sold on lot basis.

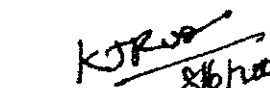
5) Fixing of Reserve Price: The reserve price for the structure will be fixed based on the market rate for each type of material such as Rails, Angles, Channels, Wood, CI, Brick etc., duly considering the labour and other cost according to the location.

6) Delivery: The delivery Order will be issued to the purchaser on remittance of the balance sale value within the time given as per general condition 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 re-claiming any item if mentioned in the DS-8/Delivery order.


CMM/M&S


CGE


CWE


FA&CAO/SW

Copy to:

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, WAO/LGD, WAO/RYP,
DFM/SC, DFM/HYB, DFM/GTL, DFM/BZA, DFM/GNT, DFM/NED,
ISA/LGD, ISA/RYP.
CME, EME/SALES, Sr.DME/Divn's / BZA,GNT,HYB,NED,GTL,SC, MLY, KZJ.
CWM/RYPs, LGD, IPTY.

CTE,Sr.DEN/DENs SC,HYB,NED,BZA,GNT & GTL
CE/CONS, DY.CMM/CONS. Sr.DEE/ELS/BZA,LGD.

SOUTH CENTRAL RAILWAY

Headquarters Office.
Stores Branch.
Rail Nilayam.
Secunderabad
Dt. 01-06-2006.

No.S.314.2P.Vol.V

OFFICE PROCEDURE ORDER NO.17/2006.

Sub: Applicability of VAT in place of local sales tax/CST

Ref: Rly.Board letter No.2006/FS-1/VAT/1 dt.27/04/2006

The following conditions shall be incorporated in the tender as Special Tender Conditions as per Railway Board's instructions cited under reference:

1) (i) The tenderer should quote the exact percentage of VAT that they will be charging extra.

(ii) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.

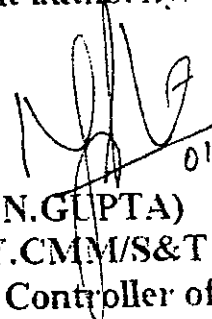
(iii) The tenderer while quoting for tenders should give the following declaration:

"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."

(2) The supplier while claiming the payment shall furnish the following certificate to the paying authorities:

We hereby declare that additional set off/input tax credit to the tune of Rs. _____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.

This issues with the approval of the competent authority.


01/06/06
(D.N. GUPTA)
DY.CMM/S&T
for Controller of Stores

Copy to:

PS to COS for the kind info. of COS

CMM/M&S, E&S, G&A

All Purchase Officers

FA&CAO/WST/SC, Sr.AFA/SF/SC

DY.CVO/STORES/SC, DY.CMM/CON/CAOR/O/SC

Principal/STC

All Ch.OS/OS of Purchase Sections

CTCs

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2006/RS-I/VAT/1

New Delhi, dt. 27.4.06

The General Manager,
All Indian Railways & Production Units.
The Director General, RDSO, Lucknow.
The General Manager, CORE, Allahabad.
CAO/MTP, Mumbai, Chennai, Kolkata & Delhi.
CAO/DMW, Patiala and COFMOW, New Delhi.

द.प., रेलवे रेलवे बेंच डाक RAILWAY BOARD DAK दिनांक Date: 03 MAY 2006 महा प्रबंधक का कार्यालय Office of General Manager.
--

Sub : Applicability of VAT in place of local sales tax/CST.

Ref : COS/CR's letter No. S.595.G.Pur.Policy.VAT
dated 21.4.05

Central Railway vide their above referred letter has requested Railway Board to issue guidelines with regard to admissibility of VAT (Value Added Tax).

Board has considered the matter and the following guidelines on the subject matter are issued:

a) As far as the existing contracts are concerned, instead of local sales tax, VAT being a statutory levy may be allowed as per VAT rules of states subject to confirmation from the concerned state government. However, care has to be taken to avail the input tax credit i.e. the set offs for the tax paid on the inputs which the supplier has to pass on to the buyer i.e. the Railways.

b) Suitable clause may be incorporated in the tenders as a special condition, so as to include the following :-

- 1) The Tenderer should quote the exact percentage of VAT that they will be charging extra.
- 2) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duty stating the quantum of such credit per unit of the item quoted for.

Vat Page 1 of 2

and also for implementation of

para (d) next page

65-5-06
Inc

- 3) The tenderer while quoting for tenders should give the following declaration;

"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly".

- 4) The suppliers while claiming the payment will furnish the following certificate to the paying authorities;

"We hereby declare that additional set offs/input tax credit to the tune of Rs. _____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted".

- 5) Even for contracts where CST is payable, this input tax credit may become admissible to the supplies where the supplier happens to be located in the state in which VAT has been implemented. Accordingly the certificate under para (4) above should also be obtained in all such existing contracts where CST is payable.

- 6) For the states in which the VAT has not yet been introduced, the existing system of sales tax shall continue.

(d) While finalizing the tenders which have opened prior to implementation of VAT, declaration may be taken from tenderer regarding the set offs/input tax credit that they shall pass as to the purchaser in view of applicability of VAT. Condition of furnishing the certificate as per para b(4) above (in respect of subsequent additional set offs, if any) to the paying authority should also be incorporated in the contract.

(A. K. BHATNAGAR)
DY. DIRECTOR, FINANCE (STORES)

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dt.08-06-2006.

No.S.314.2P.Vol.V

OFFICE PROCEDURE ORDER NO. 18/2006.

Sub: Applicability of VAT in place of local sales tax/CST

Ref: Rly.Board letter No.2006/FS-1/VAT/1 dt.27/04/2006.

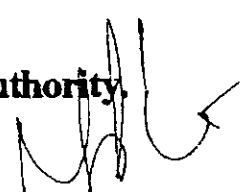
The VAT scheme has been introduced in the state of A.P w.e.f 01/04/2005.

There may be certain tenders where offers are submitted by the firms before introduction of the scheme of VAT but contracts are executed / being executed by the firms when VAT scheme has been implemented. In these contracts, the firms might have requested for amendment in contract to take care of VAT scheme. While considering such requests, following actions are required to be taken:

- i) Declaration may be taken from the tenderer regarding the set offs/input tax credit that they shall pass on to the purchaser in view of applicability of VAT.
- ii) The supplier while claiming payment will furnish the following certificate to the paying authorities:

“We hereby declare that additional set offs/input tax credit to the tune of Rs. _____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.”

This issues with the approval of the competent authority.


(D.N.GUPTA)
DY.CMM/S&T
for Controller of Stores.

PS to COS for the kind info. of COS.

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

All Purchase Officers. CVO/STORES,FA&CAO/WST/SC,

Sr.AFA/ST/SC, Principal/STC, DY.CMM/CON/CAOR/O/SC

Headquarters Office
Stores Branch,
Rail Nilayam,
Secunderabad-600 071.
Dt.09 /06/2006.

No.S.232.Tender & Purchase Procedures (Part)138

OFFICE PROCEDURE ORDER NO. 19/2006.

Sub: Ordering on Approved sources in Part II.

Ref: (1) Railway Board letter No.99/RS(G)/709/1 dt.05/05/2006.

(2) D.O letter No.99/RS(G)/709/1 dt.22/05/06 of AMRS/ Rly.Bd.to
COS/E.Rly.

- (1) At present, in terms of Board's letter No.99/RS(G)/709/1 dt.06/09/1999 the ordering quantity on sources approved in Part-II is limited to 15% of the procurement quantity.
 - (2) As per Railway Board 's letter and D.O letter of AMRS/ Rly. Board mentioned in the reference above, the following guidelines are hereby issued :
 - (i) The ordering on a Part II approved source with competitive price ranking can be considered beyond 15% in case that source has successfully executed a larger quantity order in the same Railway unit. That is to say ,the ordering quantity on a Part -II source can be up to 15% or the highest quantity of a past order successfully executed in the same Railway unit whichever is higher subject to the tender committee/accepting authority being satisfied about the financial capacity, performance aspects etc.
 - (ii) In cases where more than one Part -- II source are within the zone of consideration on the basis of competitive price ranking with satisfactory past performance on that Railway, each Part-II source can be considered for ordering in the same manner as indicated in para 2 (i) above.
 - (iii)The period for consideration of the past performance will be around 3 years.
- This issues with the approval of the competent authority.


(D.N.GUPTA)
DY.CMM/S&T
for Controller of Stores.

Copy to: PS to COS for the kind info. of COS
CMM/M&S; E&S;G&A

All Purchase Officers, All Depot Officers, All Divisional Stores Officers,

Dy.CVO/Stores, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC;FA&CAO/WST/SC, Sr.AFA/SF/SC

All Chief O.Ss/O.Ss of Purchase Sections.

SOUTH CENTRAL RAILWAY

OFFICE PROCEDURE ORDER No. 20/2006

Sub:- Formation of Survey Committee for surveying Bed Roll items available at Secunderabad Division.

AGM has nominated the following members for the above Survey Committee for surveying the scrap Bed Roll items available at Secunderabad division.

<u>Members</u>	<u>Stand by Member</u>
1. Sr.DMM/DIVN/SC (CONVENOR)	
2. Sr.DEN/CO-ORD/SC / Sr.DME(C&W)/SC DIVN. (For Mech.items)	
3. DCM/SC DIVN.	DME(P)

Authority :

AGM's sanction at N-13 of case
No.S.305.P.Vol.III dt.27/07/2006.


(B.VISWANATH)
DY.CMM/GP&S
For Controller of Stores

No.S.305.P.Vol.III

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt.27.07.06.

Copy forwarded for information, guidance and necessary action to:

- 1) Sr.DMM/DIVN/SC
- 2) Sr.DEN/CO-ORD/SC
- 3) Sr.DME(C&W)/SC DIVN.
- 4) DCM/SC DIVN.
- 5) DME(P)
- 6) Sr.DMM/SC DIVN. w.r.t his letter no.Sc/Scrap Sales/Policy/06-07 dt.24/07/2006 & 26/07/2006..


For Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch.
Rail Nilayam,
Secunderabad-71
Dt.03/08/2006.

No.S.232.Tender & Purchase Procedures (Part)/138

OFFICE PROCEDURE ORDER No.21/2006

**Sub:- Joint Procedural Order on 'Guarantee Bonds submitted by
Contractors – Streamlining of procedure.**

:**

A copy of the JPO No. 01/2006 Dt.28/06/2006 issued by
FA&CAO/SC on the subject as per the guidelines given by Railway Board is
enclosed for information, guidance and compliance by all concerned.


(D.N. GUPTA)
Dy.CMM/S&T
for Controller of Stores

Copy to:

PS to COS for kind information of COS.
CMM/G&A, CMM/M&S, CMM/E&S
A. Purchase Officers, All Depot Officers,
A. Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM /C at CACR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC.
All Chief O.Ss/O.Ss of Purchase Sections.



OFFICE OF THE
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER,
SOUTH CENTRAL RAILWAY, RAIL NILAYAM,
SECUNDERABAD-500071



No.ABK/D03/I/Policy.

Date: 21-07-06

PCE, COS, CCM, CAO/C, CME, CMD, COM, CPO,
CSC, CSTE, CEE/TRD, CTE, CMM/E&S, CPRO, Chairman, RRB/SC, DGM/G
DRMs - SC, HYB, GTL, BZA, GNT & NED

Sub: Joint Procedural Order on 'Guarantee Bonds submitted by Contractors -
Streamlining of procedure.

A copy of the JPO No.01/2006 dated 28-6-2006 on the captioned subject, issued as per the guidelines given by Railway Board through letters mentioned in the JPO, is enclosed for information, guidance and compliance by all concerned.

Encl: as above


(T.V.DESIKAN)
AAO/Books
for FA&CAO/SC

Copy to: Sr. Law Officer, Rail Nilayam, Secunderabad for information with a copy of the above JPO.

Encl: as above


for FA&CAO/SC

OFFICE OF THE
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER
RAIL NILAYAM, SECUNDERABAD-500071

No-ABK/DO3/I/Policy

JOINT PROCEDURAL ORDER No: 01/2006 dated 28.06.2006

Sub: Guarantee Bonds Submitted by Contractors- Streamlining of procedure - Regd
Ref: Rly.Bd Lt.Nos. 2005/ACII/25/19 dated 08.09.05, 2005/ACII/25/19 dated 5.10.05
and 2005/AC-II/25/19 dated 02-12-05.

The following guidelines are issued for strict compliance while dealing with the Guarantee Bonds being submitted by the contractors.

Executive Office

1. The Guarantee Bonds issued by banks in connection with execution of contracts, etc. will be received in the Executive Office concerned and following checks shall be exercised:
 - i. It is in the prescribed form.
 - ii. It is correctly drawn up and stamped by getting the same vetted by Law Officer.
 - iii. The Bond is valid for the period provided for in the contract and covers security for such period as might be necessary with reference to the relevant work and any subsequent maintenance/period/relevant supply order so that the need for extension of a Bond is not felt.
 - iv. The Bonafide of every Guarantee Bond accepted should be ascertained by the Executive Officer concerned by addressing the concerned banks duly enclosing a copy of Guarantee Bond submitted by the contractor by Regd. Post & written confirmation is also obtained by Regd. Post under the seal of the bank. This procedure should not be diluted under any circumstances.
2. The Guarantee Bond shall thereafter be sent to the contract signing authority for acceptance. The executive Officer shall ensure that the above requirements are fully met with before acceptance. After carrying out the above checks and acceptance as prescribed above, the particulars of the Guarantee Bond shall be noted in a register in the following form:

S.No	Date	Name of the Depositor	Reference to Agreement No Date/Purpose	Due Date of Completion of work/completion of delivery as per contract.	Name & address of the Banker furnishing GB
1	2	3	4	5	6


182

 1/4

Amount for which the Guarantee is offered.	Date of expiry of G.B.	Initials of the Officer in charge	Remarks	Date & No of release letter	Initials of Officer in charge.
--	------------------------	-----------------------------------	---------	-----------------------------	--------------------------------

7	8	9	10	11	12
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In case the department has computerized monitoring mechanism for the Guarantee Bonds, the report format be modified suitably to ensure the above check.

3. The Guarantee Bond along with the confirmation of the bank shall thereafter be forwarded to the associate Accounts Officer, indicating clearly that the checks mentioned in para 1 above have been carried out.
4. The register of Guarantee Bond *ibid* shall be reviewed every month in respect of guarantees likely to expire in the third subsequent month and the result put up to the Executive Officer in charge, to ensure that a close track is kept on the currency of the Guarantee Bonds and that they are extended from time to time, wherever necessary, for such period as might be necessary with reference to completion of the relevant contract and subsequent maintenance periods as may be provided for in the particular contract, or obtaining security deposit in one of the acceptable forms for an equal amount from the contractor/vendor concerned. As and when a Guarantee Bond is extended or Security Deposit in one of the acceptable forms is obtained from the contractor/vendor in lieu of Guarantee, particulars thereof shall be intimated to the Accounts Officer concerned. Likewise, where a Guarantee Bond is cancelled or validity period has expired and the bond is not required to be renewed, necessary advice shall be given to the Accounts Officer concerned.
5. The Executive Officers shall exchange with Accounts Officer a statement of Bank Guarantees every month, so that the position is reconciled with the record maintained by the Accounts Department and variations, if any, brought to light are rectified. The results of the reconciliation shall be put up to the Executive Officer and the Accounts Officer concerned.
6. In case a Guarantee Bond is required to be encashed, the Executive Officer concerned will advise the associate Accounts Officer under clear acknowledgement sufficiently in advance before expiry and the latter shall take immediate action for its encashment by the bank concerned.

Accounts Office

1. On receipt of the Guarantee Bonds in the concerned internal check section of the Accounts Office, *inter-alia* it will be seen that the certificate mentioned in Para 3 (that the checks mentioned in Para 1 above) is given. Accounts Office shall not accept any Bank Guarantee for safe custody unless the bonafide thereof has been verified by the Executive Officer concerned and written confirmation as contemplated in the Para referred to above has been obtained. After necessary scrutiny the particulars of the Guarantee Bonds shall be noted in a register in the following form.

S.No	Contract No/ Order No. and Date	Name of the Depositor	Due Date of completion of work/ delivery as per contract	Name & address of the Bank furnishing the G.B.
1	2	3	4	5

Confirmation Advice No. & Date from the Scheduled Bank in token of verification of the genuineness of the G.B.	Amount for which the Guarantee is offered	Date of expiry of G.B.	Month of reviews (3 months prior to the date of expiry as per (Col.8)	Initials of the Accounts Officer In-charge
6	7	8	9	10

Remarks

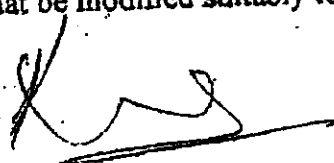
11

A separate page of the register may be allotted for each month for entering in it the Bank Guarantee expiring in the particular month. In case the department has computerized monitoring mechanism for the Guarantee Bonds, the report format be modified suitably to ensure the above check.

2. The Guarantee Bond shall be sent to the concerned Branch/Branch officer for safe custody in a sealed cover. The details of the Guarantee Bond shall be recorded in register as per following proforma by the Branch/Branch Officer:

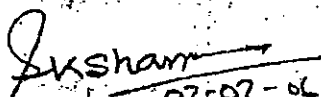
- Date
- Sr.No
- Name of the party
- Name of the Bank
- Guarantee Bond No. & Date
- Period of validity
- Amount-Rs
- Initials of Branch Officer
- Accounts Unit
- Reference to release letter No. and date
- Date of return
- Signature of the staff of the dealing section
- Initials of Branch Officer.

3. The register of Guarantee Bonds shall be reviewed by the internal checking section every month in respect of Guarantees likely to expire in the third subsequent month and the results of the review shall be put up to the Sr. DFM/ Head of the Accounts Office concerned. In case the department has computerized monitoring mechanism for the Guarantee Bonds, the report format be modified suitably to ensure the above check.




4. The Executive Officer concerned shall then be addressed to initiate action to get the Bank Guarantee extended where necessary as long as may be required with regard to the date of completion of the contract and subsequent maintenance period as may be provided for in the relevant contract, date of completion of delivery or obtain security deposit in one of the acceptable forms for an equal amount from the contractor/vendor concerned.
5. Irrespective of whether action has been taken for renewal/extension of validity of the existing Guarantee Bond, if the Accounts Officer, considers that the action taken by the executive for renewal/extension is not likely to materialize before the actual date of expiry and that there may be some delay as a result of which the Accounts Officer may not be left with adequate time to advise the concerned bank to deposit the amount due under the Guarantee, he will advise the concerned bank to deposit the amount due under Guarantee. Similar action will be taken in cases where no advice is received from Executive Office for extension/release of the Guarantee Bond 15 days before the expiry of its validity period. This will ensure that contingency of the Railway having inadequate security deposit after expiry of the Guarantee Bond does not arise. The action, if any, taken by the Accounts Officer under this clause cannot be questioned because in the event of any delay in getting the bond extended or any dispute arising with the contractor, the Railway will lose the security in terms of the Guarantee Bond.
6. In any case, if the Bank Guarantee is not renewed, bill should not be passed for payment and the position should be brought to the notice of the Executive Officer concerned demit-officially. In the case of works contracts the Accounts Officer concerned should ensure that, where Bank Guarantee Bonds are nearing the expiry period, payments still due to the contractors are examined so that sufficient amounts are retained with the Railway in case the Bank Guarantee bonds are not renewed in time.
7. As and when a Guarantee Bond is cancelled or its date of validity has expired and the bond is not required to be renewed by the Executive Officer, the same should be on receipt of an advice from the Executive Officer, returned to that office for being sent to the party concerned. It should be noted that the date expired Guarantees are returned within reasonable period after fulfillment of the contract or on expiry of the guarantee period.

The officers/staff concerned are advised to follow the above instructions strictly. The Officer-in-charge has to ensure strict compliance thereof, through test checks/field inspections periodically.


07-07-06
(S.K. SHARMA)
CTE/SC


(R.K. DASH) 18/7
CMM/E&S/SC


(N.S.N. MURTHY)
FA&CAO/G/SC

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Secunderabad
Dt:21-09-2006.

No.S.232.Tender & Purchase Procedure(Part).

