दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY
प्रधान मुख्य विद्युत अभियंता का कार्यालय /
Office of Pr. Chief Electrical Engineer,
रेल निलयम/ Rail Nilayam,
सिकंदराबाद/Secunderabad-500025

भारत सरकार Govt. of India
रेल मंत्रालय Ministry of Railways

No. E.207/6/P/HQ **Date : 02.05.2024**

Sr DEE/M/SC, HYB, BZA, GNT, GTL, NED
Dy.CEE/GS/SC, DEE/GS/BZA
Sr DEE/TrD/ SC, BZA
Sr.DEE/Tr/HYB, GNT, GTL, NED
Sr DEE/TRSO/SC, BZA
Sr DEE/ELS/LGD, BZA, KZJ
Sr.DME/DSL/GY, GTL, KZJ, MLY
DME/DSL/BZA
Dy CEE/S/LGD, ADEE/CRS/TPTY, ADEE/RYPS
Dy CEE/C/OHE/SC, Dy CEE/W/SC
DEE/TSMD/MLY, ADEE/MCS/RJY

Sub : Instructions regarding Inspection Clause in Works Contracts and issue of common Consignee Inspection Certificate of Material.

Ref :
1. This office letter No. E.29/P/Vol.XI dated 27.9.17.
2. This office letter No. E.29/P/Vol.XI dated 04.10.18.
3. This office letter No. E.207/6/P/HQ dated 17.04.19.
4. CEDE letter No. E.207/TRD/Stores/Circular Corrp. dated 22.05.23.

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During a preventive check by Vigilance Branch, some irregularities regarding inspection clause in Works contracts and ambiguity due to issuance of two different proformas of Consignee Inspection by General Services and TrD vide letters cited under ref(3) and (4) was observed. In this connection, it is advised to follow the following instructions on subject matter scrupulously :

1. In instances where the supply and installation of an asset, including it's accessories, are grouped as a single item in the schedule, inspection clause for supply portion shall be applicable for the item as a whole including accessories, sub-parts etc by default and shall be inspected by RITES/RDSO/Third Party Inspection agency/Consignee based on Railway Board's specified limit(at present Rs. 5 Lakh on par with Stores supply items) as instructed vide this office letter under ref(1). However if in any schedule, item has accessories/parts which are not manufactured/supplied by one agency and requires inspection separately, then the same shall also have to be inspected by RITES/RDSO/Third Party Inspection agency/Consignee based on Railway Board's specified limit as mentioned above.

2. All items installed(labour schedule) as part of Supply and installation contract shall be inspected and accepted as per tender specification/ conditions by Supervisor incharge for the particular work. Bills should be passed on the basis of inspection done by Supervisor incharge of the work only duly test checked by an Officer of ADEE/DEE level.

3. The consignee inspection certificate proformas issued by CEDE and CEGE to their respective Sr.DEEs vide Letters under ref(3) and ref(4) respectively are almost same but CEDE's letter does not speak for certificate to be signed by ADEE/DEE who are supposed to conduct 20% test check, hence in supersession to these proformas, a fresh proforma attached herewith as Annexure-A is being issued to be followed by all wings under PCEE.

4. The instructions in connection with inspection clause already issued by this office vide ref(1) & ref(2) are being re-iterated for their compliance along with issue of Common consignee inspection report mentioned at Point No.3 above.

This issues with the approval of PCEE/SCR.

Encl : Annexure – A & All letters under reference.

02.05.24

(B.M.Meena)
CESE/SCR
For PCEE/SCR

Copy to : CEDE, CELE, CEE/Plg&Op, CEE/CN, CMPE/DSL : For information please.

