

## DELEGATION OF POWERS IN RESPECT OF STORES MATTERS

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
1	RB's letter No. 76/ RS (G)/ 779 / 36 Pt.1 (4/03) dt 09.06.03 & 2007/F(S)/PW7/1 dt.7.12.07 & 2007/RS(G)/779/1 dt.4.4.08	<b>APPROVAL OF QUANTITIES FOR PROCUREMENT</b> For purchase through tender / placing indents for Stock & Non Stock items.	Full Power	Above Rs.30 Lakh & upto Rs.2 Crores	Above Rs.5 Lakh & upto Rs.30 Lakh	Above Rs.2 Lakh & upto Rs.5 Lakh	Upto Rs.2 Lakhs	Refer note i, ii & iii below	Finance concurrence is not necessary

- NOTE:**
- i) Dy CMM/SMM-D/AMM-D/DMM/AMM can approve quantity upto their power of purchases.
  - ii) Sanctioning authority for non stock requisitions :
    - a. PHOD/CHOD/CSTE/Con. – Above Rs.10 Lakhs.  
(Should be countersigned by CWM / ADRM / SAG Officer & the same should be personally approved by PHOD / CHOD / CSTE/Con. of the user department in HQ.)
    - b. SAG/CWM/ADRM – Upto Rs.10 Lakhs.  
(Should be countersigned by SAG/CWM/ADRM officer of the user Department.)
    - c. JAG/SG Officer – Upto Rs.2 Lakh (In case JAG/SG Officer is not posted then non-stock requisition to be signed by :
      - ADRM for Divisional requirements.
      - CWM for Workshop requirements.
      - SAG Officer for construction and other requirements.)
    - d. Sr. Scale Officer – Upto Rs.50,000/- (JAG/SG Officers in absence of Sr. Scale Officer).
    - e. Jr. Scale Officers – Upto Rs.10,000/- (Sr. Scale Officer in absence of Jr. Scale Officer).
  - iii) Non Stock Requisitions are pre-formatted proposals. The signature of sanctioning authority and vetting should be obtained on the same.
  - iv) All Non Stock Requisitions above Rs.1 Lakh for Non-safety & Rs.2 Lakh for safety items should be vetted by Associated Accounts.
  - v) Non stock requisitions will require vetting as per extant instruction.
  - vi) All tenders at Head Quarter level for Non stock purchase at Head Quarter will require consolidation and essentiality of purchase to be certified by at least SAG level officer of consuming Department in Head Quarter.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officer	Remarks
2	a) RB's letter No. 2007/F(S)/PW7/1 dt.7.12.07	<b>APPROVAL FOR CALLING OF TENDERS</b> Advertised Tenders	Full Power	Above Rs.30 Lakh & upto Rs.2 Crores	Above Rs.5 Lakh & upto Rs.30 Lakhs	Above Rs.2 Lakh & upto Rs.5 Lakhs	Upto Rs.2 Lakhs	Nil.	Finance concurrence is not necessary
b)	RB's letter No. 2007/F(S)/PW7/1 dt.7.12.07	Limited Tenders In normal circumstances	Rs.10 Lakhs	Rs.10 Lakhs	Nil	Nil	Nil	Nil.	Finance concurrence is not necessary
c)	RB's letter No. 69-F(S)-1/PW-4/3 dt. 8/7/69, No. 83/FS(1)/PW-7/1 dt. 9.7.84, Store Code Para S-802(iii) No. 2007/RS(G)/779/1 dt.4.4.08 & 28.07.08.	Invitation of Limited Tender. (i) In emergencies (at the discretion of COS/CMM). (ii) For Safety items. (iii) For items for which approved list is issued only by centralized agency/RDSO/PU/CORE.	For (i), (ii) & (iii) Dy. CMM - Upto his level of acceptance. CMM - Upto Rs. 1 Crore. COS - Upto Rs. 2 Crore. AGM - Upto Rs. 5 Crore.						Finance concurrence is not necessary