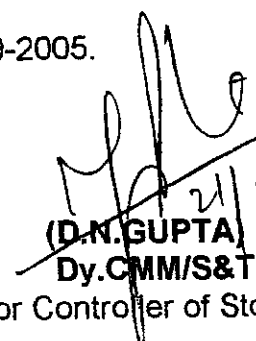
OFFICE PROCEDURE ORDER NO.21/2006.

Sub: Pre-Inspection of material by M/s. RITES/RDSO.
Ref: Railway Board Lr No:2000/RS(G)/379/2 dt:09-08-2006.
-o0o-

As per Railway Board letter mentioned in the reference above, the following guidelines are issued.

- 1.0) The Value limit of Purchase Order for dispensation for pre-inspection of materials by M/s. RITES/RDSO is now enhanced to Rs. 1 lakh in normal case subject to condition that for Purchase Orders valued below Rs. 1 lakh in normal case, inspection of material by consignee will be mandatory before releasing the payment.
- 1.1) However, in special cases (to be indicated by the indentor) where the inspection involves technical expertise or facility, i.e., ordinarily not available with the consignee, RITES/RDSO, Inspection may be insisted upon, even if the value of Purchase Order does not exceed Rs. 1 lakh.
- 2.0) Henceforth for all the tenders of value more than Rs.1 lakh, the Inspection clause is to be stipulated invariably as Inspection by RITES except for cases where RDSO/DQA Inspection is to be stipulated. However, if Inspection by consignee is to be stipulated in exceptional cases, the same is to be done with the approval of minimum JA Grade level Officer.
- 3.0) This supercedes this office OPO No:27/2005 dated 21-10-2005.

This issues with the approval of the competent authority.


(D.N.GUPTA)
Dy.CMM/S&T
for Controller of Stores

PS to COS for kind inf. of COS.
CMM/G&A, M&S and E&S.
All Purchase Officers. Dy.CMM/CON, Dy.CVO/Stores,
FA&CAO/WST, Sr.AFA/SF, Principal/STC,
Depot Officers, Divl.Officers,
Ch.OSs/OSs of Purchase Sections.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Dt.26.09.2006.

No.S/314.2P.Vol.IV.

OFFICE PROCEDURE ORDER NO. 23/2006

Sub:- Delegation of General Manager's power to the Controllers of Stores to accept Single Tender purchase from stockyards/buffer imports/of M/s. SAIL, TISCO, IISCO, RINL in respect of Steel items and to make 100 percent payment in advance to them.

Ref:- Railway Board letter no. 87/RS(G)/753/2 dt. 01.09.2006.

The Railway Board. letter under reference enhancing the powers of purchase of COS on the subject matter is enclosed herewith for your information and necessary action please.



(D.N.GUPTA)
Dy.CMM/S&T
for Controller of Stores

Copy to:

PS to COS-for kind information of COS.
CMM/G&A, CMM/M&S, CMM/E&S
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC,
All Chief O.Ss/O.Ss of Purchase Sections.

RBS No. 14/2006

Government of India
Ministry of Railways
(Railway Board)

No. 87/RS(G)/753/2

New Delhi, dated: 01-09-2006

The General Manager,
All Indian Railway & Production Units,
The General Manager (Const.) N.F. Railway, Guwahati.
The Director General, RDSO, Lucknow.
The General Manager, CORE, Allahabad.
CAO/MTP, Mumbai, Chennai, Kolkata.
CAO/MTP, NBCC Place, Bhishma Pitamah Marg, Pragati Vihar, New Delhi.
CAO/DCW, Patiala and COFMOW, New Delhi.

Sub: Delegation of General Manger's power to the Controllers of
Stores to accept Single Tender purchase from stockyards/ buffer
imports / of M/s SAIL, TISCO, IISCO, RINL in respect of Steel
items and to make 100 percent payment in advance to them.

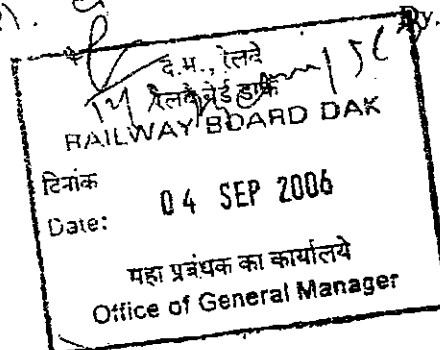
Ref: Board's letter of even No. dated 14-12-2001 & 09-02-2005.

The enhancement in the powers of purchase of COS to accept proposals for
Single Tender purchase from Stockyards/buffer imports of M/s. SAIL, TISCO,
IISCO & RINL in respect of steel items for imported/indigenous steel as soon as
offers are received without going into the formalities of Tender Committee
examinations & to allow 100% advance payment of amount to the firm in case of
purchase of steel from stockyard on Single Tender basis has been considered by the
Board and it has been decided to enhance this purchase power upto the value of Rs.
75 lakhs, in each case. Other instructions as detailed in Board's letter of even no.
dated 14-12-2001 & 09-02-2005 will remain the same.

This issues with the concurrence of Finance Directorate of Ministry of
Railways.

Pl. circulate immediately

Aruna Jain
(Aruna Jain)
Jy. Dir. Rly. Stores(G)-II
Railway Board



Contd..2/-

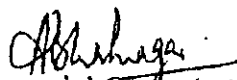
-: 2:-

No. 87/RS(G)/753/2

New Delhi, dated: 01-03-2006

Copy to:

- 1 FA&CAO, All Indian Railways & Production Units.
- 2 The ADAI(Railways), New Delhi (with 10 spares copies)
- 3 The Director of Audit, All Indian Railways.

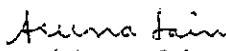

for Financial Commissioner / Railways

No. 87/RS(G)/753/2

New Delhi, dated: 01-04-2006

Copy to:

- S & R
- 1 The COSs, All Indian Railways/PUs
 - 2 The COS/Konkan Railway Corpn. Ltd., Raigad Bhawan, 8th Floor, Sector - 11, CBD, Belapur, Navi Mumbai - 400 614,
 3. The COS/ Mumbai Rail Vikas Corporation, 2nd Floor, Church Gate Station Building, Mumbai - 400 020.
 4. The Principal -
 - i) Railway Staff College, Vadodara.
 - ii) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
 - iii) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
 - iv) Indian Railway Institute of Elect. Engg., Nasik.
 - v) Prof. (Inv. Mgt.), Railway Staff College, Vadodara.
 - 5 Chairman, Railway Rates Tribunal, Chennai.
 - 6 Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
 - 7 The MD, RITES, New Delhi House, Barakhamba Road, New Delhi.
 - 8 Chief Commissioner, Railway Safety, Lucknow.
 - 9 ED(QA)/RITES, RITES Bhawan, Sector - 29, Gurgaon (Haryana).

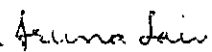

(Aruna Jain)
Dy. Director, Rly. Stores(G)-II
Railway Board.

No. 87/RS(G)/753/2

New Delhi, dated: 01-07-2006

Copy to :

1. The General Secretary, AIRF, 4 State Entry Road , New Delhi -110055
- 2 The General Secretary, NFIR, 3 Chelmsford Road, New Delhi -110055
3. The Secretary General, IRPOF, Room No. 268, Rail Bhavan, New Delhi.
4. The Secretary General, FROA, Room No. 256-D, Rail Bhavan, New Delhi.
5. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhavan, New Delhi


(Aruna Jain)
Dy. Director, Rly. Stores(G)-II
Railway Board

-: 3:-

Copy to:- Sr. PPSs / PPS / PS to

- (i) CRB, FC, ML, MS, MM, MT, ME, SECY., DG (RHS), DG (RPF)
- (ii) All Additional Members/ Advisors, Railway Board.
- (iii) All EDs of Railway Board.
- (iv) All Directors / Joint Director of Engg., Electrical, Civil, Stores, Signal, Telecom Directorates of Railway Board.
- (v) Electrical, F(S)-I, Signal Branch and all other Branches of Stores Directorate.



SOUTH CENTRAL RAILWAY

Joint Procedure Order No.24/2006

Sub: Purchase of steel items from Stockyards.

-oOo-

- 1.0 In order to facilitate quick procurement of steel items for the urgent requirement, RB has liberalized the procedure of purchase by empowering the Zonal Railways to procure from stockyards on single tender basis without going into formalities of tender committee examinations up to the value of Rs.75 lakhs.
- 2.0 The validity of stockyard offer is usually seven days. It is necessary to handover the cheque to the stockyard authorities before the validity of the offer because validity means the last date of handing over of payment through cheque to them against delivery order.
- 3.0 The following activities are involved in purchases from stockyards.
 - a) Technical suitability is required to be obtained from user departments, if the stockyard offer defers from the requirement given in the indent.
 - b) Acceptance of offer and sending the purchase order for finance vetting.
 - c) Vetting of the purchase order by stores finance.
 - d) Release of purchase order and sending the purchase order copy to stores finance for onward transmission to the paying authority.
- 4.0 The following difficulties have been faced in releasing the purchase order within the validity of stockyard offer.
 - a) It is observed that the technical suitability by the user department generally takes time. In some cases, the Headquarters office is sending the files to the field units for getting the technical suitability.
 - b) Stores department sends the released purchase orders once in a week to the stores finance for onward transmission to the paying authority.

- c) The stores finance also sends the purchase orders to the paying authority once in a week.

5.0 In view of the above procedure, there are instances where purchase orders are released after the expiry of the validity of the offer and material is not available by the time the cheque is handed over to the stockyard authorities making the entire exercise of purchase futile.

6.0 In order to make the purchases from stockyards more effective and fruitful, the following actions are to be taken.

- a) Technical suitability of the offers should be given across the table by the concerned Head Quarters officers. The case file should not be referred to the field units.
- b) The purchase order should be sent for vetting on the same day of receipt of the stockyard offer.
- c) The purchase order should be vetted out of turn on the same day of the receipt of the case file. Stores department shall ensure submission of PO to Stores Finance/HQ before 11 A.M. of the day.
- d) The bunching of purchase orders should not be followed for stockyard offers and the released purchase order should be forwarded to the stores finance on the same day of the date of issue of the purchase order.
- e) Stores finance should send the purchase order to the paying authority within one day.

The purchase order should reach the paying authority within four days from the date of collection of stockyard offer.

- f) The stores department should fax the purchase order to the consignee on the same day of the release of purchase order for collecting proforma invoice and preparing the pay order to submit it to the paying authority by 11 A.M. of the day. The paying authority should release the cheque on the same day of receipt of pay order. The user department should handover the cheque on the same/next day.

- g) The cheque should reach the stockyard authorities within six days from the date of collection of stockyard offer.
- h) After handing over of the cheque, the consignee has to collect the material on top priority within the stipulated offer period wherever it is necessary to be done so.

7.0 The above directives shall come into force with immediate effect.

Handwritten signatures and dates:
 CWE 4/12, FA&CAO/S & *KTR* 15/11/06, CE/WS&F *Shamam* 7/12/06, CCE *K. Vijaya Kumar* 8/12/06, CMM/G&A *Ushman* 4-12-06



SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
6th floor, Rail Nilayam,
Secunderabad-71.

No.PB.Policy

Dt: 04.12.2006.

Forwarded to:

COS, PCE, CWE, CCE, FA&CAO/S
 CMM/G&A, CMM/M&S, CMM/E&S, CE/WS&F
 CWM/LGDS, RYPS, TPYS, MFT
 Dy.CMM/C&W; Systems; S&T; GP & S; POL; ELEC; Dy.CVO/Stores
 SMM/C&W; S&T; POL; ELEC; SALES
 AMM/Admn.; C&W; S&T; DSL; G; POL; ELEC;
 Dy.CMM/Con.(CAOR/O/SC); Dy.CMM/M&E/LGD; Dy.CMM/G&S/MFT;
 Dy.CMM/M&G/RYPs; Sr.DMM/Divn/SC; Sr.DMM/Divn/BZA;
 DMM/Divn/HYB; DMM/Divn/GNT; DMM/Divn/GTL; SMM/SD/LGD;
 SMM/CRS/TPTY; SMM/DSL/KZJ; SMM/SD/RYP; AMM/ELS/LGD;
 AMM/DSL/MLY; AMM/ELS/BZA; AMM/DSL/BZA; AMM/DSL/GTL;
 AMM/DSL/GY;

Handwritten signature
 (B.NAGESWARA RAO) 16-12-06
 Secretary to COS
 For Controller of Stores

OFFICE PROCEDURE ORDERS YEAR – 2007

O.P.O. No.	Date	Brief Description	Page No.
01/2007	06.02.07	Formation Survey Committee for Surveying scrap and surplus materials available at Mettuguda Depot.	91
02/2007	24.04.07	Evaluation of Offers. (<i>Kept in abeyance</i>)	92-94
03/2007	05.04.07	Indication of status of Registration/Banned/Suspended/ Removal of the firms in the zone of consideration in TC Proceedings.	95-96
04/2007	05.06.07	Issue of procedure order for e-procurement system in S.C.Railway.	97-102
05/2007	14.06.07	Evaluation of Offers.	103-108
06/2007	30.07.07	Ordering of Approved sources – Inter-se position of the tenders in the tender for more than one item and/or consignee.	109-111
07/2007	09.08.07	Procudure for distribution of Receipt Note copies for centralized depot.	112-113
08/2007	17.08.07	Disposal of heavy items which are unwieldy and require cutting for loading purposes.	114-115
09/2007	09.08.07	E-Tender Policy	116
10/2007	17.08.07	Digital Certificate Management	117-118
11/2007	16.11.07	Tender Committee Proceedings – Eligibility Criteria	119
12/2007	27.11.07	Irregularities in Receipt, Accountal & Issues – Reg.	120
13/2007	13.12.07	Re-supply of rejected stores – prevention of resale of recycled rejected stores to Railways.	121
14/2007	27.12.07	Ordering on approved sources in Pt.II.	122-123

TOTAL 14 (FOURTEEN) OPOs ONLY.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt.06/01/2007.

No.S.305.P.Vol.III

OFFICE PROCEDURE ORDER No.01/2007

Sub:- Formation of Survey Committee for surveying scrap and surplus materials available at Mettuguda depot.

Ref: (1) OPO No.30/2004 issued under COS/SC's letter No.S/305/P/Vol.III
Dt.01/11/2004.

In supercession of OPO No.30/2004 dt.01/11/2004, AGM has nominated the following members for the above Survey Committee for surveying the Scrap and Surplus materials available at Genl. & Stores Depot, Mettuguda :

S.No.	Depot	Convenor	Members (Secretary)	Member	Material
1.	G&S/MFT	DY.CMM/G&S/MFT	PE/S&T/MFT Workshop DY.CEE/LGD XEN/Genl. PE/LGD(WS)	SSTE/HQ DEE/ECS/MLY — —	Signal Stores Elec.Stores Engg.Stores Mech.Stores

Authority: AGM sanction dt.18/01/2007 in file No.S.305.P.Vol.III


(K.V.SUBBARAYUDU)
DY.CMM/GP&S
for Controller of Stores

Copy to:
All HODs
FA&CAO/WST/SC; CWM/LGD
DRMS/SC, HYB, BZA, GTL, GNT, NED
All Depot Officers; Sr.MPS/SC; PE/S&T/MFT Workshop;
DY.CEE/LGD; XEN/GENL; PE/LGD(WS); SSTE/HQrs.; DEE/ECS/MLY
Sr. E&MS; All WAOs

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2007

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dt.24-04-07

No.S.291/ST/Policy

CIRCULAR

Sub: Evaluation of offers.

Ref: 1. OPO.No.2/2007 issued vide

Lr.No.S.291/ST/Policy Dt.24.4.07.

2. Rly.Bd's Lr.No.ERB-I/2007/23/15 Dt.16.4.07.

In view of Rly.Bd's Memorandum No. ERB-I/2007/23/15 Dt.16.4.07,
OPO No. 2/2007 issued vide Lr.No.S.291/ST/Policy Dt.24.4.07 is to
be kept at abeyance.

This issues with the approval of Competent Authority.

(ANNADURAI)
Dy.CMM/Elect.
For Controller of Stores

Copy to:

PS to COS for kind information of COS
CMM/G&A, CMM/M&S, CMM/E&G
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W/ST/SC, Sr.AFA/SF/SC
All Chief OSs / OSs of Purchase Sections.
Principal/STC/LGD

No.S.291/ST/Policy

OFFICE PROCEDURE ORDER No.2/2007

Sub: Evaluation of offers.

- 1.0 As per the Union Budget, 2007-08 the following changes in the Taxes and Duties have taken place.
 - i) The educational cess on ED has been increased from 2% to 3% w.e.f the midnight of 28.02.07.
 - ii) The rate of CST on inter-State sale to Government Departments shall be the rate of VAT / State Sales Tax applicable in the State of the selling dealer and the facility of Inter-State purchases by Government Department against Form 'D' stands withdrawn.
- 2.0 In all the cases which have been opened prior to 28-02-07 as also on / after 28.02.07 and not yet finalized, the ranking of the firms should be worked out, observing the following procedure.
 - a) **Educational Cess on ED:** Educational Cess on ED should be loaded @ 3% instead of 2%.
 - b) **CST:** The rate of CST on inter state sale shall be the rate of VAT / State Sales Tax applicable in the state of the selling dealer.
- 2.1 The above procedure is to be followed regardless of the fact whether the offer is with Statutory Variation Clause or without Statutory Variation Clause, since these are the changes in the Statute and not Statutory Variation of rate of Taxes and Duties.
- 2.2 Where the firms have quoted all inclusive price without mentioning any Taxes and Duties present or future, and have also not quoted with Statutory Variation Clause, their offers should not be loaded with the revised rate of Taxes and Duties. In such cases, the firms shall have to bear the future variations.
- 3.0 Cases which have already been finalized need not be reopened.

*Kept in Abeyance
vide letter no.
21.04.07.*

see o/c - 5/2007

- 4.0 This issues as per relevant decisions / memorandum of the Ministry of Finance, Govt. of India, clarifications of the Govt. of Andhra Pradesh, Commercial Taxes Department, Legal opinion of the Law Officer / S.C.Railway and administrative approval of the Competent Authority.


(ANNADURAI)
Dy.CMM/Elect.
For Controller of Stores

Copy to:

PS to COS for kind information of COS
CMM/G&A, CMM/M&S, CMM/E&G
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs / OSs of Purchase Sections.
Principal/STC/LGD

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71
Dt. 5/04/2007.

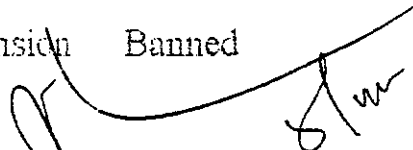
No.S.113.11.REGN.2007

OFFICE PROCEDURE ORDER NO. 03 /2007

Sub:-Indication of status of Registration / Banned / Suspended /
Removal of the firms in the zone of consideration in TC
Proceedings.

It has been decided that after opening of the tender, once the Tender Committee has finalized the zone of consideration of the firm, the Convener of the TC, in case of Tender Committee cases and in case of direct acceptance cases, the concerned Purchase officer will obtain certification from OS / Registration in the format enclosed.

The status of the recommended firms as regards Suspension Banned removal should appear also in the TC minutes.


(ANNA DURAI)
Dy.CMM/Ele
for Controller of Stores

Copy to:

PS to COS for kind information of COS.
CMM/G&A, CMM/M&S, CMM/E&S
All Purchase Officers, All Depot Officers.
All Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM /C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC.
All Chief O.Ss/O.Ss of Purchase Sections.
Principal STC/SC

Encl. to COS/C Ir.No.S.113.11.REGN.2007 Dt. 05 /04/2007. (OPO No.03/2007)

SOUTH CENTRAL RAILWAY

**Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt..**

No.

To,
OS / Registration

Sub: Status of firm regarding suspension / banned /removal.

Please indicate status of the following firms as regards suspension /
banned /removal.

Sl.No.	Name of the Firm	Status

The above information should be sent within 3 days.

