

दक्षिणमध्यरेलवेSOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office  
भंडारशाखा Stores Branch  
रेलनिलयमRail Nilayam  
सिकंदराबादSecunderabad – 25  
Dt.29.05.2023

सं.No.S.232.Tender & Purchase Procedure

**All Purchase Officers/HQrs./Depot/Divisions.**

**OFFICE PROCEDURE ORDER NO:09/2023**

Sub:- Maintaining of Weighing Machines in Stores Depot.

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During a Preventive Check carried out in a Stores Depot, it was found that the actual weight of sold lot displayed on the weighing machine used for weighing/accountal of non-ferrous scrap was not matching with previously recorded weight of the same lot. In order to ensure correctness of all Weighing Machines, the following instructions are issued for compliance by Depot/Divisional Officers:-

- 1) The Weighing Machines used in the Stores Depots/Divisions for weighing/accountal of material, shall be routinely inspected, checked for maintenance at appropriate intervals and calibrated periodically form the nominated agencies, as per the prevailing law, to prevent malfunctioning at any moment. Wherever necessary the periodical maintenance activity at appropriate intervals shall be covered with suitable AMC as per extant instructions
- 2) The routine inspection register for Weighing Machines shall be maintained in the concerned Receiving Section, Stocking Ward, Scrap Ward etc. and shall be counterchecked by Depot/Divisional officer on quarterly basis
- 3) The calibration status of Weighing Machines, the date calibration and the next calibration date due, shall be documented on the machine for conducting calibration within the stipulated validity period, to achieve 'accuracy and authenticity of weighment'

This issues with the approval of Competent authority.

(D.L.N.PRABHAKAR)  
Dy.CHIEF MATERIALS MANAGER IC  
For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-Secy to GM for kind information of GM Please  
PS to PCMM for kind information of PCMM  
CMM/T, CMM/G, CMM/E & CMM/M. for kind information please.  
Dy.CVO/Stores/SC, Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC, All Section in-charges