**NOTE:**

- i. For issue of BT upto Rs. 10 Lakhs, full powers is available to all purchase officers within their power of acceptance as under Dy. CMM - Rs.10 Lakh, SMM - Rs.5 Lakh & AMM - Rs.2 Lakh.
- ii. Except in case of emergency & safety items, for purchases value above Rs. 10 Lakhs, calling of limited tenders in conditions laid down in para 331-S will require finance concurrence and AGM's approval.
- iii. Tenders are invited from approved/ registered sources. In case offers are to be invited from unapproved/ non-registered sources, and/ or to be considered, approval of next higher authority, minimum at JAG is to be obtained.
- iv. Attention is also invited to the existing Board's instructions according to which if only a single quotation is received against the limited tender, the tender should normally be re-invited except in case of urgency where also the urgency has to be certified by an officer not less than a JAG Officer for all purchases upto Rs.50,000/-, and by SAG officer for purchase above Rs.50,000/- and prices are found to be reasonable. ( RB letter No. 2001/FS-1/PW-7/2 Dt. 5/9/03). Normal powers of purchase will be however available when a single quotation is received against a re-tender.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2.d)(i)	RB's letter No. 76/RS(G)/779/55 dt. 21/5/82 & 2007/RS(G)/779/1 dt 28.07.08.	Invitation of Single Tender for Propriety items where it has been possible to certify that similar articles which could be used in lieu is not manufactured / sold by any other firm (PAC 'C' is certified).	COS/CMM/Dy. CMM / SMM / AMM - Up to their level of Acceptance						Finance concurrence is not necessary
(d)(ii)	RB's letter No. 76/RS(G)/779/55 dt. 21/5/82 & 2007/RS(G)/779/1 dt 28.07.08.	Invitation of Single Tender for where it has not been possible to certify that similar articles which could be used in lieu is not manufactured / sold by any other firm (PAC 'A' is certified).	Rs.5 Lakhs	Rs.3 Lakhs	Rs.2 Lakhs	Rs.1 Lakhs	Rs.50,000/-	Nil	Finance concurrence is not necessary
e)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08.	Single Tender for Non-propriety articles in normal circumstances.	Upto Rs 3 Lakh	Upto Rs 3 Lakh	Nil	Nil.	Nil.	(Refer Note I, ii below).	Finance concurrence is not necessary
f)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08.	Single Tender for Non-Propriety articles in emergent situations affecting maintenance, out-tum, operations etc.	Upto Rs 5 Lakhs	Upto Rs 5 Lakhs	Nil	Nil.	Nil.	Nil.	Finance concurrence is not necessary

**NOTE:**

- i. SAG officers/ DRM upto Rs. 10,000/- for computer system controlled by them. (Not exceeding the monthly limit of local purchase of stationery stores).
- ii. DRM upto Rs. 7,500/- each case (not exceeding the limit of local purchase power vide item 14 c).
- iii. Invitation of single tender and purchase will require personal approval of COS/CMM.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
g)	RB's letter No. 2007/RS(G)/779/1 dt.28.7.08	Invitation of Single Tender - Developmental items	Rs 5 Lakhs	Rs 3 Lakhs	Rs 2 Lakhs	Nil.	Nil.	Nil.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM-P	AMM-P	Other Officers	Remarks
3 a)	RB's letter No. 2001/F(S)/PW-7/2 Dt. 12/10/01, 5-9-03 & 2002/F(FEX)17/1/Airlifting dt. 28.2.03 & 2007/F(S)/PW7/1 dt. 7.12.07	<b>ACCEPTANCE OF TENDERS</b> Acceptance of tenders for direct purchase of stores peculiar to Railways including stationery and printing items.	Upto Rs 15 Crores.	Above Rs.30 Lakh & upto Rs 2 Crores	Above Rs.5 Lakh & upto Rs 30 Lakhs.	Above Rs.2 Lakh & upto Rs. 5 Lakhs	Upto Rs. 2 Lakhs	Ref (i) & (ii) below	Finance concurrence is not necessary