Annexure-A

Consignee Inspection Certificate of Material

1 Contract/ Purchase Order No. & Date :

2 Name of Work/Item :

3 Firm/Contractor Name & Address :

4 Indenter :

5 Consignee :

6 Item/Store received date :

7 Date of Inspection :

8 Certified that the item/Stores noted below have been inspected andthe results of Inspection are as under:

S.No.	Item No. as per schedule	Description of Material	Unit	Qty as per Agt.	Qty already passed	Qty now offered for Inspection	Qty now passed	Result of Inspection	DMTR/UDM S.No. & Date	Suppliers Delivery challan No. & date	Remarks if any

Encl : 1) Details of Inspection done from page ___ to ____(Annexure-I) duly signed each page.
2) Details of Test Certificates of OEM/Testing agency from page ___ to ____(Annexure-II)

Note : 1. All items supplied against the contract/Purchase order shall be recorded in DMTR/UDM.
2. Visual check, dimensional check and any other test/check conducted by the Consignee shall be recorded duly signed each page and enclosed with Inspection certificate.
3. Submission of all Test certificates of OEM/Accredited laboratory by the Contractor shall be ensured wherever applicable, duly countersigned each page.
4. Submission of Guarantee/Warranty certificates by the Contractor shall be ensured wherever applicable.
5. Submission of Supplier's delivery challans, Tax invoices, e-way bills(wherever applicable) by the Contractor shall be ensured.

Signature of Custodian of Stores
with Name & Designation

Signature of Inspecting Supervisor
with Name & Designation

Details of Test Check done :

Signature of Test Check officer
with Name & Designation

7847/2019/O/o Dy.CEE/PLG/SCR

दक्षिण मध्य रेलवे प्रधान कार्यालय, विद्युत शाखा,
रेल निलयम, सिकंदराबाद -500 071.
South Central Railway, Head Quarters Office,
Electrical Branch, Railnilayam,
SECUNDERABAD-500 071. Fax: 040-27820317

No. E.29/P/Vol.XI Dt.27.09.2017

Sr.DEE/M/SC, HYB, BZA, GTL, GNT, NED **(Through e mail)**
Sr.DEE/ELS/LGD, KZJ, BZA, ECS/MLY
Sr.DEE/TRD/BZA, SC, GTL, TRS/BZA, SC
Dy.CEE/S/LGD, W/SC, CN/OHE/SC
EEE/CN/BZA, GTL, DEE/MCS/RJY
DEE/CRS/TPTY, ADEE/WW/GTPL.

Sub :-Pre-inspection of items by RITES/RDSO for the materials procured through works contract.

Ref:- (i) This office letter No. E.29/P/Vol.X dt. 11.12.13
(ii) Rly.Board letter No. 2000/RS(G)/379/2 dt. 6.9.2017
(iii) Sr.DEE/TRD/SC lr No.C/E.207/TRD/Genl dt. 8.9.17

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Further to this office letter under ref (i), it is advised to incorporate **RITES/RDSO inspection clause in the works contract for which supply items value is more than Rs.5.0 lakhs** on par with stores supply items.

For consignee inspection, the firm should submit Guarantee/ Warrantee certificate, Test certificate from OEM. The branch officers to ensure inclusion of proper check list as per specification for individual items for consignee inspection.

These instructions supersedes the instructions issued vide this office letter at **Ref (i)**

This issues with the approval of CEE

(Ch.Krishna Prasad) 27/9/17
Dy.CEE/Plg/HQ
For Chief Elec.Engineer

Copy to CEE/CN, CELE, CEDE, CESE, CMPE/Dsl for kind information and necessary please.