**Convener of the TC
&
Designation**

SOUTH CENTRAL RAILWAY

HQrs Office
Stores Branch
Secunderabad

No.S.320.e-Procurement/JPO/07-08

Date: 05-06-2007

PROCEDURE ORDER NO. 04 /2007

SUB: ISSUE OF PROCEDURE ORDER FOR e-PROCUREMENT SYSTEM
IN S.C.RLY

Sl. No	Activity	Responsibility
1.	<u>Access to EPS</u> The Railway Officers can enter into e-Procurement Application using Log-in ID & Password separately issued to them by the Administrator. This shall not be disclosed /shared with anybody.	Individual Officers /Administrator
2.	<u>Creation of Tender:</u> The tender details for e-Procurement will be created in existing MMIS. For electronic tenders Tender type must be "electronic" in MMIS tender form. <u>Note:</u> Depending on the design of CRIS for EPS and modification in MMIS by C.Rly. The tender numbering system to be adopted for electronic tenders will be further advised.	Section In-charge
3.	<u>Fetching of Tenders in EPS</u> Once tender details has been created in MMIS, the same will be fetched in EPS by using the utility interface program on daily basis	Section In-charge

4.	<u>Uploading of Tenders</u> The tender fetched in EPS shall be attached with encryption certificate of Dy.CMM/Systems/South Central Railway. The encryption certificate of Dy.CMM/Systems/S.C.Rly shall be installed in all computers. The digital public keys of two tender opening officials authorized to open the electronic tender will be pre-attached with NIT at this stage. The Electronic Tender must be digitally signed and uploaded using the individual Digital Certificate provided to AMM-incharge of the concerned section on daily basis after due approval of the competent authority as per extent SOP.	(i) AMM incharge of concerned Purchase Sections. (ii) Accounts Dept. shall authorize SO/Accounts concerned for opening of Electronics Tender Box.
5.	<u>Issue of Corrigendum to tenders:</u> After taking sanction of competent authority to issue corrigendum to tender as per existing process, the corrigendum shall be created in EPS by the Purchase Section and Digitally signed and uploaded using digital certificate of AMM in-charge of concerned section.	(i) Section Incharge to create corrigendum. (ii) AMM to sign digitally and upload
6.	<u>Payment of Tender Cost and Earnest Money:</u> Application provide for submission of tender cost and Earnest Money either manually as per existing procedure or through payment gateway facility using credit card. In case of manual submission of tender cost and Earnest Money vendors shall submit details of such payment in the required electronic page before filling up "Commercial Rate Page" and manual instruments towards such payments shall be submitted to Electronic Purchase Section for maintaining records in register. The EP Section will hand-over these instruments to concerned Purchase Section for further action. In case of submission of tender cost and Earnest Money through payment gateway, the vendors shall be permitted to make online payment	(i) Incharge / Electronic Procurement Section (ii) Section Incharge

	through credit card/debit card using payment gateway facility and shall give details of such payments in the required 'Electronic Page'. The EP Section shall submit the details received from ASP provider regarding details of payment received against particular tender to concerned Purchase Section for further action.	
7.	<u>Opening of Electronic Tender:</u> (i) As per Railway Board approved guidelines for e-Procurement System (a) The late and delayed offers after due date /time shall not be permitted. (b) Submission of Manual Offers along with electronic offers shall not be permitted. (ii) The electronic Tender Box shall be opened at nominated date and time by two pre-authorized officials one each from Stores and Associated Finance. They shall open the tender using their ID and password and attaching their digital certificates on schedule due date and time of electronic Tender Box opening. The offers of firms so received shall be opened and acknowledged by the tender opening officials. Once all the offers against that tender have been opened, verified and acknowledged, the tabulation statement shall be generated and print out shall be taken. The tender opening officials shall put their signatures on the tabulation statement as generated by E-Procurement Application for records in tender cases. (iii) Vetting of tabulation statement: (a) If there are no special condition/PVC etc., given by any tenderers on Commercial Rate Page, the same system Generated Tabulation Statement shall be sent to Account Department for vetting which they will return back to Stores Department	(i) Tender opening Officials for opening of tender box. (ii) Purchase Officer for other offers details.

within one working day as vetted. (b) In case any updated manual Tabulation Statement is required to be prepared for taking PVC/conditional offered rate by tenderers into account, such manual tabulation statements shall be vetted by accounts as per existing procedure (iv) <u>Details of commercial offers and other offer details</u> After opening, verifying and acknowledging of each offers by tender opening officials, such offers details shall remain in secured encrypted form stored in Archive. The Purchase Officers concerned can open, view and down-load, commercial and other details by using their ID and Password and if required can take printout in PDF format of suitable offers.	
8. <u>Security of Digital Certificates:</u> All AMMs and Accounts Officials, who have been provided Digital Certificate and e-Token, shall keep in safe individual custody and shall not share their e-Toekn or password with other officials. The Digital Certificate is issued by Certifying Agency as per IT Act 2000.	Individual Official

(S.K. SEHGAL)
Dy.CMM/SYSTEMS

Copy to:

PS to COS for kind information of COS
CMM/G&A; CMM/M&S; CMM/E&S
All Purchase Officers; All Depot Officers;
All Divisional Stores Officers;
Dy.CVO/Stores/SC; Dy.CMM/Con at CAO/O/SC
Principal/STC/SC; Sr.SM/EDP/SC
FA&CAO/S&W/SC; Sr.AFA/SF/SC
All. Chief OSs/OSs of Purchase Sections.
Sr.MPS/SC

8120

03 MAY 2007

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2007/JDRS(M)/01

New Delhi, dated: 27.4.2007

Controller of Stores.

Northern Rly., New Delhi.
West Central Rly., Jabalpur.
Central Rly., Mumbai.
Western Rly., Mumbai.
✓ S.C.Rly., Secunderabad.
Southern Rly., Chennai.
N.C.Rly., Allahabad.
S.E.C.Rly., Bilaspur.
RCF, Kapurthala.
ICF, Chennai.
DLW, Varanasi.
DMW, Patiala.
RWF, Bangalore.

General Manager, Project-V,
CRIS, Chanakyapuri, New Delhi.

Sub: ACTION PLAN FOR E-PROCUREMENT IMPLEMENTATION
IN 13 ZONAL RAILWAYS/PUs

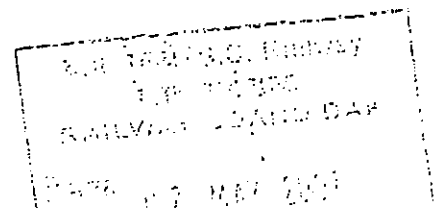
Progress Review Meeting held on 24.4.2007 was attended by

- | | | |
|-----|--------------------|-------------------|
| (1) | Shri A.K. Goel | EDRS(G)/Rly. Bd., |
| (2) | Shri Aditya Sharma | CMM/N.Rly., |
| (3) | Shri Ajay Gupta | JDRS(M)/Rly. Bd. |

E-procurement is to be implementation on 8 Zonal Railways and 5 PUs under the sanctioned project. COS/NR is the Nodal agency for providing policy instructions and process guidelines on E-procurement system (EPS) in these Railway Units. CRIS has been nominated as the central agency for setting-up the Data centre and further software development for integrated E-procurement for all railway units. Target for implementation have been laid down by CRIS jointly with N.Rly. and same are to be adhered to ensure timely implantation.

As per the Action plan all the 13 Railway units must undertake and complete following activities for readiness, testing and familiarization before starting E-tendering as per the time frame:-

- i) Issue Joint Procedure order on E-procurement on the same line as per N.Rly JPO.
- ii) Circulate E-tender General Instruction set as per N.Rly with desired revision.



- iii) Railways are advised to obtain Digital certificate + encryption and intimate progress to CRIS & Northern Railway.
- iv) N.Rly to create buyer ID for nominated officers for each Railway for access and viewing to get familiarised with NREPS. N.Rly will provide assistance to the Rlys. to test the e-tendering process by providing atleast 3 login ID to each Rly.
- v) All Registered./Approved Vendors are required to procure digital certificate before starting EPS. Rlys are advised to obtain N.Rly instruction set issued to registered vendors and expedite the process of acquiring Digital Certificates by all Approved /Registered vendors.
- vi) E-tender policy (N.Rly.-Policy) is to be issued by Railways after desired revision & planned implementation on E-tenders.
- vii) N.Rly. will organize vendor familiarization meet regularly.
- viii) List of items which have been already decided on e-tenders by N.Rly, may be provided to the other Railway.

The Ministry of Finance, Deptt. Of Expenditure, under Mission Mode project (MMPs) of e-governance have issued O.M. dated 10.1.2007 to switch over to e-procurement w.e.f. July1, 2007. N.Rly is required to plan above activities in time bound manner and inform progress to Railway Board regularly. The above activities should be completed before 31st August, 2007.

13 Rlys./Pus will send a team of 2-3 JAG/SG Officers to N.Rly. to familiarize with EPS as per following program. Actual schedule program date will be communicated by N. Rly.

Action Plan for familiarization process by N.Rly.

Railways	Time frame	Target
WCR, CR & WR	3 Man. days	May-2007
RCF, SCR, S.R.	-do-	June-2007
NCR, ICF, DLW	-do-	July-2007
SECR, DMW, RWF	-do-	August-2007

N. Rly will e mail SRS C.D of EPS system to all COS of Zonal Railways and Pus for study and preparedness before implementation of EPS.


 (Ajay Gupta)
 Jr. Director, Rly. Stores (M)
 Railway Board.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dt.14-06-07

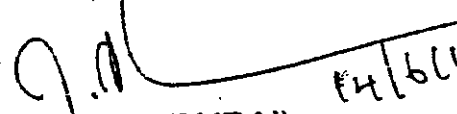
No.S.291/ST/Policy

OFFICE PROCEDURE ORDER No. 05/2007

Sub: Evaluation of offers.

- 1.0 As per the Union Budget, 2007-08 the following changes in the Taxes and Duties have taken place.
 - i) The educational cess on ED has been increased from 2% to 3% w.e.f the midnight of 28.02.07.
 - ii) The rate of CST on inter-State sale to Government Departments shall be the rate of VAT / State Sales Tax applicable in the State of the selling dealer and the facility of Inter-State purchases by Government Department against Form 'D' stands withdrawn.
- 2.0 In all the cases which have been opened prior to 28-02-07 as also on / after 28.02.07 and not yet finalized, the ranking of the firms should be worked out, observing the following procedure.
 - a) **Educational Cess on ED:** Educational Cess on ED should be loaded @ 3% instead of 2%.
 - b) **CST:** The rate of CST on inter state sale shall be the rate of VAT / State Sales Tax applicable in the state of the selling dealer. CST for goods of special importance and Iron and Steel items should be as incorporated in section 14 of the CST Act. The list of such items is enclosed as Annexure.
- 2.1 The above procedure is to be followed regardless of the fact whether the offer is with Statutory Variation Clause or without Statutory Variation Clause, since these are the changes in the Statute and not Statutory Variation of rate of Taxes and Duties. However, the procedure of ED loading as per tender condition for evaluation of offers will continue to be followed.

- 2.2 Where the firms have quoted all inclusive price without mentioning any Taxes and Duties present or future, and have also not quoted with Statutory Variation Clause, their offers should not be loaded with the revised rate of Taxes and Duties. In such cases, the firms shall have to bear the future variations.
- 3.0 Cases which have already been finalized need not be reopened.
- 4.0 The variation in tax rate in respect of existing contracts should be considered in terms of contract conditions. However, since issue of D-form has been dispensed with, the VAT/Sales Tax schedules of the relevant state should be checked and notified copy of the relevant page of the notification covering the item should be obtained before considering the request of the firm for change in the Sales Tax.
- 5.0 The purchase of HSD oil to the extent possible be made from locations where rate of tax is lower than other contiguous locations.
- 6.0 This issues as per relevant decisions / memorandum of the Ministry of Finance, Govt. of India and Railway Board and clarifications of the Govt. of Andhra Pradesh, Commercial Taxes Department, Legal opinion of the Law Officer / S.C.Railway and administrative approval of the Competent Authority and duly concurred in by Finance.


(A. ANNADURAI)
Dy.CMM/S&T/Hqrs.
For Controller of Stores

Copy to:

PS to COS for kind information of COS
CMM/G&A, CMM/M&S, CMM/E&G
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers,
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs / OSs of Purchase Sections.
Principal/STC/LGD

SECTION - 14 of THE CENTRAL SALES TAX ACT, 1956

14. CERTAIN GOODS TO BE OF SPECIAL IMPORTANCE IN INTER-STATE TRADE OR COMMERCE. - It is hereby declared that the following goods are of special importance in inter-State trade or commerce :-

- (i) Cereals, that is to say, -
- (i) Paddy (*Oryza sativa* L.);
- (ii) Rice (*Oryza sativa* L.);
- (iii) Wheat (*Triticum vulgare*, *T. compactum*, *T. sphaerococcum*, *T. durum*, *T. aestivum* L., *T. dicoccum*);
- (iv) Jowar or milo (*Sorghum vulgare* Pers);
- (v) Bajra (*Pennisetum typhodeum* L.);
- (vi) Maize (*Zea mays* D.);
- (vii) Ragi (*Eleusine coracana* Gaertn.);
- (viii) Kodon (*Paspalum scrobiculatum* L.);
- (ix) Kutki (*Panicum miliare* L.);
- (x) Barley (*Hordeum vulgare* L.);
- (ia) Coal, including coke in all its forms, but excluding charcoal;

PROVIDED that during the period commencing on the 23rd day of February, 1967 and ending with the date of commencement of section 11 of the Central Sales Tax (Amendment) Act, 1972 (61 of 1972), this clause shall have effect subject to the modification that the words "but excluding charcoal" shall be omitted;

(ii) Cotton, that is to say, all kinds of cotton (indigenous or imported) in its unmanufactured state, whether ginned or unginned, baled, pressed or otherwise, but not including cotton waste;

(iia) Cotton fabrics covered under heading Nos. 52.05, 52.06, 52.07, 52.08, 52.09, 52.10, 52.11, 58.01, 58.03, 58.04, 58.05, 58.06, 59.01, 59.03, 59.05, 59.06 and 60.01 of the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986);

(iib) Cotton yarn, but not including cotton yarn waste;

(iic) Crude oil, that is to say, crude petroleum oils and crude oils obtained from bituminous minerals (such as shale, calcareous rock, sand), whatever their composition, whether obtained from normal or condensation oil-deposits or by the destructive distillation of bituminous minerals and whether or not subject to all or any of the following processes :- (1) Decantation;

SECTION - 14 of THE CENTRAL SALES TAX ACT, 1956

(2) De-salting;

(3) Dehydration;

(4) Stabilisation in order to normalise the vapour pressure;

(5) Elimination of very light fractions with a view to returning them to the oil-deposits in order to improve the drainage and maintain the pressure;

(6) The addition of only those hydrocarbons previously recovered by physical methods during the course of the above-mentioned processes;

(7) Any other minor process (including addition of pour point depressants or flow improvers) which does not change the essential character of the substance;

(iii) Hides, and skins, whether in a raw or dressed state;

(iv) Iron and steel, that is to say, - (i) Pig iron and cast iron including ingot moulds, bottom plates, iron scrap, cast iron scrap, runner scrap and iron skull scrap;

(ii) Steel semis (ingots, slabs, blooms and billets of all qualities, shapes and sizes);

(iii) Skelp bars, tin bars, sheet bars, hoe-bars and sleeper bars;

(iv) Steel bars (rounds, rods, squares, flats, octagons and hexagons, plain and ribbed or twisted, in coil form as well as straight lengths);

(v) Steel structurals (angles, joists, channels, tees, sheet piling sections, Z sections or any other rolled sections);

(vi) Sheets, hoops, strips and skelp, both black and galvanised, hot and cold rolled, plain and corrugated, in all qualities, in straight lengths and in coil form, as rolled and in rivetted condition;

(vii) Pulses, that is to say, -

(i) Gram or gulab gram (*Cicerarietinum L.*);

(ii) Tur Or arhar (*Cajanus cajan*);

(iii) Moong or green gram (*Phaseolus aureus*);

(iv) Mmasur or lentil (*Lens esculmta Moench, Lens culinaris Medic.*);

(v) Urad or black gram (*Phaseolus mungo*);

(vi) Moth (*Phaseolus aconitifolius Jacq*);

(vii) Lakh or khesari (*Lathyrus sativus L.*);

SECTION - 14 of THE CENTRAL SALES TAX ACT, 1956

- (viii) Plates both plain and chequered in all qualities;
- (ix) Discs, rings, forgings and steel castings;
- (x) Tool, alloy and special steels of any of the above categories;
- (xi) Steel melting scrap in all forms including steel skull, turnings and borings;
- (xii) Steel tubes, both welded and seamless, of all diameters and lengths, including tube fittings;
- (xiii) Tin-plates, both hot dipped and electrolytic and tinfoil plates;
- (xiv) Fish plate bars, bearing plate bars, crossing sleeper bars, fish plates, bearing plates, crossing sleepers and pressed steel sleepers - heavy and light crane rails;
- (xv) Wheels, tyres, axles and wheels sets;
- (xvi) Wire rods and wires - rolled, drawn, galvanised, aluminised, tinned or coated such as by couper;
- (xvii) Defectives, rejects, cuttings or end pieces of any of the above categories;
- (v) Jute, that is to say, the fibre extracted from plants belonging to the species *Cochlosanthus cordatus* and *Cochlosanthus olitorius* and the fibre known as mesta or bimli extracted from plants of the species *Hibiscus cannabinus* and *Hibiscus sabdariffa* - *Var. altissima* and the fibre known as Sunn or Sunn-hemp extracted from plants of the species *Crotalaria juncea* whether baled or otherwise;
- (vi) Oilseeds, that is to say, - (i) Groundnut or peanut (*Arachis hypogaea*);
- (ii) Sesamum or Til (*Sesamum orientale*);
- (iii) Cottonseed (*Gossypium* spp);
- (iv) Soyabean (*Glycine soja*);
- (v) Rapeseed and mustard - (1) Toria (*Brassica campestris* var *toria*);
- (2) Rai (*Brassica juncea*);
- (3) Jamba - Taramira (*Eruca sativa*);
- (4) Sarson, yellow and brown (*Brassica campestris* var *sarson*);
- (5) Banarsi Rai or True Mustard (*Brassica nigra*);
- (vi) Linseed (*Linum usitatissimum*);
- (vii) Castor (*Ricinus communis*);

SECTION - 14 of THE CENTRAL SALES TAX ACT, 1956

- (viii) Coconut (i.e. copra excluding tender coconuts) (*Cocosnucifera*);
- (ix) Sunflower (*Helianthus annuus*);
- (x) Nigar seed (*Guizollia abyssinica*);
- (xi) Neem, vepa (*Azadirachta indica*);
- (xii) Mahua, Illupai, Ippe (*Madhuca Indica* *M. latifolia*, *Bassia latifolia* and *Madhuca longifolia* syn. *M. longifolia*);
- (xiii) Karanja, pongam, honga (*Pongamia pinnata* syn. *P. Glabra*);
- (xiv) Kusum (*Schleichora oleosa*, syn. *S. trifuga*);
- (xv) Purna, undi (*Calophyllum Inophyllum*);
- (xvi) Kokum (*Carcinia Indica*);
- (xvii) Sal (*Shorea robusta*);
- (xviii) Tung (*Aleurites fordii* and *A. montana*);
- (xix) Red palm (*Elaeis guineensis*);
- (xx) Safflower (*Carthamus tinctorius*);
- (vii) Man-made fabrics covered under heading nos. 54.08, 54.09, 54.10, 54.11, 54.12, 55.07, 55.09, 55.10, 55.12, 58.01, 58.02, 58.03, 58.04, 58.05, 58.06, 59.01, 59.02, 59.03, 59.05, 59.06 and 60.01 of the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986);
- (viii) Sugar covered under sub-heading nos. 1701.20, 1701.31, 1701.39 and 1702.11 of the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986);
- (ix) Unmanufactured tobacco and tobacco refuse covered under sub-heading no. 2401.00, cigars and cheroots of tobacco covered under heading no. 24.02, cigarettes and cigarillos of tobacco covered under sub-heading nos. 2403.11, and 2403.11 and other manufactured tobacco covered under sub-heading nos. 2404.11, 2404.12, 2404.13, 2404.19, 2404.21, 2404.29, 2404.31, 2404.39, 2404.41, 2404.50 and 2404.60 of the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986)
- (x) Woven fabrics of wool covered under heading nos. 51.06, 51.07, 58.01, 58.02, 58.03 and 58.05 of the Schedule to the Central Excise Tariff Act, 1985 (5 of 1986).