**NOTE:**

- DRM – Upto Rs.25,000/- per case (for procurement of small items of equipment Cost of which is changeable to ordinary revenue)
- Stores officers in Depot/Divisions/line: JAG= Rs. 1,00,000/- per item, Sr. Scale = Rs. 40,000/- per item for non stock items only through normal mode of tenders in terms of para 328-S of Stores Code.
- For imported stores powers of Zonal Railways are restricted to Rs.4 Crores. CIF. Once permission has been granted by GM. COS is authorized to finalise purchase involving foreign exchange Upto Rs.1 crore with concurrence of FA & CAO.
- Powers to permit Airlifting of Railway Stores upto 200 Kg. is delegated to COS and GM's power is enhanced to 500Kg. This power is to be exercised with concurrence of FA&CAO.
- For imported stores procurement can be initiated only after finance concurrence and AGM's approval.
- The structure and composition of Tender committee (Annexure A) should not be altered locally excepting in an individual case, for reasons to be recorded and with the concurrence of FA & CAO and approval of G. M.
- Finance vetting is not necessary for issuing purchase order and connected post contractual modification valued upto Rs.4 Lakh for non-safety item and upto Rs.8 Lakh for safety items, except for 100% payment against proforma invoice.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3b)	RB's letter No. 2007/ RS/(G)779/1 dt 28.07.08.	Single tender purchase of oils and lubricants marketed by PSUs such as IOC, BPC, BALMER LAWRIE & HPC etc. prices of which are controlled or administered by the Govt.	Upto Rs.3 Crore	Upto Rs.2 Crore	Nil.	Nil.	Nil.	Nil.	Finance concurrence is not necessary
3c)	RB's letter No. 87/ RS (G) 753/2 dt 1/9/06 & 2007/RS(G)/779/1 dt.4.4.08.	Purchase of steel from stockyards, acceptance of stockyard offers from SAIL, TISCO, IISCO & RINL on single tender basis and to make 100% payment in advance.	Upto Rs.3 Crore.	Upto Rs.2 Crore.	Nil.	Nil.	Nil.	Nil.	Finance concurrence is not necessary

**NOTE:**

- LT to be called in place of ST in case price is not Govt. administered.
- Quotation/ price list from all the local stockyards should be obtained.
- Procurement should be done at the lowest possible reasonable price subject to availability of items.
- Reasons for ignoring most economical stockyards prices on account of non-availability on the days of purchase to be recorded in writing by COS/ CMM if purchase is effected from the higher offer.
- In each case with finance concurrence for and to make 100% advance payment against P.I to the firms without going into TC formalities.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3d)	RB's letter No. 76/RS(G)753/2 dt. 14.12.81, 7.8.84, 89/RS(G) / 753/1 dt. 13/10/89	Purchase of Non-ferrous metals from MMTC & other PSUs i.e. M/s Hindustan Zinc Ltd. & M/s Hindustan Copper Ltd. on single tender basis.	Full Power of purchase in consultation with associate finance, without going through the formalities of tender committee.	Nil	Nil	Nil	Nil	Nil	Finance concurrence is necessary.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
3e)	RB's letter No. 87/RS (G)/779/26 Dt. 21.2.97	Acceptance for supplies by Road Transport while placing Purchase Orders.	Full Power up to the power of Acceptance							Finance concurrence is not necessary

**NOTE:**

- Payment should be made on receipt of goods in complete and satisfactory condition by the consignee.
- Transit risk will be on the contractor's account.
- Bulk movement of steel and POL will be by Rail.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3f)	RB's letter No. 99/M/M & P/7/7 dt. 13/3/00 & 24/3/00. Dy. G M (G)'s Letter No. AW.3262/Pt.V dt. 5/7/00	Procurement of Spares, consumable goods and small tools for manufacture & POH of 140 T Cranes and POH of Track Machines	Nil.	Nil.	Nil.	Nil.	Nil.	CWM/JMP – up to Rs.25 Lakhs.	Finance concurrence is necessary