(152)

15/2/18

दक्षिण मध्य रेलवे प्रधान कार्यालय, विद्युत शाखा,
रेल निलयम, सिकंदराबाद -500 071.
South Central Railway, Head Quarters Office,
Electrical Branch, Railnilayam,
SECUNDERABAD-500 071. Fax: 040-27820317

No. E.29/P/Vol.XI Dt.04.10.2018

Sr.DEE/M/SC, HYB, BZA, GTL, GNT, NED
Sr.DEE/ELS/LGD, KZJ, BZA, ECS/MLY
Sr.DEE/TRD/BZA, SC, GTL, TRS/BZA, SC
Dy.CEE/S/LGD, W/SC, CN/OHE/SC
EEE/CN/BZA, GTL, DEE/MCS/RJY
DEE/CRS/TPTY, ADEE/WW/GTPL.
Sr.DME/Dls/KZJ, GY, GTL, MLY
Dy.CME/DLS/BZA, DME/DLS/BZA

Sub :-System Improvement suggestion on inspection of material in Tenders schedule – Reg

Ref:- SDGM/SC letter No. G.265/Dy.CVO/S&T/Sys.Imp/2014 dt. 20.9.18

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In order to have clarity to contractors & Inspecting authorities, it is suggested that **type of inspecting authority ie., RDSO/RITES/Consignee etc., as the case may be, should be mentioned against schedule item wherever Supply portion involved and inspection required in the works contracts**, by adding annexure to the tender schedule (Sample sheet given in annexure)

The above suggestion should be implemented in the Tender schedules/ Agreements with immediate effect. The compliance may please be advised to this office.

04/10/18

(Ch.Krishna Prasad)
Dy.CEE/Plg/HQ
For Pr.Chief Elec.Engineer

Copy to CEE/CN, CELE, CEDE, CESE, CMPE/Dsl for information and necessary please.

Copy to SDGM/SC with reference to letter cited above for kind information. Similar instructions may please be issued to all departments as uniform policy matter.

Civil/Elect
Stes

PTO

16.11.18

Scanned by CamScanner

SDGM/SC

Annexure

Inspection clause

Schedule		
Sl No.	Description of the item.	**Inspecting authority RDSO/ RITES/ Consignee etc.,**

Sr.DEE/M/

Scanned by CamScanner

7847/2019/O/o Dy.CEE/PLG/SCR **SOUTH CENTRAL RAILWAY**

Headquarters Office,
Electrical Branch,
Rail Nilayam,
Secunderabad.

No.E.207/6/P/HQ Date: 17-04-2019

Sr.DEE/M/SC, HYB, BZA, GTL, GNT, NED,
Dy.CEE/Shops/LGD,
DEE/CRS/TPTY & ADEE/RYPS/GTPL.

Sub: System Improvement- Uniformity in issuing Consignee Inspection Certificate.
Ref : Lr.No.G.265/Elec.Sys.Imp/2019 dt.26.03.19

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Vide above referred letter, vigilance branch has suggested for a System Improvement in order to ensure the proper inspection of material by in-charge supervisor and officer and to have uniformity in issuing Inspection Certificate.

Hence, it is advised to issue proper 'Consignee Inspection Certificate' duly incorporating all the relevant details. Format of Consignee Inspection Certificate is enclosed as annexure 'A'.

17/4/19
Dy.CEE/Plg/HQ
For Principal Chief Electrical Engineer

Encl: As above.

Copy: Dy.CVO/S&T/SC for information.

O/C.

C: SSE/W/HQ.

हस्ताक्षर.....
सि.इ.ई.का कार्यालय/द.म.रे. सिकंदराबाद
आभार.....
Despatched on 18/4/19
CEE's Office/S.C.Rly/Sc
Initial.....

7847/2019/O/o Dy.CEE/PLG/SCR

Annexure 'A' Modified proforma

Unified Inspection Certificate of Material

1 Contract/PO No & Date :
2 Name of Work /Item :
3 Firm/ Contractor Name & Adress :
4 Indenter :
5 Consignee :
6 Item / Store Received Date :
7 Date of Inspection :

8 Certified that the item /stores noted below have been inspected and the results of the inspection are as under:

Sl.No.	Item No as per schedule	Description of material	Unit	Qty as per Agt.	Qty already passed	Qty now offered for inspection	Qty. Now Passed	Result of Inspection	DMTR Sl.No & Date	Remarks if any

Note: 1. Test certificates of OEM/ Accredited laboratory shall be ensured wherever applicable. Further the details of checking/ testing done by consingee wherever applicable should also be enclosed.