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071,
Dt: 30.07.2007

No.S.314.2P.VOL.V(48)

OFFICE PROCEDURE ORDER NO: 6 /2007

- Sub:1) Ordering on Approved Sources
2) Inter-se position of the tenderers in the tender
for more than one item and / or consignee.

Ref: 1) Rly.Bd Lr.No:99/RS(G)/709/1Pt 1 dt:29.06.2007
2) Rly.Bd.Lr.No: 2006/RS(G)/779/2 dt:20.07.2007.

In view of the Rly.Board Letters referred above, the changes in the ***General Tender Conditions and Instructions to Tenderers*** are given in the enclosure to the OPO.

It has also been decided that for all cases which are already opened and not finalized and also the cases which will be opened before publication of the above evaluation criteria in the Press, the existing practice of this Railway for evaluation based on ***Consignee wise/Destination wise*** may be continued to be followed.

This has the ***approval of Competant Authority***
Encl: as above.


(A.ANNADURAI)
DY.CMM/S&T
For Controller Of Stores

Copy to:
PS to COS for kind information of COS.
CMM/G&A, CMM/M&S, CMM/E&S
All Purchase Officers, All Depot Officers
All Divisional Stores Officers,
DY.CVO/Stores/SC,DY.CMM/C at CAOR/SC
Principal/ STS/SC, Sr.SM/EDP/SC
FA&CAO/WST/SC.Sr.AFA/SF/SC
All Chief O.Ss/O.Ss of Purchase Sections
Sr.MPS/SC.

Instructions to Tenderers :

I Para 14 (iii)

The criteria for evaluation of inter-se –position of bidders shall be item wise and destination wise unless otherwise some other evaluation criteria is specifically mentioned in the tender.

General Tender Conditions:

III Para 3.1.2

3.1.2.1 - *Orders on firms approved by RDSO as Part-II vendors shall be limited upto 15% quantity normally.*

3.1.2.2 - *The ordering on a Part II approved source with competitive price ranking can be considered beyond 15% in case that source has successfully executed a larger quantity order in the same Railway unit. That is to say, the ordering quantity on a Part –II source can be up to 15% or the highest quantity of a past order successfully executed in the same Railway unit whichever is higher subject to the tender committee/accepting authority being satisfied about the financial capacity, performance aspects etc.*

3.1.2.3 - *In cases where more than one Part – II source are within the zone of consideration on the basis of competitive price ranking with satisfactory past performance on that Railway, each Part-II source can be considered for ordering in the same manner as indicated in para 3.1.2.2*

3.1.2.4 *The period for consideration of the past performance will be around 3 years.*

- 3.1.2.5** If the tendering firm(s) is not approved by RDSO as mentioned above either for placement of bulk order or for developmental orders, then they must submit their credentials details i.e. Machinery and Plant, Testing Facilities, QAP, Technical Manpower, etc. In deserving cases, their offers may be considered for educational orders after assessment of capacities/capabilities by RDSO. Failure to furnish requisite credentials as mentioned above will make their offer liable to be ignored.

Para 5

- (i)** Purchase Preference Policy (PPP) support will be extended to the contracts of the value of Rs.5 Crores and above but not exceeding Rs.100 crore. *For deciding the applicability of PPP, the value of option quantity shall not be taken into consideration.*
If civil works are included as part of the contract for supply of goods and/or if the contract is a turnkey contract, such contracts would also be covered by PPP, subject to the condition that the total value of the contract does not exceed Rs.100 Crore.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores branch,
Secunderabad - 71.
Dt: 08.07

No. S.314.2P.VOL.v(48)

OFFICE PROCEDURE ORDER NO No:07/2007

Sub: Procedure for distribution of Receipt Note copies for centralised depot.

-000-

On S.C.Railway DSL/KZJ is Centralised Depot for receiving the materials from DLW/DMW/BHEL/MICO etc for further distribution to other Diesel depots.

As per Para 729 of stores code, on railways where receipt and inspection of stores is centralised, the receipt and issue note (Form 719-S) shall be prepared in seven parts, distribution of which shall be as follows:

Part-I, to be retained in the receipt and inspection section of Centralized Depot as office copy.

Part-II, will be sent to the supplier as an acknowledgment for the correct receipt of material and for submission to the account office with the bill for payment.

(*) Part-III, to Central Stores Accounts Office i.e, FA&CAO to be used for posting the price ledger, purchase register and finally for comparing to Part-II while releasing payments.

(*) Part-IV, the receiving depot shall send this copy to the Central Stores Accounts Office along with Part-III. The Central Stores Accounts Office should send it to local stores accounts office concerned in support of the daily Summary of Credits to Purchases Account (S.2808). (Since the stores accounts offices on S.C Rly are de-centralised).

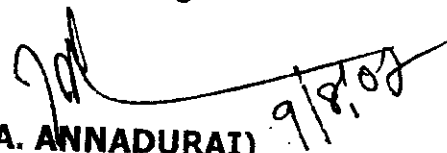
Part-V, will be sent by the receipt section to stocking depot who after giving the R.O. Number should send it to local stores accounts office. The local stores accounts office should use Part-V for posting price ledgers, compare it with Part-IV received from central stores accounts office, endorse both parts with the remark that they have been compared and return Part-V finally to the stocking depot office for record.

Part-VI, will be sent by the receipt section to the stocking depot. After issuing RO No., this copy shall be forwarded to the purchase officer concerned.

Part-VII, will be sent by the receipt section to stocking depot. After issuing RO No., this copy shall be returned to the receiving depot as an acknowledgment of the stores received by the stocking depot. This will be matched by centralised depot with Part-I.

Hence the DSD/KZJ and other DSL depots will follow the above procedure for Centrally received Stores. This was discussed with Finance in the meeting held on 02-08-2007 and agreed by Finance.

(*)Note: While sending R/note copy Number III & IV to Central Stores Accounts Office, SMM/DSL/KZJ to ensure that R/note copies of all consignees (i.e., Receiving depots) are sent together in one bunch at a time instead of sending R/notes of different consignees (i.e, Receiving depots) at different time. This will enable Central Stores Accounts Office to connect R/notes of all Consignees at one go.


(A. ANNADURAI)

DY.CMM/S&T

for Controller of Stores.

Copy to:

PS to COS for kind information.

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

All purchase Officers, all Depot Officers,

All divisional Stores officers, Dy.CVO/Stores Officers,

DY.CMM/C at CAOR/SC Principal STS/SC, Sr.SM/EDP/SC

FA & CAO/WST/SC. Sr.AFA/SF/SC, Dy.CAO/W/LGD, Sr.DFM/GTL,

Sr.DFM/BZA, WAO/RYPs.

All chief O.Ss/O.Ss of Purchase Sections & Sr.MPS/SC.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date : 17/8/2007

No.S.289.Scrap Policy/07-08

CORRIGENDUM TO OFFICE PROCEDURE ORDER NO. 8/2007
(issued vide letter of even No. dated 9/8/2007)

Sub : Disposal of heavy items which are unwieldy
and require cutting for loading purposes.

In order to give clarity, the first sentence of Para (ii) of OPO No. 8/2007 dated 9/8/2007 is amended

from

"In case of disposal of unwieldy and voluminous **scrap** items which require cutting for loading,"

to

"In case of disposal of unwieldy and voluminous **scrap** items which are to be sold on per MT (weight) basis and require cutting for loading,"

This has the approval of the Competent Authority.



(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

Copy to :

PS to COS for kind information of COS

CMM/G&A, CMM/M&S, CMM/E&S for kind information.

Dy.CMM/M&E/LGD, Sr.DMM/Dvn/SC, Dy.CMM/M&G/RYPs, Dy.CMM/C/SC,
Sr.DMM/BZA, Sr.DSC/BZA, DMM/Dvn/HYB, GTL, NED, SMM/SD/LGD & RYP,
Dy.CAO/S&W, Dy.FA&CAO/LGD, WAO/RYP

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date : 9/8/2007

No.S.289.Scrap Policy/07-08

OFFICE PROCEDURE ORDER NO. 8/2007

Sub : Disposal of heavy items which are unwieldy and require cutting for loading purposes.

Vigilance has made an observation in a recent case of disposal of condemned BG Trucks Bare Body of GTL Division that cutting was permitted without specifying any reasons and without specifying no. of cuts etc. and also consistency was not followed in selling such lots on "lot basis" or "actual weightment basis" resulting in disadvantageous position for railways. In view of the above, the following instructions are issued for guidance of the officers/officials dealing with scrap disposal including Auction Conducting Officers.

- (i) The decision of selling of lots on lot basis or on actual weightment basis has to be taken in a rational way depending on the condition, quality, scope for pilferage, security etc. Decision of selling on 'lot basis' or 'actual weightment basis' has to be consistent from lot to lot.
- (ii) In case of disposal of unwieldy and voluminous scrap items which require cutting for loading, survey committee may recommend for disposal of the items duly allowing cutting for loading. The same will appear in the catalogue for information of the bidders. If the cutting permission is not mentioned in the survey sheets or catalogue, but during the course of auction, if the bidders demand for permission or cutting, the auction conducting officer may permit cutting for loading purpose and put up the lot for bidding. But the cutting permission clause should be very specific as regards the purpose of cutting and the number of cuts allowed and same should be recorded clearly in the bid sheets and subsequently in the delivery order.
- (iii) Whenever coaches/wagons/locos/UIC bogies or such heavy items are sold, where RC items are to be returned, the Stores Representative should also associate in delivery of scrap material along with custodian, RPF and accounts representatives for return of RC items.

The above aspects should be followed in order to protect the Railway interest and to avoid pilferage and other consequent problems.


(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

Copy to :
PS to COS for kind information of COS
CMM/G&A, CMM/M&S, CMM/E&S for kind information.
Dy.CMM/M&E/LGD, Sr.DMM/Dvn/SC, Dy.CMM/M&G/RYPs, Dy.CMM/C/SC,
Sr.DMM/BZA, Sr.DSC/BZA, DMM/Dvn/HYB, GTL, NED, SMM/SD/LGD & RYP,
Dy.CAO/S&W, Dy.FA&CAO/LGD, WAO/RYP

SOUTH CENTRAL RAILWAY

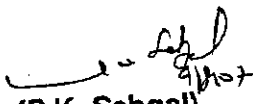
HQrs Office
Stores Branch
Secunderabad
Date: 09-08-2007

No. S.320.e-Procurement/JPO/07-08

PROCEDURE ORDER NO. 9/2007

Sub: e-Tender Policy

1. EPS is expected to be implemented in SCR on trial basis by 31-10-2007, for which CRIS will be supplying necessary hardware and software. Target for full implementation of EPS on SCR is 30-04-2008.
2. This Procedure Order is applicable only for purchase of stock items where estimated value of purchase is above Rs.5 lakhs or the normal limit for issue of LT.
3. During the trial run of the EPS, tenders for all stock items of value exceeding Rs.5 lakhs or the normal limit for issue of LT and where requirement in current financial year is 'NIL' shall be processed through Electronic Procurement System only.
4. For items where requirement of IP in current financial year is not 'NIL', manual tenders may be issued.
5. Electronic Tenders may be uploaded on EPS website giving opening date as 90 days from date of uploading.
6. The respective Purchase Sections will make all possible efforts (by telephone, FAX etc) to ensure that approved vendors (wherever relevant) against such tenders purchase Digital Certificates.
7. For emergency purchase, manual tenders only may be issued for covering emergency requirement with prior approval of concerned CMM/COS.


(S.K. Sehgal)
Dy.CMM/Systems

Copy to:

PS to COS for kind information of COS
CMM/G&A; CMM/M&S; CMM/E&S
All Purchase Officers; All Depot Officers;
All Divisional Stores Officers; Dy.CVO/Stores/SC; Dy.CMM/Con at CAO/O/SC
Principal/STC/SC; Sr.SM/EDP/SC, FA&CAO/S&W/SC; Sr.AFA/SF/SC
All. Chief OSs/OSs of Purchase Sections. Sr.MPS/SC

SOUTH CENTRAL RAILWAY

HQrs Office
Stores Branch
Secunderabad

No.S.320.e-Procurement/JPO/06-07

Date: 17-08-2007

PROCEDURE ORDER No.10/ 2007

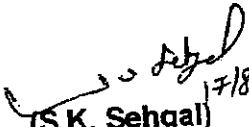
Sub: DIGITAL CERTIFICATE MANAGEMENT

- 1.0 Digital Certificates are digital equivalent (i.e. electronic format) of physical paper certificates ex. Drivers license, Pass-port etc., Digital Certificates can be presented electronically to prove one's identity on the internet.
- 2.0 Digital Certificate contains three elements:-
 - i) Subject name and other certificate extensions.
 - ii) Public key information
 - iii) Certifying authority's signature
- 3.0 For Management of Digital Signature Certificate on S.C. Railway, CMM/E&S will be the authority to approve issue of new Digital Certificate to officers / staff of Stores Dept.
- 4.0 Dy. CMM/Systems will initiate indent for new Digital Certificates for officers/staff and Dy. CMM/S&T will process for procurement of new Digital Signature Certificates, as per purchase powers as mentioned in SOP.
- 5.0 Divisional Stores Officers / Depot Officers can Purchase Digital Certificates from their imprest after obtaining the necessary administrative approval from CMM/E&S.
- 6.0 The new Digital Signature Certificates will be collected / received by DMS/Computer Cell for HQrs Officers / Staff and for further distribution. Divisional Officers / Depot Officers can directly collect or receive their own Digital Signature Certificates from the certifying authority, on whom order has been placed.
- 7.0 The information regarding Digital Certificates which are already available in HQrs as well as further procurement of Digital Certificates will be maintained in manual register by DMS / Computer Cell in the following format.

Sl. No.	Officer's Name & Designation	Digital Certificate Issuing Authority	Digital Certificate Valid from	Digital Certificate Valid upto.	Signature of the officer holding digital certificate	Whether renewed or expired.

Similar information will be provided by Sr. Supervisor as nominated by the Depot or Divisional Stores Officers in the field units.

- 8.0 The Officer/ Staff concerned to whom Digital Certificates have been issued will take care personally for the safe and secure custody of Digital Certificates and it is to be ensured not to share the Digital Certificates /Password with others. The Digital Certificate is issued by the Certifying Authority as per the IT Act 2000, with latest revision.
- 9.0 If Officer / Staff is transferred from S.C. Railway, he will have to revoke/cancel the digital certificate by visiting the certifying authority's web-site and deposit back the revoked / cancelled Digital Certificate to the DMS Computer cell for further disposal. Similarly in the field units, the Sr. Supervisor as nominated by the Depot / Divisional Officer will keep such return Digital Certificates in safe custody.
- 10.0 If Officer /Staff is transferred within S.C. Railway, then he may continue with his existing Digital Certificate.
- 11.0 The Officers posted in Divisions / Depots can utilize their imprest to obtain new Digital Certificates / renewal of Digital Certificates from their imprest for themselves as well as for their staff.


(S.K. Sehgal)
Dy.CMM/Systems

Copy to :

PS to COS : for kind information of COS
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Principal/STC/SC; Sr.SM/EDP/SC; Sr.MPS/SC
All. Chief OSs/OSs of Purchase Sections.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071.
Dt: 16/11/2007

No.S.226.P.Vol.6(46)

OFFICE PROCEDURE ORDER NO: 11 /2007

Sub: Tender Committee proceedings- Eligibility Criteria

Ref: AMRS's D.O letter No.2003/RS(G)/777/4 dt.10/09/2007.

In view of AMRS's D.O referred above, the following directives for Tender Committee proceedings are to be followed:

The TC proceedings must bring out the eligibility criteria stipulated in the tender enquiry. TC also has to carefully and logically go through the offers and categorically comment as to whether the recommended tenderer really fulfills the eligibility criteria as laid down in the tender and therefore, qualify for such recommendations. Similar actions are also necessary while recommending passing over of the offer of any tenderer.

Necessary action is to be ensured as per the above directives not only for TC proceedings which are being sent to Board but also for tender cases dealt with at the level of Zonal Railways..

This has the *approval* of the *Competent Authority*.

(A. ANNADURAI)
DY.CMM/S&T

For Controller Of Stores

Copy to:

PS to COS for kind information of COS.

CMM/G&A, CMM/M&S, CMM/E&S

All Purchase Officers, SMM/Sales;

S-cy.to COS; All Depot Officers

All Divisional Stores Officers,

DY.CVO/Stores/SC, DY.CMM/C at CAOR/SC

Principal/ STS/SC, Sr.SM/EDP/SC

FA&CAO/WST/SC, Sr.AFA/SF/SC

All Chief O.Ss/O.Ss of Purchase Sections

OS/Sales, All CTCs.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-500071,
Dt: 27/11/2007

No.S.265/SDGM/Misc/99/2005/127

OFFICE PROCEDURE ORDER NO:12/2007

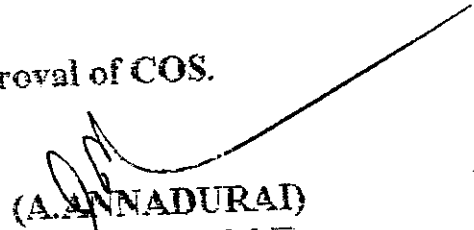
Sub: Irregularities in Receipt, Accountal & Issues-Reg.
Ref: Dy.CVO/Stores/SC's letter No.G.265/10/PC 46/2007/10/176
dt.02/11/2007.

During a preventive check of Vigilance, in a particular depot, vigilance have observed that weighment of gross weight / tare weight of lorries were not witnessed by DMS/R or the Ward Keeper. This is a gross violation to codal provision of Para 1213 & 1214. Instructions are already existing on this matter as per OPO No.11/2006 dt.26/04/06 clearly bringing out the procedure to be followed by DMS/R & Ward Keeper at the time of receipt of consignments in lorries.

As per Stores code Para Nos.1213 and 1214 the weighment of full load lorries have to be taken both full load and later on after the stores have been unloaded and the ward keeper responsible for stocking has to witness and acknowledge the receipt of correct quantity.

In view of the above, you are once again advised to follow codal provision without any violation.

The above instructions has the approval of COS.


(A. ANNADURAI)
DY/CMM/S&T
for Controller of Stores

Copy to :

PS to COS for the kind information of COS

CWE,CME,FA&CAO/WST/SC

CMM/G&A,CMM/M&S,CMM/E&S

CWM/RYPs, LGD & CRS/TPTY

Dy.CVO/Stores/SC, Sr.AFA/SF/SC

DY.CMM/M&E/LGD, DY.CMM/M&G/RYPs,

DY.CMM/G&S/MFT,AMM/CRS/TPTY & All Depot Officers.

SOUTH CENTRAL RAILWAY

Headquarters Office.
Stores Branch.
Rail Nilayam.
Secunderabad-71
Dt.13-12-2007

No.8.232.Tender & Purchase Procedures (Part)

OFFICE PROCEDURE ORDER No.13/2007

Sub:- Re supply of rejected stores – Prevention of resale of recycled rejected stores to Railways.

Ref: OPO NO.8.2006 dt.06/04/06.

During a preventive check of Vigilance, in a particular depot, vigilance have observed that the rejected materials were not mechanically defaced in order to prevent recycling of such rejected material and to avoid ultimate failure to assets.

Suitable instructions issued vide this office OPO NO.8.2006 dt.19-04-06 and also laid down in the 'General Tender Conditions' of bulletin and limited tenders in this regard have been violated.

In order to prevent asset failures by way of resale of recycled rejected stores to the Railways, it is once again reiterated that the following clause instructing the inspecting authority to mechanically deface the rejected stores is to be incorporated in the purchase orders as indicated in our tender conditions and followed strictly..

Note to Inspecting Authority: Material peculiar to Railways such as parts and fittings of rolling stock except raw material, which have been found rejected during inspection and which could not be rectified, are required to be defaced by the inspecting authority to avoid recycling of such rejected material and to avoid ultimate failures to assets. All such rejected materials peculiar to Railways should be mechanically defaced to prevent re-sale to Railways again.

This issues with the approval of the competent authority.

(A. ANNADURAI)
Dy. CMM/S&T

for Controller of Stores.