**NOTE:**

- Tender Committee, wherever necessary, is constituted with the Mechanical Officer of JAG Level as the convener and other members of Finance and Stores Department are associated. It should, however, be seen that logistics for constitution of TC and availability of officers at appropriate levels exists at Jamalpur Workshop.
- In case of Proprietary Articles, necessary certificates being accorded by the competent officer of the concerned department.
- Purchase Policy/Rules/Procedures being followed by CWM/JMP in case of procurement made by him.
- The policies in respect of centralized procurable items through other agencies like Railway Board, DGS & D, RDSO etc., is kept in consideration and suitable dispensations obtained, where and if necessary.
- These powers are not delegated to further lower level and exercised by CWM/JMP only.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3g)	RB's letter No. 96/Track-III/TK/28 dt. 9/9/98. 99/M/M&P/7/7 dt. 13/3/00. Dy. G M (G)'s letter No. AW.3262/Pt.V dt. 05/7/00	For emergency repairs and purchase of spares incidental to such repairs for maintenance of Hydraulic Rescue devices and Hydraulic re-railing equipment.	Nil.	Nil.	Nil.	Nil.	Nil.	DRM – up to Rs. 1 lakh per break down with prior finance concurrence.  DRM – up to Rs.10,000/- (without finance concurrence)	Finance concurrence is necessary

**NOTE:**

- An overall ceiling of Rs. 20 (twenty) lakhs for Eastern Railway as a whole per annum is to be applied.
- To restrict the expenses to the said ceiling, separate ceilings for the various divisions (or DRMs) be prescribed/fixed.
- The annual year for the said ceiling prescribed would be the financial year.
- A register showing the details of expenditure incurred on each break down should be maintained so as to enable a watch being kept over the ceiling limit prescribed.
- Procurement of spare parts along with the emergency repairs should not be piecemeal to avoid finance concurrence and the purchase should be resorted to only when planned procurement has not materialized.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3h)	RB's letter No. 2007/RS/(G)779/1 dt 04.04.08.	Urgency certification in case of receipt of Single quotation against LT if prices are found to be reasonable.	Above Rs.50 thousand	Above Rs.50 thousand	Upto Rs.50 thousand	Nil.	Nil.	SAG - for all purchases above Rs.50,000/- JAG - for all purchases up to Rs.50,000/-	Finance concurrence is not necessary
3i)	RB's letter No. 2007/RS/(G)779 /1 dt 04.04.08.	To invite all types of Global Tender.	Full power upto power of acceptance	Nil.	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
4 a)	RB's letter No. 2007/RS(G)/779/1 dt. 04.04.08. Stores Code Para 707 & 802 (i).	<b><u>PURCHASE OF DGS&amp;D ITEMS</u></b> In respect of Stores for which DGS&D has entered into Rate or Running Contract, COS may on his discretion make direct purchase, if Stores are urgently required or can be more conveniently obtained locally or from a nearer station.	Upto Rs.1 Lakh in each case and not exceeding Rs.5 Lakh in aggregate (in each case) in one year.	NIL	NIL	NIL	NIL	NIL	Finance concurrence is not necessary
4b)	RB's letter No. 2006/RS(G)/66/Misc. dt.11.10.06	Direct purchase of DGS&D items for which no Rate/Running Contracts exists.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
4c)	RB's letter No. 69-F(S)-1/PW-4/3 dt. 8/7/69, No. 83/FS(1)/PW-7/1 dt. 9.7.84, No. 2001/ F (S) I/ PW-7/ 2 dt 05.09.2003. S-707 last lines.	Direct purchase of DGS&D items covered by Rate/ Running Contracts in emergency at discretion of COS/CMM.	Rs.50 Lakhs.	Rs.25 Lakhs.	Nil	Nil.	Nil.	Nil.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
4d)	RB's letter No. 2007/RS/(G)779/1 dt 04.04.08.	Placement of supply orders against DGS&D Rate Contract.	Full Power up to the power of Acceptance			NIL	Nil	Finance concurrence is not necessary	