2. Gaurantee / Waranty should also be ensured while conducting the inspection by Consignee.

Name, Designation of Custodian of Stores

Name, Designation of Inspecting Supervisor

Name, Designation of Inspecting Officer

(24)

MISSION 1000 RKM ELECTRIFICATION OVER SCR

भारत-सरकार/Government of India
रेल मंत्रालय/Ministry of Railways
दक्षिण मध्य रेलवे/South Central Railway

महाप्रबंधक (विद्युत)/ General Manager[E]
प्रधान कार्यालय /Headquarters office
सिकंदराबाद /Secunderabad-500 025

Lr.No. E.207/TRD/Stores/Circular Corrp. Date:22.05.2023

Sr.DEE/TRD/SC, Sr.DEE/TRD/BZA,
Sr.DEE/TR/GTL, Sr.DEE/TR/GNT,
Sr.DEE/TR/HYB & Sr.DEE/TR/NED

Stores Circular No. – 02/TRD/HQ/SCR

Sub: Standard Proforma for issue of 'Unified Consignee Inspection Certificate of Material' - reg.

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During inspection of depots, it is noted that the Consignee inspections are done and accepted without a proper standard format.

A standard proforma for issue of 'Unified Consignee Inspection Certificate of Material' is enclosed. The same shall be used while inspecting of Stores items received either from Stores Purchase Order or from Contractual Supply.

Recommendations for additions/deletions in the format shall be submitted by divisin with justification to HQ/TRD for approval and revision of format. All divisions are instructed to issue 'Unified Consignee Inspection Certificate of Material' as per the format enclosed w.e.f 01.06.2023 without fail.

Enclosure: As above

(Ch. S. Reddy, NF-HAG)
Chief Electrical Distribution Engineer
for Principal Chief Electrical Engineer

E-220294
22/5/2023

UNIFIED CONSIGNEE INSPECTION CERTIFICATE OF MATERIALS

(to be given for all items irrespective of whether inspected by RITES/RITES/Consignee at factory)

A	Name of the Project	
B	PO/Agreement No. & Date	
C	Name of the Contractor	
D	Name & Address of the supplier	
E (i)	Suppliers Delivery challan(s) & Date	
E (ii)	Material received date	
F (i)	DMTR Sl.No. and date	
F (ii)	Ledger Book No. and Page No. ref	
G	Date of Inspection	
H	Inspection Done by (Name & Designation)	

I Details

	Description of Item .	Unit	Item Sl.No. as per Schedule /PO	Qty as per Agmt./ PO	Qty already Inspected/passed	Qty now offered for Inspection	Qty now passed	Total Qty passed till now	Balance Qty to be passed
1									
2									
3									
4									
5									

J	Inspection Carried out	As per Specification	Actual	Remarks
i	Visual Check	All materials shall be free from defects/cracks /damages.	All materials received are not having any defects and found in good condition.	-
ii	Dimensional Check			
iii	IR Value			
iv	Embossment of manufacturer on item	To be available at _____ on the item.	Embossment is available at _____ on the item.	
v	Marking (say every 1m for Cables) as per Specification	Marking to be available at _____ on the item.	Marking available at _____ on the item.	
vi	Any other Inspection Carried Out			

K	Documents to be available		
i	Delivery Challan/tax invoice	Must be enclosed else reject.	
ii	Guarantee certificate	24/30 months as per IRS conditions, else get revised Guarantee certificate	
iii	Manufacturer test reports	Must be enclosed else get undertaking from Contractor (to submit before next bill) or Supplier (to submit before release of Security Deposit in case of P.O.)	

L. Based on above inspection:
- The materials are found suitable and acceptable or
- Rejected and referred to Sr.DEE for further action.

Signature with
Name & Designation of Custodian
of Stores/Consignee