Copy to :

PS to COS for the kind information of COS

CMM/G&A, CMM/E&S, CMM/M&S

All Purchase Officers, All Depot Officers, All Divisional Stores Officers,

Dy. CMM/Con at CAOR/SC, Dy. CVO/Stores, Principal/STC/SC,

Sr. SM/EDP/SCFA&CAO/WST/SC, Sr. AFA/SF/SC, Secy. to COS

All Chief O.Ss/O.Ss of Purchase Sections

13.12.2007
 Stores Branch
 Rm. Nilayam
 Secunderabad-71
 Dt. 27/12/2007

No. S.232, Tender & Purchase Procedures (Part) 158

OFFICE PROCEDURE ORDER No.14/2007

Subj: Ordering on approved sources in Part - II

Ref: 1) Rly Bd Lr. No: 99 RS(G) 709 1 dated 05.05.2006
 2) OPO NO.19-2006 dt.09.06.06. -
 3) Rly Board's letter No.99 RS(G) 709 1 dt.06.12.2007.

In continuation to Rly. Board's letter dated 05.05.06 and subsequent OPO No:19-2006 dt:09.06.2006 and in view of the latest Rly.Bds Letter referred above, the following modifications are issued:

i) Existing Para 2.0 of the OPO dated 09.06.06 is substituted by the following:

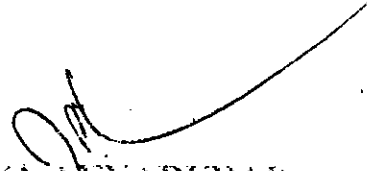
i) Ordering on Part II approved source with competitive price ranking can be considered beyond 15% in case that source has successfully executed a larger quantity order in the same Railway unit or other Railway units PUs in the preceding 3 years. Successful executions will be signified by both quantitative and qualitative performance. Upper limit of quantity to be ordered on such a source will not exceed 25% of the net procurable quantity in a given procurement case with another 5% on new source in deserving cases and with strict compliance of extant procedure on such educational ordering. That is to say, the ordering quantity on a Part II source can be upto 15% or the highest quantity of a past order, successfully executed in the preceding 3 years in the same Railway unit or other Railway units PUs, whichever is higher, subject to maximum of 25% of the net procurable quantity in the given procurement case."

ii) Aggregate quantity to be ordered on all Part II approved vendors taken together, however, will not exceed the 25% of the net procurable quantity in a given procurement case.

iii) All Part II approved vendors must submit attested photo copies of POs, inspection certificates and receipts notes. Certificates related to the maximum quantity of the material under procurement, successfully supplied by them in any single order placed on them over a preceding three years by any Zonal Railway PU. Such tenderers are to note that non-submission of such documents shall be taken as their not having any such past performance and their offers shall be considered further as per extant rules and no back reference in this regard will be made to them.

by Genuineness of the documents submitted by the tenderers as per Para (iii) above confirmed from the relevant Zonal Railway Production Unit before accepting these documents for decision making.

This issues with the approval of the competent authority


(A. ANNADURAI)
Dy. CMM/S&T
for Controller of Stores

Copy to:

PS to COS for kind information of COS.
CMM G&A, CMM M&S, CMM E&S
All Purchase Officers, All Depot Officers,
All Divisional Stores Officers, Sr. MPS SC
Dy. CVO/Stores SC, Dy. CMM C at CAOR O SC
Principal STC/SC, Sr. SM EDP SC
FA&CAO WST/SC, Sr. AFA/SF/SC.
All Chief O.Ss/O.Ss of Purchase Sections.
All CTCs

OFFICE PROCEDURE ORDERS YEAR – 2008

O.P.O. No.	Date	Brief Description	Page No.
01/2008	10.01.08	Joint Procedure Order for Money Value Books & Forms	125-134
02/2008	18.01.08	Review of ABC categorization of stores(based on percentage of total consumption)	135
03/2008	13.02.08	PCDOs to COS – Review at HQrs.	136-137
04/2008	21.05.08	R&D Section – Mode of dispatch of LT & Spl.LT enquiries.	138
05/2008	11.08.08	Roster for vehicles of Stores Department.	139
06/2008	11.08.08	Tender conditions and guidelines for procurement of M&P.	140-143

TOTAL 06 (SIX) OPOs ONLY.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 500 001
DL 10-01-2008

DL 10-01-2008

JOINT PROCEDURE ORDER NO. 01/2008

Sub: Joint Procedure Order for Money Value Books and Forms.

A copy of the JPO NO. 01/2008 dt. 10/01/2008 for Money Value Books and Forms signed by CCM/PS, FA&CAO/T & CMM/G&A is enclosed for information, guidance and compliance by all concerned.

Encl: As above


(K.V. SUBBARAYUDU)
DY. CMM/GP&S
for Controller of Stores

Copy to:

PS to COS for kind information of COS.

CMM/PS, CMM/ERS, CMM/G&A

DY. CMM/PS

DY. CVO/STORES/SC, DY. CMM/PS, FA&CAO/SC

Principal/STC/SC, Sr. SV, Dy. CMM/PS, FA&CAO/SC, Sr. SV, CSE

Sr. MIP/SC

OS/PP Section



South Central Railway

**Joint Procedure Order for
Indenting, Vetting, Printing, Issue,
Receipt and Accountal of
Money Value Books & Forms**

(December 2007)

**JOINT PROCEDURE ORDER ON MONEY VALUE BOOKS –
PROCEDURE OF INDENTING, VETTING, PRINTING, CUSTODY,
ACCOUNTAL AND ISSUE**

1. Scope of the JPO:

1.1 In order to have a proper procedure in place for printing, issue, receipt and accountal of Money Value Books and for correct and proper working, it is desired to have detailed guidelines issued to the Printing Press, Stores Depot (Stocking the Money Value Books), Commercial Department and the Traffic Accounts Office. Hence this Joint Procedure Order is issued for guidance and strict compliance. **This JPO Deals with 34 (THIRTY FOUR) Money Value Books used by stations i.e. BPTs, EFTs, Goods Invoices, Parcel Way Bills etc., as per enclosed annexure and does not deal with PCTs and other preprinted stationery like PCTs, UTS, PRS and SPTM for which JPOs already exist and other numbered Money Value Books.**

2. Prerequisite:

2.1 In order to implement this JPO, all the stations should immediately take stock of the **on hand Money Value Books** category wise showing the details of the item, number of books on hand and submit a copy of the same in the form of a return to the Sr.DCM/DCM of the division with in 10 (ten) days of implementation of this JPO.

3. Procedure to be followed by Commercial Department:

3.1. **Stations:** The stations shall prepare the Annual indents as per the extant procedure envisaged in the Indian Railway Commercial Manual Vol. I Para 222 duly assessing the requirement of the indent to be placed for each type of Money Value Book in terms of Para 219 of the IRCM Vol. I.

3.2. Divisions:

3.2.1. The divisions shall make all the arrangements for placement of the indents by the stations and forwarding the same to the divisions as per the existing Time Table/Schedule depending on the classification of the station. The divisions shall lay down the schedule for the stations, which should be strictly adhered to by the stations.

3.3.2. The divisions shall compile the individual indents as received from the stations and prepare the consolidated indents in **two**

copies separately for FOIS RRs and other than FOIS RRs duly retaining one as a record copy and forward the other copy to the Traffic Accounts Office. Care should be taken to provide for buffer stock to tide over the lead-time requirements.

4. Schedule: The following schedule should be followed by the Stations, divisions, Stationery Depot, Printing press and the Traffic Accounts Office:

Sl. No.	Schedule	Date
1	Preparation of indents by the stations and forwarding to the Sr.DCM/DCM	First week of the nominated month
2	Consolidation of Indents by Sr. DCM/DCM and submission to TAO.	Third week of the nominated month.
3	The Traffic Accounts Office shall vet the quantities and the vetted indents should be forwarded to the Stationery Depot duly posting the details of the indent and the quantities vetted against each category of the Money value book in a manuscript register.	Last week of the nominated month.
4	On receipt of the vetted indents in the Stationery ward of the Stores Depot, separate Recoupment Warrants shall be prepared and forwarded to the printing press for the items to be printed in the S.C.Rly. Printing Press and on the Mahalaxmi Printing Press for the items to be printed by the Mahalaxmi Printing Press.	First week of the following month except form No. COM/EFT/T13/(ie) S.M.1 of annexure for which quarterly printing will be taken up by the press in view of large volume.
5.	After receipt of the Recoupment warrant, the Printing Press shall prepare a work order and undertake printing of the Money Value Books and complete the printing process against the Work Order.	Last week of the following month.

5. Procedure to be followed in the Traffic Accounts Office:

5.1. On receipt of the consolidated indent from the divisions, the **Ticket Indent section of the Traffic Accounts office shall vet the quantities required by the divisions based on the quantities supplied earlier and the stock on hand. Regarding vetting of first indent under this new procedure, the quantities indicated in the indent shall be taken are correct and certified accordingly.**

5.2. The vetted Indents should be forwarded to the Stationery Depot of printing press duly posting the details of the indent and the quantities vetted against each category of the Money Value Book in a manuscript register.

5.3. The vetted quantities shall be intimated to the concerned Sr. DCM/DCM of the division.

5.4. In the TAO where the internal check is computerized, the details of the supplies like the commencing number and the closing number should be loaded on to the internal check application from the details available on the **Advice Note Form G. 140 B & G** received from the Stores Depot and the Sr. DCM/DCM's office.

6. Procedure to be followed in the Stationery Depot:

6.1. On receipt of the vetted indents from the Traffic Accounts Office, the depot shall prepare the Recoupment Warrant for the items to be printed in the Printing Press and forward the same to the Printing Press for undertaking the printing activity.

6.2. For those items where the printing activity is entrusted to the Mahalaxmi Printing Press on Western Railway, the S & F Depot shall place an indent on the Mahalaxmi Printing Press/Western Railway.

6.3. After completion of the printing jobs in the Printing Press, the Money Value Books should be brought to the Stationery Depot of the Stores Department and stocked duly taking them into stock.

6.4. These Money Value Books that are stocked in the ward of the Stores Depot are subjected to check by the staff of the Commercial Department before issue to the divisions.

6.5. Staff of the Commercial Department posted to the Stores Depot shall check the correctness of the Money Value Books **FOIL BY FOIL** as per the yard stick duly signing on the top sheet of the Money Value Books and post the details of the books checked in the register maintained for the purpose under their signature and date.

6.6. Any discrepancies noticed during the check should be immediately recorded in the register maintained vide item (6.5) above duly informing the same to the Printing Press.

6.7. The readiness of the Money Value Books should be informed to the Divisions for obtaining the delivery.

6.8 The printed Money Value Books shall be handed over to the authorized representative of the Commercial Department of the division.

6.9. While arranging delivery of the Money Value Books to the Divisions, care should be taken by the depot to deliver only those Books that are verified by the staff of the Commercial Department.

6.10. The handing over of the Money Value Books to the Division shall take place against an Advice Note which is prepared in five copies of which one copy shall be retained as Office copy, second, third and fourth copies forwarded to the Division along with the Money Value Books and the fifth copy to the Traffic Accounts Office. Of the three copies, the Division after receipt and accountal of the quantities duly taking them into stock retains one copy as Office copy, sends one copy each to the Depot (from where stores are drawn) and the other to the Traffic Accounts Office as an acknowledgement for Money Value Books drawn from the stores depot.

7. Procedure to be followed in the Printing Press:

7.1. The vetted recoupment warrants from the Stationery Depot, the Printing Press shall prepare the Work Order for the quantities to be printed. These will be registered under separate Work Order series.

7.2. Separate registers/pages should be maintained in the printing and binding sections of press to record the details of each of the money value items printed and processed.

7.3. Number of Reams/Sheets of paper printed (indicating No. of ups) and handed over to the binding section should be recorded under clear acknowledgement. No. of Blank sheets should be recorded separately for each item.

7.4. Binding section should also maintain the above figures separately.

7.5. In case of printing of serial Nos. is also done simultaneously on the printing machine the details of the staff printing on the machine as well as the details of binding section staff performing the checking and counting operations also should be recorded by both sections concerned.

7.6. Any mistakes in the numbering noticed in the Printing/Binding stages should be rectified using the blank sheets. However a record should be maintained indicating the numbers rectified/replaced. The damaged and replaced folios should be collected and burnt separately in the presence of Senior Supervisors

and RPF staff. A register should be maintained for recording the details of spoiled papers burnt.

7.7. A test check register should be maintained in the Printing/Binding sections of the Printing Press. Whenever money value books are under printing/binding, test checks during various operations should be carried out by senior supervisors, Asst. Manager, Sr. Manager on a daily basis. Staff found to be committing mistakes should be taken up suitably.

7.8. Rectification of the damaged books can be carried out by the Printing Press. However, re-printing should not be resorted to. The defective books, which are not repairable, should be cancelled and the serial number of those books should be made non-issued. These books should be returned to the press under clear acknowledgement for destruction under intimation to the Sr. DCM/DCM on the division and the TAO.

8. Procedure to be followed by the Commercial Dept. after Submission of Indent:

8.1. On receipt of information from the Stationery Depot about the printing and readiness of the Money Value Books, the Commercial Department shall make arrangements for collection of the same.

8.2. The nominated staff of the division (Commercial Dept.) shall obtain delivery of the Money Value Books against the indents. These staff shall be authorized staff of the division not below the rank of a Office Superintendent/Supervisor/Commercial Inspector and shall obtain delivery against an authority letter issued by the officer of the division and shall also possess a photo identity card issued for the purpose.

8.3. The staff deputed for drawl of Money Value Books from the Printing press shall check the correctness of the number of books and give acknowledgement for the same to the Stores Depot.

8.4. After receipt of the Money Value Books, the Divisions shall take all the precautions for Stocking/Preservation, Accountal and Supply of Money Value Books to the stations.

8.5. The incharge of the Division (not below the rank of an OS Grade II) shall maintain proper numerical record of the various types of Money Value Books by concurrently posting the numerical ledgers (Bin cards similar to the ones available in the stores depots for stock items) and produce the stock for inspection by the inspecting officials on the division or Headquarters.

8.6. The incharge of the Money Value Books on the division is personally responsible for the correctness of the quantities held in stock with him and any discrepancies will be dealt with like any other user as per the extant rules in vogue.

8.7. The incharge of the Division shall issue the Money Value Books to the stations against requisitions submitted by the stations. These requisitions should be countersigned by the officer of the Commercial Department of the Division before issue and issue only those quantities under clear acknowledgement.

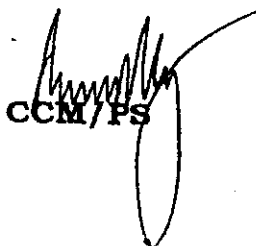
8.8. The correctness of the Money Value Books held in stock by the incharge of the division should be ensured by the Divisional Commercial Officers by undertaking a Departmental Stock Verification once in a Quarter. This would enable in reviewing the existing stocks and non-moving items if any and their disposal.

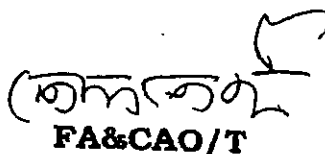
8.9. In Emergent circumstances, the stations whose stock of Money Value Books is exhausted may draw their immediate requirements from the neighbouring stations within the same division and subsequently draw the quantities from the Divisional stores.

8.10. The stations on receipt of the supplies from the division shall check the correctness of the Money Value Books received by them. Any discrepancy noticed shall within 45 days be reported to the Sr. DCM/DCM on the division and the TAO for undertaking necessary corrections in the internal check module.

9. Procedure to be followed for disposal of obsolete Money Value Books:

Whenever the station is left with stock of obsolete Money Value Books, the same should be indicated in a separate Re-called indent and forwarded to the Traffic Accounts Office through the Sr. DCM/DCM of the division. On receipt in the TAO, the same is verified by the respective internal check section and forwarded to the Station Inspection Section for further disposal similar to the one adopted in case of Printed Card Tickets.


CCM/PS


FA&CAO/T


CMM/G&A

ANNEXURE

SL	Description	Form. No.
1	Excess Fare Ticket Local	COM/EFT 12/T 13
2	Excess Fare Ticket Foreign	COM/EFT 12/T 13
3	Blank Paper Ticket Local	COM/CM-96
4	Blank Paper Ticket Foreign	COM/CM-96
5	Parcel Way Bills Local	COM-P.34
6	Parcel Way Bills Foreign	COM-P.36
7	Goods Invoice Paid Local	COM-G.23
8	Goods Invoice To-pay Local	COM-G.24
9	Goods Invoice Paid Foreign	COM-G.25
10	Goods Invoice To-pay Foreign	COM-G.26
11	Luggage Tickets Local	COM/L.48
12	Luggage Tickets Foreign	COM/L.49
13	Weight Only Coal Invoices	COM-751 B
14	Cash Remittance Notes	COM-760
15	Concession Order	COM/C-29
16	Application for Season Tickets for Students	G-148 B
17	Concessions for Students traveling from School/College/Institutions to Home/Examination – Training Centers vice versa.	T-1029
18	Concessions for Students proceeding on Educational tours/visiting places of Artistic importance.	T-1030
19	Concessions for Students participating in Tournaments	T-1031
20	Ticket Deposit Receipt	COM/690 B
21	Money Receipts	COM/M 2
22	Remission Order	COM.R-17
23	Miscellaneous Receipt Transmit Note	G-1043
24	Special Ticket (For Special Accommodation)	COM/T 6
25	Cloak Room Ticket	COM/T 9
26	Consignor/Consignee Credit Note	COM/C 38
27	Season Tickets – Identity Cards	COM-758 F
28	WDRF – For registration of Wagons	COM- W 1 A
29	Station Pay Order	COM/480 B
30	Soldier Ticket	COM/27 B
31	Circular Journey Ticket	COM- C 29/R
32	RMC Invoices	COM/649 BL COM/649 BF
33	Pay Order Cum Pay Sheet (POPS)	COM/P 23/ COM/635 B
34	FOIS RRs	



SOUTH CENTRAL RAILWAY

O.P.O. -02 /2008

Review of A,B,C categorization of Stores (based on percentage of total consumption).

In partial modification of the existing instructions on the subject, a review has been made on the A, B, C categorization of stores based on consumption during 2006-07.

After review as per the value of consumption during 2006-07, A, B, C categories have been revised as under:

Category	Annual consumption value
A	Above Rs. 22 Lakhs
B	Between Rs. 12 Lakhs and Rs. 22 Lakhs
C1	Between Rs. 25,000/- and Rs. 12 Lakhs
C2	Below Rs. 25,000/-

The categorization is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDA Centre will give list of A, B, C1 and C2 items of all depots to the Headquarters 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 and C2 items will also be given for use of Purchase Officers.

The Purchase Officers are requested to note the above change for periodical review of the items at Headquarters level.


Dy. Controller of Stores
for Controller of Stores

South Central Railway

Office of the
Controller of Stores
Rail Alayan
Secunderabad
DE 18.012008

No. S.23/CABC Analysis

Copy to - FA&CAO/ST/SC for kind information
Sr. AFA/SF/SC for kind information and necessary action
All Depot Officers, All Officers in Headquarters
All Divisional Stores Officers
All COS Office, Dy. COS Stores/SC and Sr. SFA/SC Centre/SC for necessary action.


for Controller of Stores

No.S.197.PCDO.Policy.

O. P. O. No. 03/2008

Sub: PCDOs to COS – Review at Hqrs.

-o0o-

The following procedure with regard to review of PCDOs shall be adopted with immediate effect.

1. Depot officers, besides the statistical information shall furnish the complete details of safety & vital items with **stocks below one month level** in separate annexure in their monthly PCDOs to COS.
2. They also shall report the details of DBR/DRRP pending for Hqrs. reply in the following format.

S. No.	DBR No. & Date	Item	P.O. Details	Hqrs. referred for	Date referred	Dy.CMM concerned

3. Divisional stores officers shall furnish the details of all the NS demands of the division pending with Hqrs **for more than 6 months** in the following format.