**NOTE:-**

- i) JA Grade and Sr. Scale Stores Officers only with independent charge (in Divisions/ in depots): upto Rs. 3 lakhs per case as per SN 11 of RB's letter No. 2007/RS/(G)779/1 dt 04.04.08.
- ii) Jr. Scale Stores Officers with independent charge (in Divisions/ in depots): upto Rs. 1 Lakh per case.
- iii) Powers in respect of (i) & (ii) above to be exercised within annual ceiling limits which may be decided by COS in consultation with associated finance within available budgetary limits and each demand allocation and PU.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
5		<b>ACCEPTANCE OF PAYMENT TERMS</b>							
a)	RB's letter No.67/RS(G) 753/1 dt 10.5.68 & CS 18.	98% advance payment to well known firm of commercial standing against inspection and Railway receipt	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary
b)	RB's letter No.77/RS(G) 779 /29 dt 3.1.78 & CS No.18.	100% advance payment against inspection and Railway receipt to PSUs.	Full Power up to the power of Acceptance					Nil.	Finance concurrence is necessary
c)	RB's letter No. 2007/ RS/(G)779/1 dt 28.07.08.	100% advance payment against proforma invoice with finance concurrence in DA cases.	Rs.10 Lakh each case.	Rs.5 Lakh each case.	Nil.	Nil.	Nil.	Nil	Finance concurrence is necessary
Note : In TC cases power delegated to COS upto his power of acceptance vide SN 7 of RB's letter No. 2007/ RS/(G)779/1 dt 28.07.08.									
d)	RB's letter No. 77/RS(G)/779/ 29 dt 29.12.77 & 87/RS(G)/753/1 dt 9.5.97.	Acceptance of 100% advance payment for purchase of spares for machinery and plant items and propriety nature articles obtained from Govt. or non-Govt. agencies after ensuring sufficient safeguard like bank guarantee.	Rs.2 Lakh each case.	Rs.2 Lakh each case.	Nil.	Nil.	Nil.	DRM Rs.10,000/- each case.	Finance concurrence is necessary
e)	RB's letter No. 86/RS(G)/753/2dt21.5.86 &CS 18	In case of non-competitive telecom products of ITI for which ITI is sole supplier, approval of 25% advance payment along with the order & balance 75% payment on the basis of proforma invoice against inspection and dispatch payment on the basis of proforma invoice against proof of inspection & dispatch	Nil.	Nil,	Nil.	Nil.	Nil.	GM full power	Finance concurrence is necessary
f)	RB's letter No. 76/RS(G)/753/2 dt 03.8.84.	100% advance payment along with the order for non-ferrous metals procured from MMTC or other PSUs (canalizing agencies).	Rs.25 Lakhs.	Nil.	Nil.	Nil	Nil.	Nil.	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
5g)	RB's letter No. 76/RS(G)/753/2 dt. 18.6.88.	50% advance payment along with the order for supply of telecom equipments including cable to M/s Hindustan cable.	Nil.	Nil.	Nil.	Nil.	Nil.	GM – full power (not to be delegated to lower authorities )	Finance concurrence is necessary

**NOTE;** These powers will be exercised with finance concurrence. Where, however, the purchase is through tender committee, no separate finance concurrence is required.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
6		<b>ACCEPTANCE OF VARIATION CLAUSES</b>	Full Power up to the power of Acceptance						Finance concurrence is not necessary
a)	RB's letter No. 87/RS(G)/779/9 dt. 17.11.92 & 01.05.97.	Price variation due to variation in price of steel based on ruling prices of SAIL.						Nil.	
b)	RB's letter No. 70/RS(G)/779/46 dt. 13.3.81 & 87/RS(G)/779/9 dt. 01.05.97.	Price variation due to variation in the MMTC price of non-ferrous items on the ruling prices of HCL/HZL/MMTC and for other inputs composite standard formula published by recognized body like IEEMA.						Nil.	Finance concurrence is not necessary
c)	RB's letter No. 55/645/4/RE(G) dt. 28.3.57.	Variation in exchange rate for imported raw material/finished product						Nil.	Finance concurrence is not necessary
d)	RB's letter No. Para 3.3 chapter III, Rules for entering into supply contracts.	Statutory variation in taxes, duties & levies.						Nil.	Finance concurrence is not necessary
e)	RB's letter No. 70/RS(G)/779/46dt. 13.3.81.	Wage Escalation, Railway freight variation						Nil.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
7		<b>ACCEPTANCE OF FORCE MAJEURE CLAUSE</b>							
a)	RB's letter No. 75/RS(G)/148/1 dt. 27.9.77 & CS 18.	Railway's DGS&D standard force majeure clause.	Full Power up to the power of Acceptance				Nil.	Nil.	Finance concurrence is not necessary
b)	RB's letter No. Board's letter dt. 18.12.89	Non-standard Force Majeure clause	Full Power up to the power of Acceptance			Nil.	Nil.	Nil.	Finance concurrence is not necessary

