

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25

सं. No: No.S.249.Vig.preventive check

Dt.18.10.2023

**All PHODS**

**OFFICE PROCEDURE ORDER No. 17/2023.**

**Sub:** - Instructions for Non-stock indent submission/registration for procurement of machinery/materials involving installation/commissioning. - reg.

**Ref:** Dy.CVO/Stores Lr.No. G.265/V/PC/Cs/2023/01/01285 Dt.26/07/2023

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During recent investigation, Vigilance/SCR has observed that Non-stock indent for procurement of machinery/materials involving installation/commissioning was submitted to stores department before readiness of the site for installation/commissioning of such machinery/materials. Even after receipt of supplies against stores purchase Order, adequate efforts were not made by consignee for timely readiness of the site facility. This has resulted in abnormal delay for inspection/acceptance/rejection of machinery/materials.

Keeping in view of the above, the following system improvements are issued with immediate effect

- i. Non-stock indent for procurement of machinery/materials which involves installation/commissioning shall be submitted to Stores Department after ensuring necessary arrangement for keeping site readiness for installation/commissioning of such machinery/materials within the expected delivery period (or as indicated in NS indent) to the possible extent.
- ii. To reduce the time mismatch between delivery of goods and site preparedness, all Purchase Officers may have to take one separate undertaking from Indentor (Minimum JAG level) at the time of the NS demand registration for such items, that they will take all possible steps for ensuring readiness of site for installation/commissioning of machinery/ materials within the expected delivery period (or as indicated in NS indent).

This issues with the approval of Competent authority.

(उपमुख्यसमग्रीप्रबंधक/ Dy.CMM/P&S)

कृतेप्रमुखमुख्यसामग्रीप्रबंधक

**For PRINCIPAL CHIEF MATERIALS MANAGER**

Copy to:-Secy to GM for kind information of GM Please

PS to PCMM for kind information of PCMM

All DRMs / All CWMs for kind information please.

CMM/T, CMM/G, CMM/E & CMM/M. for kind information please.

Dy.CVO/Stores/SC, Dy.CMM/Con/SC, All Purchasing officers HQrs./Depot/Divisions, All Section in-charges, All consignees initiating Non-stock indents for procurement.