S. No.	Date of receipt of demand in Hqrs.	Item description & HQ. Case No.	Quantity	Value of the indent	Dy.CMM concerned

4. Dy.CMM concerned at Hqrs shall discuss the items reported at para 1 to 3 above, during 5-stage monitoring by COS every month.
5. Dy.CMM/Hqrs. after attending to their items reported in the PCDO shall reply the depot officer by a D.O. indicating the action taken at Hqrs, within one week from the date of receipt of the PCDO, duly endorsing a copy to Secy. to COS for the information of COS.

6. Secy. to COS shall put up the position of compliance along with copies of replies of Dy.CMMs for the information of COS.

7. Items reported in the PCDOs must be attended by respective Dy.CMMs at Hqrs. as below.

- | | | |
|----|---|---|
| a. | Inventory related information | - Dy. CMM/Syst. |
| | i. Receipts, issues & closing balances. | |
| | ii. Ineffective stocks such as over stocks, surplus & inactive items. | |
| | iii. Suspense balances. | |
| | iv. Stock Adj. Accounts. | |
| b. | Safety & vital items | - Dy. CMM dealing with the item. |
| c. | DBR / DRRP pending for reply from Hqrs. | - Do |
| d. | Stocks sheets & Audit paras | - Dy. CMM/GP&S |
| e. | Establishment matters | - Dy. CMM/DSL |
| f. | M&P and Works programme proposals | - Dy. CMM/GP&S |
| g. | NS demands pending at Hq. for more than 6 months. | - Dy. CMM dealing with the item. |
| h. | Disposal of scrap & related issues. | - Dy. CMM/GP&S. |
| i. | Supply of uniforms | - Dy. CMM/S&T |
| j. | All other information | - Dy. CMM/Hq nominated for the depot/dvn. |

8. Depot / divisional stores officers shall ensure submission of their PCDOs to COS secretariat by 5th of every month.


13.2.2008
(B. NAGESWARA RAO)
Secy. to COS
For Controller of Stores.

- C/- PS(Gaz) for the kind information of COS.
CMM/M&S, E&S and G&A for kind information.
All Hqrs. / Depot / Divisional stores officers.
- C/- Guard file.

No.S.26/R&D/Misc..

OFFICE PROCEDURE ORDER NO. 04 /2008.

Sub: R&D Section – Mode of dispatch of LT & Sp.LT enquiries.

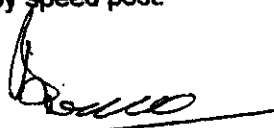
Ref: CMM/M&S Note No.S/CMM/M&S/INST/08 dt.09.05.08.

-oOo-

The following changes in the maintenance of record of R&D Section are ordered with regard to dispatch by speed post with immediate effect.

1. The present practice of dispatch of LT/Sp.LT enquiries and PO copies of firms by Speed Post shall continue.
2. Only one tender enquiry shall be placed in one envelope.
3. The speed post bulk booking journal supplied by Department of Posts, Government of India shall be maintained for dispatch of letters by speed post.
4. The complete address as provided on the letter / tender enquiry shall be clearly written in the column provided. The tender enquiry No / PO / letter No. shall be written under the remarks column. The staff attending to the speed post dispatch shall sign on each page of the journal and obtain the signature of speed post collection assistant of DoP with date and time.
5. All dispatches against one tender shall be written at one place. However, if they cannot be accommodated in one page they shall be continued on the next page.
6. Xerox copy / copies of the relevant page of dispatch (the tender enquiry) from the journal with bar code shall be given to the respective sections as proof of dispatch on demand. **The purchase sections can track the delivery details from <http://www.indiapost.gov.in> if required.**
7. Parallel register now maintained for entry of speed post letters shall be dispensed with. All record other than the above shall be maintained in the section.
8. Other letters such as POs, Modifications, Cancellations etc., addressed to one firm on the day must be sent in one envelop only. However, the case / PO references shall be entered under the remarks column.
9. The used journals containing the signatures (office copies) shall be preserved in R&D section for future reference.
10. The speed post letters received up to 13.00 hrs. shall be dispatched on the same day and the letters received there after shall be dispatched on the next working day.
11. Letters other than tender enquiries and PO copies to firms required to be sent by speed post must be endorsed by the respective purchase officer to dispatch by speed post.

This is issued with the approval of the competent authority.


(B.NAGESWARA RAO)
Secy. to COS
For Controller of Stores.

C/- PS(Gaz) for the kind information of COS.
CMM/M&S, E&S and G&A for kind information.
All Purchase Officers,
Ch.OS & OS I all Sections,
OPO file and Guard File.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad
Dt:11/08/2008

No.SECY.QUALIS.2008

OFFICE PROCEDURE ORDER NO: 05/2008

Sub:- Roster for vehicles of stores department.

Ref:- This office earlier OPO No.22/05 & 29/05 dt.31.08.05 &
15.11.05 respectively

-000-

Consequent upon engagement of private transport for SAG Officers of HQs, the following procedure will be adopted for making available departmental vehicles for the movement of JA Grade and other officers.

1. The JA grade officer requiring the vehicle should give requisition one day in advance to Secy to COS to facilitate arrangement of the vehicle in time.
2. Secy to COS shall contact the local depot officers for making available the vehicle.
3. The movement of HQs JA grade officers shall be given priority over the movement of other depot officers for the utilization of the vehicle.
4. Secy to COS shall inform the concerned Dy.CMM the vehicle being spared to him for official movement.

This issued with approval of Competent Authority.


(Ch. Ramachandra Rao)
Secy to COS
for Controller of Stores.

Copy to: All Dy.CMM/HQs.

Secy to COS, AMM/Admin.

Dy.CMM/M&E/LGD | for information with an advice to ensure availability
Dy.CMM/G&S/MFT | of vehicles for the movement of of HQs JA grade
| officers whenever Secy to COS requests on priority.


for Controller of Stores.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Dt: 11.08.2008

No.S.314.2P..V

OFFICE PROCEDURE ORDER NO: 06/2008

Sub: Tender conditions and guidelines for procurement of M & P.

As per Rly. Board letter No.98/RS(G)/709/1 dt.30-05-2006, Serial Circular No.3/2006 was issued vide circular of even No.dt.13-07-08 duly indicating terms and conditions and other aspects of M&P procurement.

In continuation to the above, it has been decided to incorporate conditions of capability/performance for M&P items. The M&P procurement Special Tender Conditions incorporating the above is enclosed for information and inclusion of the same in M&P tender schedule.

A condition drawing attention of the tenderer to the above M&P procurement Special conditions in general and item 5 of M&P procurement Special Conditions in particular regarding furnishing of Fast performance details, Plant & Machinery and Man Power details etc. should be incorporated in the main tender schedule for M&P items.

This has the approval of competent authority.

(Encl: One)


(K.V.SUBBARAYUDU)
DY.CMM/GP&S
for Controller Of Stores

Copy to:

PS to COS for kind information of COS.

CMM/M&S, CMM/E&S, CMM/G&A

All Purchase Officers, SMM/Sales, Secy. to COS

All Depot Officers, All Divisional Stores Officers

DY.CVO/STORES/SC, DY.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr. SM/EDP/SC, FA&CAO/WST/SC,

Sr.AFA/SF/SC, Sr.MPS/SC

All Chief OSs/OSs of Purchase Sections

OS/Regn. Section, OS/Computer Cell, All CTCs

M & P PROCUREMENT SPECIAL TENDER CONDITIONS.

1. Timely Commissioning of M & P:

In the event of contractors failure to have M&P commissioned by the time or times respectively specified in the letter of acceptance or contract, purchaser shall withhold, deduct or recover from the contractor as penalty, a sum @ 2% (two percent) of the price of M&P which the contractor has failed to commission as aforesaid for each and every month (part of a month being treated as a full month) during which the M&P may not have been commissioned, subject to an upper limit of 10% (ten percent) of contract value.

2. Warranty:

a). Warranty period for M&P shall be 24 (twenty four) months from the date of commissioning and proving out of M&P. A Maximum period of 2 (two) weeks will be allowed for attending and rectification of faults during the warranty period.

b). Maximum down time during the warranty period shall be 2% (two percent) for on line and 10% (Ten percent) for off line M&P calculated on quarterly basis.

c). A penalty of 0.5% (Zero point five percent) per week of the contract value will be levied for delay in response time for attending and rectification of faults beyond specified time during the warranty period as detailed above.

d). Maximum penalty to be levied on account of warranty failure shall be 5% (five percent) of the contract value calculated during whole of warrantee period and after that if there is any delay on the part of supplier, purchaser shall be entitled for encashment of WG Bonds. In such cases the bad performance of firm during the warranty period, the same shall be recorded and circulated to all Railways. The same shall be given due regard in deciding future orders on the firm and when evidence to the contrary is not available, the firm's offer may be even rejected.

3. Annual Maintenance Contract:

a). Tenderers are required to quote for post warranty Annual maintenance for a period of five years after expiry of the warranty period of the M&P along with their offers.

b). Tenderers are required to mention such AMC schedule of such Annual periodic maintenance along with offers giving the charges for AMC maintenance schedule and other details of items to be used in such preventive maintenance.

c). The charges of Annual preventive maintenance schedule for five years along with the cost of items to be used in preventative maintenance schedule during these five years are payable to supplier and sum total of these charges

would be included in the FOR destination price quoted for M&P for the purpose of comparative evaluation of offer.

d). Tenderers are required to give the cost of essential spares and service charges for each items of work of repair of M&P outside preventive maintenance contract. These charges will not be included in the price of M&P for the purpose of comparative evaluation of offers.

e). The terms & conditions of AMC must clearly specify the maximum down time and maximum response time.

f). Tenderers who are OEM, must give undertaking for supply of spare parts for a period of expected life of the machine/equipment. Other tenderers must submit undertaking from OEM for supply of spare parts for a period of expected life of the machine/equipment.

4. Payment Terms:

i). Payment to Foreign Supplier: Payment against foreign supplies shall be made through Letter of Credit. All charges, including the confirmation charges of L.C., levied by foreign Banks, shall be borne by the supplier. The standard payment terms subject to recoveries if any, under the liquidated damages clause and general condition of contract will be as under:-

a). 80% of the payment against irrevocable L.C. on proof of inspection certificate and shipping documents within 30 days of receipt of shipping documents as specified.

b). Balance 20% payment within 90 days after installation/commissioning and proving out test of M&P subject to submission of bank guarantee for an amount of 10% of contract value, as warranty security.

ii). Payment against indigenous supply: The standard payment terms subject to recoveries if any, under the liquidated damages clause and general condition of contract will be as under:-

a). 80% of the payment on proof of inspection certificate and Rail/Road Challan to be made within 30 days of receipt of documents as specified.

Road Challan is to be certified by Gazetted Of at consignee end.

b). Balance 20% payment within 90 days after satisfactory installation/commissioning and proving test of M&P subject to submission of bank guarantee for an amount of 10% of contract value, value as warranty security

5. (i) The Tenderer shall furnish along with his offer the details of past performance of the machines, same or similar to those offered in the tender, in the following proforma:

Sl.No.	Name of machine	Name of customer	Purchase Order No. & date	Delivery due date as per Purchase Order	Actual Date of delivery	Whether customer's certificate in respect of past performance of the machine is enclosed.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- (ii) Certificates from the customers to whom such machines have been supplied in the past, regarding performance ~~of the~~ machines shall be enclosed with the above information, failing which the offer shall not be considered. Certificates from Central / State Govt. Departments & Public Sector Undertaking and other reputed organizations only shall be accepted and performance from atleast two such customers should be submitted. Same/similar refers to function and capacity within a reasonable range.
- (iii) If the tenderer is not a manufacturer, but only an agent/trader, a certificate from the manufacturer authorizing him as agent shall be attached with the offer, failing which the offer shall not be considered. Further the conditions as specified under Sl.No. 15 of General tender conditions shall be satisfied
- (iv) The tenderer shall submit with his offer particulars of plant and machinery installed at his works as well as equipment for ensuring quality control and inspection. Details like make, capacity, quantity horsepower of all plant and machinery shall be given. In case of an agent/dealer, the above details of their principal manufacturer shall be given.
- (v) The tenderer shall submit with his offer details of man-power available with him showing the designation, no. of men, qualification & experience separately for each section like management, shop floor, inspection & quality control etc.
- (vi) The Railway has the option to verify the above information by physical inspection or otherwise by any authorized representative of the Railway at any time.

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2008

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2009

OFFICE PROCEDURE ORDERS YEAR – 2009

O.P.O. No.	Date	Brief Description	Page No.
01/2009	09.02.09	Pre-Inspection of material by RITES/RDSO.	145
02/2009	19.02.09	Return of Security deposit. <i>(Superseded vide OPO.03/2009)</i>	146
03/2009	20.03.09	Return of Security deposit.	147-148
04/2009	20.03.09	Publication of Tender Notices – Tender gap for submission of tenders.	149
05/2009	15.04.09	Refund of EMDs submitted against tenders.	150
06/2009	28.05.09	Indication of Nature of Order i.e. Regular Order or Trial/Development Order.	151
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08/2009	23.06.09	Purchase of C-2 Category Items by Depots.	156
09/2009	16.11.09	10% Test Check of Purchase Orders by Finance for Safety Items.	157
10/2009	29.12.09	Forwarding of old Records to RECORD ROOM and retaining of records	158

TOTAL 10 (TEN) OPOs ONLY.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.09.02.09

No.S. 232.Tend. & Pur.Procedure

OFFICE PROCEDURE ORDER No. 01 /09

Sub: Pre-inspection of material by M/s RITES/RDSO.

Ref: Railway Board letter No.2000/RS(G)/379/2 dt.9.8.06 & 22.02.07

The value limit of Purchase Orders for dispensation of Pre-inspection of material by pre-inspection agencies i.e. RITES/RDSO/DQA was enhanced to Rs. 1 lakh in normal cases by Railway Board vide letters mentioned above and suitable instructions were issued vide OPO No.22/2006 dt.21.09.06.

It is hereby re-iterated that for all Purchase Orders valued less than Rs.1 lakh in normal cases, inspection of material by consignee will be mandatory before releasing the payment and should not be entrusted to RITES.

However, in special cases (to be indicated by the indenter) where the inspection involves technical expertise or facility, that is ordinarily not available with the consignee, RITES/RDSO inspection may be insisted upon even if the value of purchase order does not exceed Rs.1 lakh. This condition should be stipulated in the purchase orders issued hereafter.


(K.V. SUBBARAYUDU)
Dy..CMM/GP&Sales

Copy to:-PS to COS for kind information of COS
CMM/G&A,M&S,E&S
All Purchase Officers, Depot & Divl.Officers
Sr.MPS/SC,Dy.CVO/Stores/SC,
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC,Sr.SM/EDP/SC
FA&CAO/W&S/SC,Sr.AFA/SF/SC
All section Heads at Hqrs.

No.S.76/I

OPO NO.2/2009

Sub: Return of Security Deposit.

Ref: Railway Board's letter No.2004/RS(G)/779/1 dated 24/7/2007
circulated vide Serial Circular No.12/2007 vide letter
No.S.314.2).Vol.V.48 dated 30/7/2007.

As per above referred Board's letter, the security deposit should be returned within 60 days to the successful suppliers after completion of contractual obligations. In order to ensure this, it is hereby advised to maintain a register in the following format.

Sl.No.	PO No.	Date	Firm Name	Security deposit details	Completion date/delivery date as per contract	Remarks

Month wise (delivery date/completion date) details may be maintained in the register. They should be reviewed every month by the concerned section and should be put up to the Dy.CMM concerned through the Controlling Officers.

In case of BGs and other bank instruments with specific validity date, the firms may be pursued for extension of validity before extending currency of the contracts or the instruments should be encashed within the validity period.

Further, to review the request for return of security deposit from the firms, a separate register in the following format should be maintained by each purchase section.

Sl. No.	Firm Name	PO No.	Date	Request letter dated	Action taken	Remarks

The above register should be reviewed every month by the section and consolidated position should be put up to the Dy.CMMs concerned through Controlling Officers.

All concerned are hereby advised to follow the instructions scrupulously for returning the security deposit without delay and as per relevant instructions.

(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

Copy to :

PS to COS for kind information of COS
CMM/M&S, CMM/E&S, CMM/G&A for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs/OSs of Purchase Sections
OS/Regn. Section, OS/Computer Cell, All CTCs.

No.S.76/I

OPO NO. 3/2009

Sub: Return of Security Deposit.

- Ref: 1. Railway Board's letter No.2004/RS(G)/779/1 dated 24/7/2007 circulated vide Serial Circular No.12/2007 vide letter No.S.314.2).Vol.V.48 dated 30/7/2007.
2. OPO No.2/2009 issued vide letter No.S.76/I dated 19/2/2009.

In supercession of OPO No.2/2009, issued vide letter No.S.76/I dated 19/2/2009 the following procedure is to be adopted for the matters relating to Security Deposit (SD) in Supply Contracts.

(i) Each Purchase section shall maintain a register in the format given under for monitoring of SD submitted by the firms for execution of purchase orders. Few pages in the register should be earmarked for every month of each calendar year for entering the SD details as per the month of the terminal delivery date.

Sl. No.	PO No.	Date	Firm Name	Security deposit details	Terminal delivery date as per contract	Validity date of BG	Remarks

(ii) As soon as the purchase order is released duly collecting SD, entry shall be made in the corresponding month (depending on the month of terminal delivery date) of the register. It should be ensured that the validity date of BG submitted towards SD is ahead of the terminal delivery date by atleast 2 months.

(iii) In the first week of every month, the register shall be reviewed for all the POs for which DD has already expired and is expiring in the month. If supply is not received at the consignee end and if there is no request from firm regarding extension of D.P. along with extension of BG validity, firm shall be addressed with a performance notice to be replied within 15 days. If there is no reply, the BG to be encashed as per para (vii) below.

(iv) If the firm requests for extension of DP either on their own or against performance notice, simultaneously extending the validity of BG, then such extension request can be examined in normal course. Action taken shall be recorded in the remarks column of the register.

(v) Extension of delivery date shall be considered only after submission of revalidated BG duly extending the validity for sufficient period i.e., atleast 2 months beyond the proposed extended delivery date.

(vi) If delivery date is extended with approval of Competent Authority, the entry of SD details in the month of the original DD shall be striked out and the corresponding entry in the month of the extended DD should be made in the register and further monitored as above.

(vii) If the firm does not seek extension of DD within 15 days duly extending the validity of BG, finance shall be addressed for encashment of BG with the approval of Competent Authority. By all means, encashment of BG should be ensured within the validity period in case of failure of the firm to execute the PO.

(viii) Further, to review the request for return of security deposit from the firms, a separate register in the following format should be maintained by each purchase section.

Sl. No.	Firm Name	PO No.	Date	Request letter dated	Action taken	Remarks

The above register should be reviewed every month by the section and consolidated position should be put up to the Dy.CMMs concerned through Controlling Officers.

All concerned are hereby advised to follow the instructions scrupulously for returning the security deposit without delay and as per relevant instructions



(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

Copy to :

PS to COS for kind information of COS
CMM/M&S, CMM/E&S, CMM/G&A for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs/OSs of Purchase Sections
OS/Regn. Section, OS/Computer Cell, All CTCs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 20.03.09

No.S. 232.Tend. & Pur.Procedure

OFFICE PROCEDURE ORDER No. 94/09

Sub: Publication of Tender Notices – Time gap for submission of tenders.

The time-gap between the date of advertisement of tender notices in the media and the date of tender opening in general should be 45 days as per OPO No:26/2005 dated 20.10.2005 .

In partial modification of the instructions given in the OPO, the following orders are issued for implementation with immediate effect:-

The time gap between the date of advertisement of tender notice in the media and the date of tender opening should be 30 days in case of e-Procurement tender through IREPS in normal circumstances.

In other cases the existing instructions stands good.

This has the approval of competent authority.



(K.V.SUBBARAYUDU)
DY.CMM/GP&Sales
For Controller Of Stores

Copy to:-PS to COS for kind information of COS
CMM/G&A,M&S,E&S
Sr.MPS/SC,Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC,Sr.SM/EDP/SC
FA&CAO/W&S/SC,Sr.AFA/SF/SC
All section Heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad.

No. S.236.Genl.Vol.8.

Dt: 15-04-2009.