**NOTE:**

- i. Force majeure may not be accepted normally for orders value below Rs.40000/-.
- ii. Non-standard force majeure clause may be accepted by the competent authority not below JAG officer with prior consultation of Law Officer and Finance Concurrence.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
8.		<b>EARNEST MONEY &amp; SECURITY DEPOSITS</b>							
a)	RB's letter No. 57/155/1/RS(G) dt.12.04.61, 86/RS(G)/155/1 dt.11.9.87,2003/RS(G)/779/5 dt.10.09.04.	Waival of Earnest Money in all tender cases.	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary
8.(b)	RB's letter No. 2004/RS(G)/779/1 dt.24.07.08 & 19.2.08.	Exemption of Earnest Money and Security deposits.	Refer C- 9.					Nil.	Finance concurrence is not necessary
8.(c)	Para 132/15 (ii) & clause 0504 of conditions of contract & RB's letter No.2004/RS(G)/779/1 dt.24.7.07.	Forfeiture/ with holding of Earnest Money & Security Deposits.	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary
8.(d)	RB's letter No. Para 132/15 86/RS(G)/164/0/1dt. 18.8.87 & 2004/RS(G)/779/11 dt.24.7.07.	Refund of Security Deposit after satisfactory completion or order.	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary
8.(e)	RB's letter No. Para 132/15 86/RS(G)/164/0/1dt. 18.8.87 & 2004/RS(G)/779/11 dt.24.7.07.	Refund of EMD to unsuccessful bidders.	Full Powers					Nil.	Finance concurrence is not necessary

**NOTE:**

In case of Global tender Earnest Money/ Security Deposit must be insisted Upon from all firms.

Guidelines for exemption for (EMD) and SD as per Board's letter No 2004/RS(G)/779/11 dated 24.7.07, 19.2.08 & 15.10.08

Earnest Money Deposit

- 1). The Earnest Money Deposit (EMD) shall be taken from all tendered against advertised tenders subject to following exemptions.
  - a. Venders registered with NSIC up to the monetary limit of their registration for the items tendered.
  - b. Venders registered with Railways upto the monetary limit of their registration for the items tendered/trade groups of the items tendered.
    - c. Venders on approved list of RDSO/PUs/CORE/Railway etc. For those specific items for which they are on approved list.
    - d. Manufactures and their accredited agents.
    - e. Other Railways, Govt Departments.
- (II) The amount of EMD to be taken in advertised tenders, wherever applicable, will be 2% of the estimated tender value subject to an upper limit of :
  - a. Rs. 5 lakh for tenders valuing up to Rs. 10 crores and
  - b. Rs. 10 lakh for tenders valuing above Rs.10 crores

Security Deposit valued up to Rs.10 lakh

- (i) Safety items no waiver of SD is permissible for safety item above Rs.10 lakh in all tender case. The security Deposit (SD) Performance Guarantee shall be taken from all firms for contracts for all safety items placed against advertised tenders and Global tenders.
  - (ii) Other item safety item. The security Deposit (SD) shall be taken from all firms for contract for items other than safety items placed against advertised tenders and Global tenders subject to following exemptions.
    - a. Venders registered with NSIC up to the monetary limit of their registration for the items ordered
    - b. Venders registered with Railways upto the monetary limit of their registration for the items ordered/trade groups of items ordered or venders on approved list of RDSO/PUs/CORE/Railway etc. for those specific items for which they are on approved list or other Railways. Govt Departments on their specific request and on merits of the case as considered by tender committee.
  - (iii) The usual security deposit, should, however be taken in case the contracts are placed on unregistered/unapproved firms or for items for which a particular firm is not registered/approved
  - (iv) The amount of SD to be taken, wherever applicable, will be 10% of the total value of contract subject to upper ceiling of Rs 10 lakh for contract valuing up to Rs. 10 crore & Rs. 20 lakh for contract valuing above Rs.10 crore.
- Upper limit on amount of EMD &SD may be enhanced suitably for tender cases/contracts valuing beyond the acceptance powers of GMs/AMS. However the same should be clearly specified in tender documents and purchase orders/contracts.

Validity of EMD

EMD should remain valid for a period of 45days beyond the final bid validity period.

Validity of SD

Security Deposit should remain valid for a minimum period of 60 days beyond the date of completion of all contractual obligations of supplier final bid validity period.