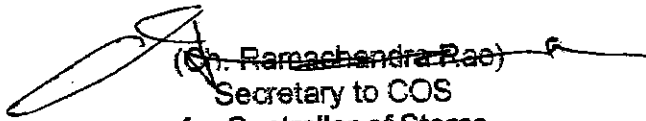
OFFICE PROCEDURE ORDER No. 05 / 2009

Sub : Refund of EMDs submitted against
tenders.

A recent review on the above subject revealed that the present system is not functioning satisfactorily. In order to streamline the system, the following procedure shall be followed with immediate effect.

- (i) The staff nominated to attend the duties of Confidential Tender Clerk (CTC) should return the EMDs received in any form to the unsuccessful bidders as soon as the tender is finalised i.e., on issue of Letter of Acceptance to the successful bidders. In case of counter offers, only after unconditional acceptance of counter offer, the EMDs to be returned.
- (ii) Where EMDs were received in the form of cash receipt, it should be returned through pay orders by the CTC concerned through the OS and Purchase Officer incharge of the section.
- (iii) The CTC concerned shall make an endorsement on the file to the effect that all the EMDs have been refunded to the unsuccessful bidders, before the file is handed over to the ordering clerk.

The above procedure should be monitored by the Purchase Officers during their periodical inspections.


(Ch. Ramachandra Rao)
Secretary to COS
for Controller of Stores

Copy to : PS to COS for kind information of COS.
CMM/M&S ; CMM/E&S and CMM/G&A for kind information.
All Purchase Officers for information and n/a.
All Purchase Sections to follow the above scrupulously.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 28.05.09

No.S.151.P.Vol.5

OFFICE PROCEDURE ORDER No. 06 /2009

Sub: Indication of Nature of Order i.e.Regular Order or Trial /Developmental Order

Attention is invited to the instructions issued vide Circular No.S.151.P.Vol.5 dt.08.01.02004 wherein the Purchase Sections were advised to affix Rubber Stamp indicating the Nature of Order i.e.. **REGULAR ORDER** on the Purchase Orders placed on Part-I approved sources of RDSO,DLW, ICF,RCF,& CME /S.C.Railway .

It is noticed that the above instructions are not being complied with.

It is hereby re-iterated that since the system of final check/inspection by the consignee has been dispensed with for acceptance of materials supplied by Part-I approved sources of RDSO/DLW/ICF,RCF & CME/S..C.Railway (Regular Order) with pre-inspection by RITES/RDSO, Purchase Sections are once again advised to indicate the Nature Of Order clearly with Rubber Stamp i.e **REGULAR ORDER** or **TRIAL /DEVELOPMENT ORDER** to facilitate the consignee to identify supplies received from Part-I/Part-II approved sources.

Purchase Section in-charges should ensure that the Nature of Order is affixed with Rubber Stamp on all Purchase Orders placed on Part-I & Part-II approved sources of RDSO/DLW/ICF,RCF & CME/S.C.Railway before dispatch by the Ordering Clerks.


(K.V.SUBBARAYUDU)
Dy.CMM/G P &Sales
For Controller of stores

c/-CMM/G,CMME & CMM/M — for information pl.
All Purchase Officers in Hqrs.
Dy.CMM/M&E/LGD,G&S/MFT
Dy.CMM/M&G/RYP,CRS/TPTY
DY.CVO/Stores/SC
SMM/DSL/GY,GTL KZJ,BZA
AMM/DSL/MLY
All Purchase Sections
Stationery Section

SOUTH CENTRAL RAILWAY

HQrs Office
Stores Branch
Secunderabad

No.S.320.e-Procurement/JPO/09-10

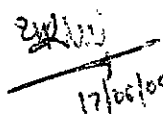
Date: 17.06.2009

JOINT PROCEDURE ORDER NO. 07/ 2009SUB: ISSUE OF JOINT PROCEDURE ORDER FOR e-PROCUREMENT
SYSTEM ON S.C.RLY

Sl. No	Activity	Responsibility
1.	<u>Access to EPS</u> The Railway Officers can enter into e-Procurement Application using Log-in ID & Password separately issued to them by the Administrator. This shall not be disclosed /shared with anybody.	Individual Officers /Administrator
2.	<u>Creation of Tender:</u> The tender details for e-Procurement will be created in existing MMIS. For electronic tenders Tender type must be "electronic" in MMIS tender form. <u>Note:</u> Depending on the design of CRIS for EPS and modification in MMIS by C.Rly. The tender numbering system to be adopted for electronic tenders will be further advised.	Section In-charge
3.	<u>Fetching of Tenders in EPS</u> Once tender details have been created in MMIS, the same will be fetched in EPS by using the utility interface program on daily basis	Section In-charge



17-06-09


17/06/09

4.	<u>Uploading of Tenders</u> The tender fetched in EPS shall be attached with encryption certificate of Dy.CMM/GP&S/South Central Railway. The encryption certificate of Dy.CMM/GP&S/S.CRly shall be installed in all computers. The Electronic Tender must be digitally signed and uploaded using the individual Digital Certificate provided to AMM-incharge of the concerned section on daily basis after due approval of the competent authority as per extent SOP.	(i) AMM incharge of concerned Purchase Sections. (ii) Accounts Dept. shall authorize SO/SSO(A) concerned for opening of Electronic Tender Box.
5.	<u>Issue of Corrigendum to tenders:</u> After taking sanction of competent authority to issue corrigendum to tender as per existing process, the corrigendum shall be created in EPS by the Purchase Section and Digitally signed and uploaded using digital certificate of AMM in-charge of concerned section.	(i) Section Incharge shall create corrigendum. (ii) AMM shall sign digitally and upload
6.	<u>Payment of Tender Cost and Earnest Money:</u> Application provide for submission of tender cost and Earnest Money either manually as per existing procedure or through payment gateway facility using credit card. In case of manual submission of tender cost and Earnest Money vendors shall submit details of such payment in the required electronic page before filling up "Commercial Rate Page" and manual instruments towards such payments shall be submitted to Electronic Purchase(EP) Section for maintaining records in register. The EP Section will hand-over these instruments to concerned Purchase Section for further action. In case of submission of tender cost and Earnest Money through payment gateway, the vendors shall be permitted to make online payment through credit card/debit card using payment gateway facility and shall give details of such payments in the required 'Electronic Page'. The EP Section shall submit the details received from Active Server Pages (ASP) provider regarding details of payment received against particular tender to concerned Purchase Section for further action.	(i) Incharge / Electronic Procurement Section (ii) Section Incharge

111

22111

7.	<u>Opening of Electronic Tender:</u> (i) As per Railway Board approved guidelines for e-Procurement System (a) The late and delayed offers after due date /time shall not be permitted. (b) Submission of Manual Offers along with electronic offers shall not be permitted. (ii) The electronic Tender Box shall be opened at nominated date and time by two authorized officials one each from Stores (COS Office) and Stores Accounts. They shall open the tender using their ID and password and attaching their digital certificates on schedule due date and time of electronic Tender Box opening. The offers of firms so received shall be opened and acknowledged by the tender opening officials. Once all the offers against that tender have been opened and acknowledged, the tabulation statement shall be generated and printout shall be taken. The tender opening officials shall put their signatures on the tabulation statement as generated by e-Procurement Application for records in tender cases. (iii) Vetting of tabulation statement: (a) If there are no special conditions/PVC etc., given by any tenderers on Commercial Rate Page, the IREPS Generated Tabulation Statement duly signed by the tender opening officials from Stores (COS Office) & Stores Accounts shall be deemed as vetted tabulation statement and no further vetting by Stores Finance is required. However, any briefing note containing details of LPR, availability of option clause, demand reference etc., should be got vetted from finance before opening of tenders. (b) In case any updated manual Tabulation Statement is required to be prepared for taking PVC/conditional offered rate by tenderers into account, such manual tabulation statements shall	(i) Tender opening Officials for opening of tender box viz., AMM and SO / SSO(A). (ii) Purchase Officer for other offers details.
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	be vetted by accounts as per existing procedure. (iv) <u>Details of commercial offers and other offer details</u> After opening, verifying and acknowledging of each offer by tender opening officials, such offers and details shall remain in secured encrypted form in Archive. The Purchase Officers concerned can open, view and down-load, commercial and other details by using their ID and Password and if required can takeout print in PDF format of suitable offers.	
8.	<u>Security of Digital Certificates:</u> All AMMs and Accounts Officials, who have been provided with Digital Certificate and e-Token, shall keep in safe individual custody and shall not share their e-Token or password with other officials. The Digital Certificate is issued by Certifying Agency as per IT Act 2000.	Individual Official

This supersedes the Procedure Order No. 04/2007 dated 05-06-2007.

This issues with concurrence of FA&CAO/S&W and approval of COS.


17-06-09
(SIRRA SANTHI RAJU)
Dy. CAO/S&W


17/06/09
(Y. PADMANABHA REDDY)
Dy. CMM/IC

Copy to:

PS to COS for kind information of COS
Secy to FA&CAO for kind information of FA&CAO
CMM/G; CMM/M; CMM/E&S
All Purchase Officers; All Depot Officers;
All Divisional Stores Officers;
Dy.CVO/Stores/SC; Dy.CMM/CON at CAO/O/SC
Principal/STC/SC; Sr.SM/EDP/SC
FA&CAO/S&W/SC; Sr.AFA/SF/SC; Sr.AFA/M&P/SC
All. Chief OSs/OSs of Purchase Sections.
Sr.MPS/SC

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date : 23/6/2009

No.S.23.IC.POLICY

OPO NO.08/2009

Sub: Purchase of C-2 Category Items by depots.

Provision already exists as per SOP Part 'D', Para (6) Note-I that local purchase of stock items by Stores Officers may be made only where the normal Annual recoupment does not exceed Rs.40,000/- in value.

In view of the enhanced delegations to the field units and also to make field units more responsive to the field requirements, henceforth it is advised that depots shall purchase all C-2 category items irrespective of their recoupment value and ANEs for these items shall not be submitted to Headquarters except in exceptional circumstances where the field units find it difficult to procure the item locally. In such cases the demand duly detailing the reasons for the procurement at HQ level should be sent to concerned purchase officer under a D.O. cover.

This is issued with the approval of the Competent Authority.


(K.V.SUBBARAYUDU)
DY.CMM/GP&SALES
For Controller of Stores

All Purchase Officers
All Depot Officers

Copy to :

PS to COS for kind information of COS
CMM/M&S, CMM/E&S, CMM/G&A for kind information.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 16.11.09

No.S.232.Ten.Pur.Procedure

JOINT PROCEDURE ORDER No. 9/2009

Sub:10% Test check of Purchase Orders by Finance for Safety items.
Ref: Rly.Board's letter No.2007/RS(G)/779/1 dt.28-07-08

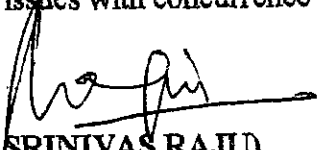
As per the revised Purchase powers based on Board's letter, the ceiling limit for vetting of Purchase Orders has been enhanced to Rs.8 lakh for Safety items subject to 10% test check by Accounts.

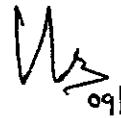
In order to comply Board's directives, it has been decided that :

- 1, The Computer cell of COS office will generate a list of Purchase Orders placed in a month for Safety items Section wise by the 10th of the following month and will be submitted to Numbering Section which in turn will transmit the same to Stores Finance Section.
2. Finance will select 10% of the cases from the above list within 2 days and advise the same to the concerned Purchase sections.
3. Purchase Sections shall submit the selected cases to Stores Finance by 20th of every month.
4. The test check by Finance will be completed within a week from the date of submission of cases and the cases will be returned to the Purchase Sections.

The Section in-charges should monitor the submission/receipt of the case files sent for test check.

This issues with concurrence of FA&CAO/S&W and approval of COS.


(N.SRINIVAS RAJU)
Dy.FA&CAO/S&W


(K.V.SUBBARAYUDU)
Dy.CMM/GP&S

C/-

PS to COS for kind information of COS
CMM/M&S, CMM/E&S, CMM/G&A for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS. Dy.CMM/IC
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs/OSs of Purchase Sections
Computer Cell & Numbering Section

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71.
Dt. 28/12/09

No.S. Genl.66.22 (Part)

OFFICE PROCEDURE ORDER No.10/2009

Sub: Forwarding of old records to Record room and retaining of Records

In continuation to OPO No. 8/2005 dt.28.03.05 regarding retention and disposal of records, the following instructions are issued to keep minimum records required at COS office.

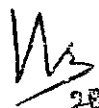
1. Only 3 years records must be kept in COS office i.e. current + 2 previous years- for Purchase sections and 7 yrs. records are to be kept in Record room – thus 10 yrs. records only to be retained.
2. In Purchase case files where the case is completed and no action is pending, the same can be closed even before 3 years duly indicating “COMPLETED” in bold letters and sent to Record Room.
3. Cases relating to any Investigation/ Audit/Court/Arbitration - even more than 10 years- are to be kept with sections.

All the Section incharges may however ensure that incomplete files requiring action are not sent to the Record Room.

All other existing instructions stands good.

The above instructions are issued to facilitate proper maintenance of files in Mobile racks and to improve general upkeep of office.

This has the approval of COS.


28/12/09
(K. V. SUBBARAYUDU)
Dy. CMM/GP&Sales
For controller of stores

All Purchase officers
All Section in charge

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2010

OFFICE PROCEDURE ORDERS YEAR – 2010

O.P.O. No.	Date	Brief Description	Page No.
01/2010	03.02.10	Indents on Centralised Procurement agencies.	160
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04/2010	02.06.10	Incorporation of Statutory Variation Clause in Tender Conditions.	169
05/2010	04.06.10	Monitoring and review of Safety Items.	170-172
06/2010	25.08.10	Feeding of Industrial Status code in MMIS while inputting PO Data – Reg.	173
07/2010	25.08.10	Inclusion of 'New Modules' for reporting tenders pending Officer wise in MMIS.	174
08/2010	25.10.10	Coverage of C-2 Category items.	175
09/2010	27.10.10	Issue of materials on pro-rata annual requirement.	176
–	06.12.10	JPO for indenting & Procurement of initial procurement items of Mechanical department against non-stock indents through local purchase.	177-178

TOTAL 09 (NINE) OPOs ONLY.

OFFICE PROCEDURE ORDER No. 01 / 2010

The following procedure should be adopted for ensuring proper updation of demands in MMIS.

1. **Indents on Centralised Procurement agencies:**

- i) In case of placing indents on centralised agencies where R-Note is to be released on the centralized agencies, Purchase Order should be placed on the centralised agencies instead of indent.
- ii) In case of placing indents on centralised procurement agencies and the centralised agency releases an order on some other firm / agency, indent is required to be placed on the centralised agency and regularizing PO is to be released after coverage is received from centralised procurement agency.

2. The coverage position should be selected as full coverage in the PO where the balance quantity in the demand is ignored while taking purchase decision.

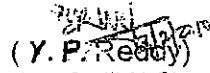
3. In case the demand is to be closed, the concerned Dy.CMM has been given privileges in MMIS to modify the status of demand. The Dy.CMM can update the status of the demand following the link given below.

Inputs → Purchase Section → Demand / PO Status Updation → Modify → Click on PL No Field → Type/Select PLNo by pressing F9 → Click on the status field of the demand for which status is to be modified → Modify the status → Save.

4. The concerned Purchase Officers should ensure before the signing the PO that the demand coverage is mentioned in Purchase Order as full coverage / partial coverage based on the purchase decision. The Dy.CMMs should also ensure that the status of the demand is properly updated in case of closing of demands pertaining to purchase sections working under them.

5. The Dy.CMMs should keep their password confidential to avoid any misuse.

This is issued with the approval of competent authority.


(Y. P. Reddy)
Dy.CMM/IC

Copy to:

PS to COS for kind information of COS
CMM/G; CMM/M; CMM/E : for kind information
All Purchase Officers
All Chief OSs / OSs of Purchase Sections

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71

No.S.232.Tender & Pur. Procedure.

Dt. 10.05.10

OFFICE PROCEDURE ORDER No. 2 /2010

Sub: 30% Quantity Option Clause in stores contract – Safety items.
Ref: Railway Board letter No:99/RS(G)/779/5 dt:12.03.2010.

Further to this Office Serial Circular No.04/2010 dt.26.03.10 duly enclosing Railway Board's letter cited above, it has been decided that in order to ensure availability of Safety items at all times, +/- 30% option clause shall be incorporated in all tenders above Rs.10 lakhs for Safety items. All other instructions contained therein stands good.

This has the approval of Competent authority.


07/5/10
(K.V.SUBBARAYUDU)
Dy.CMM/GP&Sales
For controller of stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Dated: 16.7.98

No. 98/RS(G)/509/2

Controller of Stores,
All Railways & PUs.

Sub: Introduction of Inspection Schedule in Stores department.

Railway Board had under consideration the question of formally introducing inspection schedules on the Stores Department by officers and senior supervisors. Keeping in view the local practices obtaining on the railways and Production Units, the enclosed schedules have been drawn up for purchase office and stores depot inspections.

Board desire that these schedules of inspection be implemented with immediate effect. Suggestions on the schedules (if any) may be sent to DRS(UC) for examination in the Board's office.

Receipt of this letter may be acknowledged.

Encl: As above.


b/ DRS(UC)

Attn Y Paddy, Dycom/IC

Purchase Office Inspection

Subject/Area of Inspection	Level of Inspection	Periodicity of Inspection	
		Programmed	Surprise
(1) Coverage of Demands/ Requisitions:- Review of outstanding entries in the Demands/ Requisitions Registers to ensure prompt coverage. Review of demands for prompt issue of tenders.	ACOS SSO DyCOS (Each section under them)	Once a month Once a quarter Once in 6 months	— — —
(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.	SSO Dy. COS	5 cases a month 2 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.	O.S. Purchase Officer Concerned.	10 cases a month 3 cases a month	— —
(4) Risk Purchase:- Review of Risk Purchase Register to Check Risk Purchase has been made as per rules.	Purchase Officer Concerned. DyCOS	Once a month (Register check) Once a quarter (Register check)	— —
(5) Earnest Money/Security Deposit:- (a) To check the Register of EMD to ensure prompt refund of Earnest money to unsuccessful tenderers. (b) To check the Register of Security Deposit to ensure prompt refund after satisfactory completion of order.	Dy COS CMM	— —	Once a month Once a quarter
(6) Audit & Accounts notes :- To check that replies to audit objections, audit paras and accounts notes are promptly replied.	SSO Dy.COS CMM	— — —	Once a month Once a quarter Once a quarter
(7) Tender Settlement: To review tender cases not settled for over 1 month (non TC cases) and over 3 months (TC cases). Review issue of contracts after settlement of tenders.	Dy COS CMM	Once a month Once a month	— —
(8) DAK: Review of pending dak for quick processing	OS ACOS SSO Dy. COS	Twice a month Once a month Once a month —	— — — Once a month
(9) Completion of contracts and recording of cases	OS ACOS SSO Dy. COS	Once a month Once a month Once a quarter —	— — — Once a quarter

Depot Inspections

S. No.	Subject/Area of Inspection	Level of Inspection	<u>Periodicity of Inspection</u>	
			Programmed	Surprise
1.	Clearing & Forwarding Sections:			
a)	Scrutiny of Register of Outstanding RR/PWB/LWB for which materials are in transit.	DSK Incharge ACOS Depot Officer	Once a week Once a month Once a quarter	— — —
b)	Check of empties and loaded wagons going out of Depot with supported document.	DSK Incharge ACOS Depot Officer	Once a week Once a month —	Once a month (to be nominated by Depot Officer) Once a quarter
2.	Claims on Carriers: Scrutiny of Register of Outstanding claims on Carriers.	DSK Incharge ACOS Depot Officer	Once a month Once a month Once a quarter	— — —
3.	Receipt Section.			
a)	Scrutiny of Daily Receipts Register in respect of outstanding receipts awaiting accountal for more than a month.			
b)	Scrutiny of outstanding entries in Rejection Register for more than a month.			
c)	Check on Recovery of advance payment made in respect of rejected materials, inward freight and ground rent before parting with rejected materials, including waiver of ground rent if any had been done by competent authority.	DSK Incharge ACOS Depot Officer	Once a week Once a week Once a month	— — —
d)	Scrutiny of outstanding entries in the Approved Samples Register with the actual availability of materials and their accountal/disposal along with the acceptance of final supply.			
4.	Store Van: Surprise test check of Store Van	DSK Incharge ACOS Depot Officer	1 Van on line a month. 1 Van on line once a quarter —	— 1 Van on line once a quarter / A round of scrap yard every day A round every day in case of local & once a week for outstation Once a month
5.	Scrap Yard: Surprise check of delivery of Scrap on sale orders both in respect of quantity and classification.	DSK Incharge ACOS/Sale Depot Officer	Once a day Once a week Once a month	— Once a month

6.	Returned Stores: Check of Returned Stores Receipts Register to ensure Prompt and correct acceptance and account of scrap and other serviceable materials.	DSK Incharge ACOS Depot Officer	Once a day Once a week Once a month	
7.	Weighing Machines: Scrutiny of Register of Test Check of Weighing Machines.	DSK Incharge ACOS Depot Officer	Once a month Once a month Once a quarter	
8.	General Night Inspection of Stores Depots.	DSK Incharge ACOS Depot Officer		Once a week Once a month Once a month
9.	Ticket Printing Press			
a)	Check on coverage of demand for Blank Card Tickets.	Sr.S. Engineer AMP SMP	Once a week Once a month Once a month	
b)	Check on Printed Tickets and wasted and defaced Tickets.	Sr.S. Engineer AMP SMP	Once a week Once a month	Once a quarter
c)	Check on shredding of Waste Tickets where it is done by Stores Department.	Sr.S. Engineer AMP SMP	Once a week Once a month	Once a quarter
d)	Check on Despatch of Printed Tickets.	Sr.S. Engineer AMP SMP	Once a week Once a month	Once a quarter
10.	Railway Printing Press Verification of Money value forms/books.	Sr.S. Engineer AMP SMP	Once a week Once a month	10 items in a quarter
11.	Clothing Factory			
a)	Review of prompt coverage by issue of Recoupment Memo to COS for annual requirement of cloth required for stitching of uniforms to various categories of staff.	Foreman/C.F. ACOS Depot Officer	Once a week Once a month	Once a quarter
b)	Check on utilisation of cloth by the factory, according to the laid down schedule for each garment.	Foreman/C.F. ACOS Depot Officer	Once a week Once a month	Once a quarter.
c)	Review of Progress of completion of outstanding Work Orders.	Foreman/C.F. ACOS Depot Officer	Once a week Once a month	Once a quarter
d)	Check on the wastage/savings of cloth utilised for cutting garments.	Foreman/C.F. ACOS/ Depot Officer	Once a week Once a month	Once a quarter.
12.	Local Purchase : Check on Local Purchase made with a view to satisfy the reasonableness of the rate paid and that purchases are made as per rules.	DCOS Dy COS	10 Cases a month 5 Cases a quarter	If ACOS makes the purchase. If DCOS makes the purchase.

	Stock Sheets: Prompt clearance of stock sheets.	DSK Incharge	Once a week	---
		ACOS	Once a month	---
		Depot Officer	Once a quarter	---
14	Depot Inspection: Headquarter Officers to inspect depots in their jurisdiction	Dy.COS	One depot per month	---
		CMM		---
15	Divisional Inspection: Headquarter Officers to inspect Divisions in their jurisdiction	Dy.COS	One division a month	---
		CMM	One division a quarter	---

Note: Wherever ACOS is depot officer, he will conduct inspection for himself and depot officer to the extent, these are not covered in his own inspection schedule.

SOUTH CENTRAL RAILWAY

No.SP/414/GAZ/Vol.XI

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt.12.05.10.

OFFICE PROCEDURE ORDER No 3/2010

Sub: Sanction of CL/LAP/Permission to leave Hqrs. & approval of
Tour Programme on home line/Foreign line for Stores Officers.
Ref: Office Procedure Order Nos.1/2005 dt.22.07.05, 2/2005 dt.23.11.05 &
No.15/2006 dt.23.05.06.

In supercession of the three Office Procedure Orders referred above, Authority
Competent to sanction CL/LAP/Tour Programme and permission to leave Hqrs. in respect of
officers of Stores Department are indicated below.

OFFICERS	Authority to sanction of CL/LAP/Tour Programme and permission to leave Hqrs.
HEADQUARTERS OFFICERS	
CMMs	COS
Dy.CMMs/Hqrs	COS
Secy to COS & PS to COS	COS
SMMs/AMMs	Concerned CMMs for CL/LAP & LHAP up to 14 days
DEPOT OFFICERS	
Dy.CMM/M&E/LGD	CWM/LGD up to 21 days
AMM/M&E/LGD	Dy.CMM/M&E/LGD up to 14 days CWM/LGD up to 21 days
Dy.CMM/G&S/MFT	COS
AMM/G&S/MFT	Dy.CMM/G&S/MFT up to 14 days
AMM/S&F	Dy.CMM/G&S/MFT up to 14 days
SMM/SD/LGD	Concerned CMM for CL/LAP & LHAP up to 14 days
Sr.MPS & AMPS	Concerned CMM for CL/LAP & LHAP up to 14 days
Dy.CMM/M&G/RYPs	CWM/RYPs up to 21 days
AMM/M&G/RYPs	Dy.CMM/M&G/RYPs up to 14 days CWM/RYPs up to 21 days
SMM/SD/RYPs	Concerned CMM for CL/LAP & LHAP up to 14 days

SMMs/DSD/KZJ, GY, GTL & AMMs/DSD/BZA & MLY	Sr.DMEs of the Shed concerned up to 14 days
SMMs/ELS/BZA & LGD AMM/ELS/KZJ & Carshed/MLY	Sr.DEE of the shed concerned up to 14 days
Dy.CMM/CRS/TPTY	CWM/TPTY up to 21 days
AMM/CRS/TPTY	Dy.CMM/CRS/TPTY up to 14 days CWM/TPTY up to 21 days
DIVISIONAL OFFICERS	
Sr.DMMs/DMMs	ADRM/DRM up to 21 days

Note:

1. Longer period of LAP/LHAP than mentioned above shall be sanctioned by COS only.
2. The officer proceeding on leave should get the leave programme noted by the standing alternative officer.
3. Officers obtaining sanction of leave/permission to leave Hqrs. from authorities other than COS will also inform on phone to COS/Secy. to COS (in case COS is not available) CMM/Dy.CMM concerned and also send a copy of the leave application duly sanctioned to Secretary to COS for kind information of COS through CMM concerned before leaving Hqrs.
4. Leave Applications/Tour Programmes to be put up to COS are to be routed through the Dy.CMM and CMM concerned.
5. Stores Department officers presently working in other branches viz., Dy.CVO/Stores, SR.SM/EDP Centre/SC and Dy.CMM/Construction/CAO's Office/SC are requested to send a copy of their sanctioned leave application for kind information of COS
6. Authority to sanction leave for workshop, shed and divisional stores officers beyond the stipulated limits rests with COS.
7. The sanctioning power shall not exceed the powers delegated to the respective authorities as per SOP.

This has the approval of COS.


 (CH. RAMACHANDRA RAO)
 Secy. To COS
 For Controller of Stores

Copy to :

SDGM, FA&CAO/S&W, CAOR/SC, DRMs/SC, HYB, BZA, GTL, NED & GNT
 Sr.DMM/divn/SC, Sr.DMM/Divn/BZA, DMMs/Divn/HYB, GNT, GTL & NED
 Dy.CVO/Stores, CPO/Gaz, CWM/CRS/TPTY, CWM/LGD, CWM/RYPs
 All Hqrs Officers, All Depot Officers,
 Sr.SM/EDPM/SC, Dy.CMM/Con/CAO's Office,
 SR.DEEs/Sr.DMEs of Electric/DSL.Locosheds.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 2.06.10

No.S.314.2P.Vol.VI

OFFICE PROCEDURE ORDER No. 4 /2010

Sub: Incorporation of Statutory Variation Clause in Tender Conditions

It has been decided to incorporate the Statutory Variation Clause under Sl.No.7.4 in the Tender conditions Booklet under Instructions to Tenderers as detailed below:-

7.4 Statutory Variation Clause is applicable on all Statutory levies such as Duties, taxes etc. during the Original Currency of Contract subject to production of documentary evidence.

The above clause may be incorporated in the Tender Conditions henceforth.

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


01/6/10

(K.V.SUBBARAYUDU)
Dy.CMM/G,P & Sales
For controller of stores

C/- PS to COS for kind information of COS
CMM/M, CMM/E, CMM/G for kind information.
Dy.CMM/IC – for inf.and necessary corrections in IREPS website .
Sr.MPS/SC-For inf. with an advise to arrange to publish the above referred S.V.Clause
under Sl.No.7.4 of Page No.6 of Tender conditions *booklet* .
All Purchase Officers, SMM/Sales, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC,
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OSs/ OSs of Purchase Sections

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.04.06.2010

No.S.246.Safety items RDSO. Vol.II.

To
All Depot Officers
Purchase Officers

OFFICE PROCEDURE ORDER NO: 05 /2010

Sub: Monitoring and review of Safety items.

Availability of Safety items should be given top most priority and availability shall be ensured all the time. Please find enclosed herewith O.P.O. No.18/2003 dt. 31-07-03 indicating the time table for each activity in coverage of demands for Safety items. In order to systematize the monitoring and review of the availability of safety items, the following procedure shall be followed meticulously.

1. Depot Officers shall review availability of all the safety items on 1st of every month and submit statement of all the safety items indicating stock, covered dues, uncovered dues, stock less than 6 month, 4 month, 2 month, one month along with the efforts made to make available these items through chasing of firms, collection from other railways/ sister depots through local purchase and assistance required from HQs. The summarised position of all the items shall also be submitted alongwith the statement to concerned Dy.CMMs.
2. Concerned Dy.CMMs of HQs shall review items having stock less than 6 months. Based on the assistance required by the depot, concerned DyCMM shall take appropriate action to ensure availability of that item..
3. The concerned CMMs shall hold monthly review meeting with respective depot incharges for items having stock less than four months. The efforts shall be made by HQs to make these items available within 2 to 3 months.
4. There shall be no item having stock less than two or One month. The items having stock less than One month shall be reviewed by concerned CMMs and position be put up to COS on 10th of every month for further review of these items at the level of COS.
5. Each Dy. CMMs shall maintain a register monthwise showing the number of items less than Six month, Four month, Two month and One month which may indicate whether position of availability of safety items is improving or deteriorating.

All Officers shall ensure compliance of above instructions.
This is issued with the approval of the Competant Authority.

(Encl:as above)


(KULDEEP SINGH)
Dy.CMM/G
For Controller Of Stores

Copy to
PS to COS : for kind information of COS
CMM/M, CMM/E, CMM/G



SOUTH CENTRAL RAILWAY

Office of
The Controller of Stores
VI floor, Rail Nilayam
Secunderabad-71
July 31, 2003.

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

TIME TABLE FOR SAFETY ITEMS											
Sl.	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><u>Stock/NS</u></td><td><u>Non-TC</u></td><td><u>TC</u></td></tr><tr><td>Stock -</td><td>3 days</td><td>30 days</td></tr><tr><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.

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)	Stock/NS Non-TC TC 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

Office of the
Controller of Stores
Rail Nilayam
Secunderabad
Date. 25.08.2010

No.S.320.eprocurement

O.P. O No. 06 / 2010

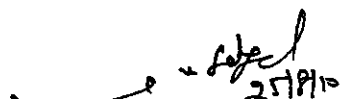
Sub: Feeding of Industrial Status code in MMIS while inputing PO Data - reg

While printing the data generated from MMIS about procurement made from various agencies during last two years, it has been noticed that data is not correctly being fed by purchase order clerk which results in generation of wrong information by MMIS, as under.

INDUS TYPE CODE (1)	INDUS TYPE CODE DESC (2)	08-09 (3)	09-10 (4)	10-11 (TILL DATE) (5)
000028	Imported purchased in India	0	0	0
000029	SSI or Cottage Industries excluding Khadi	222	0	0
000030	Public Sector	256	149	92
000031	Other Railways	35	25	9
000032	Other Govt. Dept.	44	44	25
000033	Khadi Industries	0	3	1
000034	Other Industries	7269	6692	3052
001365	STOCKIST	0	0	0
	TOTAL	7826	6913	3179

In view of above purchase sections are hereby instructed to properly feed the data while generating purchase orders, about the procurement made from various agencies/Industries as per the code given above in column (1) above and purchase officers signing the purchase order must ensure that agency code has been properly fed before signing the purchase order.

All the officers are requested to ensure that in future proper Indus. code is fed in the MMIS while generating new PO data.


(S.K. Sehgal)
Dy.CMM/IC

PS to COS : May please put up for kind information of COS.
CMM/E, CMM/M, CMM/G : for kind information.
All purchase officers HQ, all Section-Incharges

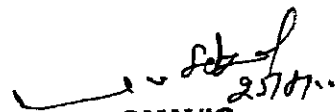
O.P. O. No. 07/ 2010

Sub: Inclusion of 'New Modules' for reporting tenders pending Officer wise in MMIS

A new module has been designed and included in MMIS for reporting of tenders pending officer wise. This module has two screens as follows:-

- i). **Screen 1** : To input the tenders received. Tender opening cell will input the case in the system after opening of tender. Link to the screen is at Input => purchase section => Tender => tender case entry.
- ii). **Screen 2**: This screen gives tenders pending against particular officer. In order to generate report, this program requires a) No. of days and b) Officer's Designation. After the input, when the report is run, system generates the report for the officer for tenders pending for more than input number of days. Link to the screen is at Reports => tender => SCR statements => Officer wise tender pending.

2.0 All the officers are requested to check that the tenders received by them are appearing in the tender pending statement. In case of any discrepancies in the report generated, it is requested to contact Computer Cell/ DyCMM/IC for further help.


Dy. CMM/IC

C/-

PS to COS: May please put up for kind information of COS.
CMM/G, CMM/E, CMM/M - for kind information.
All Purchase Officers

SOUTH CENTRAL RAILWAY

No.S.23.IC.policy

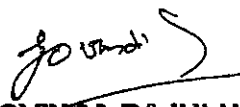
Headquarters office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.25.10.2010

OFFICE PROCEDURE ORDER No.08/2010.

Sub: Coverage of C-2 category items.
Ref: OPO No. 08/2009 of even No. dt.23.06.2009.

- 1.0 Depot Officers were delegated purchase powers vide above referred Procedure Order to arrange local purchase of C2 category items irrespective of their value and ANEs of their items shall not be submitted to Hqrs. except in exceptional cases.
- 2.0 While reviewing availability of stock items, it has been noticed that depot officers are not purchasing the C2 category items in time and no mechanism exists in depot to monitor procurement of these items, which has resulted in deterioration of overall availability of stock items.
- 3.0 In view of the above, it has been decided henceforth that the purchase of C2 category items will be done by the HQs purchase Office from the month of November 2010 onwards. **The ANEs for the month November 2010 and onwards shall be distributed to concerned purchase Officers for Procurement.** Concerned Purchase Officers will monitor the procurement of these items also, which will be discussed during the review meeting at the level of COS on existing proforma of monitoring of coverage.

This is issued with the approval of Competent Authority.


(S. GOVINDA RAJULU)
Dy. CMM/GP&S
For Controller of Stores.

Copy to :

PS to COS for kind information of COS

CMM/M, CMM/E, CMM/G for kind information.

All Purchase Officers, SMM/Sales, Secy. to COS.

All Depot Officers, All Divisional Stores Officers

Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC,

FA&CAO/WST/SC, Sr. AFA/SF/SC

All Chief OSs/ OSs of Purchase Sections

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 27.10.2010

No.S.23.IC.policy

OFFICE PROCEDURE ORDER No.09/2010.

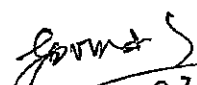
Sub: Issue of materials on pro-rata annual requirement.

While reviewing the availability of stock items it has been observed that items are being issued more than the monthly requirement and in some cases more than six month requirement quantity have been issued at a time resulting in item either going out of stock or less than 3 months stock. This has resulted in deterioration in availability of stock items.

Henceforth, to avoid such practices, the following procedure shall be followed by all depots:

- i) The Contract Period and corresponding AAC should be indicated on all Bin Cards/MMIS.
- ii) The Ward Keeper shall issue material as per monthly requirement as per AAC for particular Contract Period.
- iii) In case Indentor demands more than monthly requirement, then Ward Keeper shall examine whether there is shortfall in drawal from start of CP and can issue up to shortfall quantity or one month quantity at one time.
- iv) If Indentor still want more quantity as mentioned at (iii) above, then Ward Keeper will approach Depot Officer for his approval for issue of excess quantity. In no case, Ward Keeper is authorized more than one month requirement or quantity as mentioned at (iii) whichever is higher without the approval of Depot Officer.
- v) Depot Officer while permitting issue more than the proportionate issue, shall take necessary action for recouping of stores through Shortfall ANEs for coverage from Headquarters to avoid Out of stock situation.

This issues with the approval of competent authority.


(S.GOVINDA RAJULU)
Dy.CMM/G,P & Sales
For controller of stores

C/-

PS to COS for kind information of COS

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

All Depot officers

All purchase officers in Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Mechanical Branch
Secunderabad-71

No.M.92/DSL/NS/Sheds/Genl.

Date: 07-12-2010

CWM/LGDS,RYPS & TPYS
SrDME/Dsl/KZJ,GY,GTL,MLY
DME/Dsl/BZA
SrDME/C&W/SC,GTL
SrDME/GNT,NED,HYB,BZA
DME/P/SC,GTL

Mr 24/12
919/500
25/24P
23/2

Sub: Joint Procedure order for Indenting & initial Procurement of items

Please find enclosed herewith, a joint procedure order duly approved by COS & CME on the subject matter referred above for information and compliance please.

10
Amandeep Kapoor
DyCME/Dsl/SC

Copy to DyCMM/GP& S: for information and necessary action please
Copy to DyCVO/Stores/SC: for kind information please.

SOUTH CENTRAL RAILWAY

Headquarters Office
Mechanical Branch
Rail Nilayam
Secunderabad
Date : 06/12/2010

No.M.92/DSL/NS/Sheds/Genl.

JOINT PROCEDURE ORDER

Sub: Joint Procedure Order for Indenting and Procurement of initial procurement items of Mechanical department against non-stock indents through local purchase.

Number of shortcomings/deficiencies have been observed in procurement of materials against non-stock indents especially in local purchases at Field level. Following guidelines are issued on the subject matter for information and necessary action by both indenting and procurement officials.

1. Non-stock indents must contain complete description of the item required along with restrictive clause for procurement if any for purchase from Competent sources by appropriate method of tendering. Such restrictive clause must be clearly mentioned in the indent. Purchase Officer must satisfy himself before calling tenders that such clause has been incorporated in the tender for procurement.
2. Assessment of rates while indenting must be done very carefully after detailed market survey by Gazetted officer of technical department. This should include collection of budgetary quotations and price list from reputed/Competent sources preferably OEM or its exclusive authorized dealers/agents only. Last purchase rate should also be checked from other railway/other Govt. agencies. The information from internet can also be used for arriving at approximate rates. The approximate rate/LPR details should have proper reference or supporting documents/copies of budgetary quotation. In the absence of any such source of information for estimation of approximate rate, indenting authorities may carry out cost analysis for arriving at approximate rate.
3. Special care must be taken in first time purchases and detailed market survey is a must along with efforts for collection of LPR from other units. Budgetary quotation, Price List etc. should be collected from at least three reputed sources for first time procurement preferably OEM or its exclusive authorized dealers/agents only. Practice of obtaining quotation from traders/general suppliers without assessing reasonability of rate should be altogether avoided.
4. Technical Official at the level of Gazetted Officer should judge technical suitability of offers strictly based on tendered description and conditions. Reasons for acceptance or rejection need to be elucidated.
5. Technical Officer (gazetted rank) should give rate reasonability of the rates received in the offers and comparison with rate furnished in the indents after detailed market survey. Reasons for variation in rates must be examined thoroughly and properly recorded in the file.
6. Purchase officer shall decide the case on merits based on the technical comments and any other information on the file.

The above instructions are applicable for all local purchases of initial procurement items of Mechanical department only against Non-stock indents.

This is issued with the approval of CME and COS.


Dy.CME/DSL.


Dy.CMM/GP&S