NB:

- i. For global tenders the instruction issued vide Board's letter No. 93/RS(G)/779/9 dated 19.05.1994 will continue to be followed. However upper limit could be enhanced suitably as indicated in point 3 above.
- ii. For procurement of M&P the detailed guidelines/instructions as contained in Board's letter No.93/RS(G)/709/1 dated 30.05.2006 may continue to be followed

Above instructions should be followed scrupulously.

Note : Return of EMD

(i) EMD of the unsuccessful bidders should be returned to them 30 days after expiry of final bid validity.

(ii) EMD should be refunded to the successful tenders on receipt of security money

Return of SD

After completion of all contractual obligations, SD should be returned to the successful supplier within 60 days

Subsequent to the issue of Board's instructions as contained in Board's letter of even no. dated 24.07.2007, on the subject of EMD & SD, the issue of SD has further been reviewed for single tender, limited tender and special limited tenders, on a reference from Railway Board's letter no. 2004/RS(G)/779/ii dated 19.02.08 and 15.10.08.

(1) For procurement of safety items above Rs.10 lakh, Security Deposit is mandatory in all tender cases.

(2) For procurement of safety items upto Rs.10 lakh existing rules on SD shall apply.

(3) For procurement of items other than safety items, the existing rules on SD shall apply i.e. SD shall be taken from all firms subject to existing exemptions as given for advertised & global tenders i.e.

(i) Vendors registered with NSIC upto the monetary limit of their registration for the items ordered.

(ii) Vendors registered with Railways upto the monetary limit of their registration for the items ordered/trade groups for items ordered or venders on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list or other Govt. Departments on their specific request and on merits of the case as considered by tender committee.

(4) For SD - No exemption for vendor registered with NSIC for safety items.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
9(a) (i)	RB's letter No. 2007/ RS (G)/ 779/1dt.4.4.08.	<b>DEVIATION</b> Acceptance of deviation from IRS conditions of contract with out prior financial concurrence. In direct acceptance cases.	One level higher than normal power of acceptance but not below the level of JAG.					Nil	Finance concurrence is not necessary.
9(a) (ii)	RB's letter No. 2007/ RS (G)/ 779/1dt.4.4.08.	Acceptance of deviation from IRS conditions of contract with out prior financial concurrence. In Tender Committee cases.	Normal power of acceptance of tender.					Nil	Finance concurrence is not necessary.
9(a) (iii)	RB's letter No. 2007/ RS (G)/ 779/1dt.28.7.08.	Variation of Indian Railways standard condition of contract.	COS may also waive operation of clauses relating to liquidated damages, "Risk Purchases" and "Arbitration" appearing in the contract valued up to Rs.5 Lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.	Nil.	Nil.	Nil.	Nil.	Nil	Finance concurrence is not necessary
b)	RB's letter No. 79/RS(G)/753/1 dt. 08.4.81.	Standing/Blanket sanction up to a period of 3 yrs. for acceptance of non-standard conditions e.g. payment terms, liquidated damages, risk purchase clause, arbitration clause etc. quoted by firms of repute.	Nil.	Nil.	Nil.	Nil.	Nil.	Nil	Finance concurrence is not necessary
c)	628-F (Vol-1) and CS-18 & para 441 -S.	To vary the quantity of any item in contract provided the value of the amended contract does not exceed powers of the authority who approved the original contract and subject to conditions of 628/C/F-Vol. 1 and 441 S. (Note ii below).	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary
d)	Para 440-S	Increase in rate of items in stores contract at post contract stage in which price variation clause is included.	Full Power up to the power of Acceptance					Nil.	Finance concurrence is not necessary

**NOTE:**

- i. This power is to be exercised with finance concurrence except where mentioned otherwise. Where, however, the purchase is through tender committee, no separate finance concurrence is required.
- ii. If total value exceeds the power of authority who approved original contract, sanction of next higher authority within whose competence as to amount it lies, should be obtained.
- iii. In cases where (+)30% option qty has been added to contract originally sanctioned by Railway Board, option clause, in post contractual stage may be approved by General Manager with concurrence of FA&CAO subject to stipulation laid down under Para(i) of Railway Board's letter No. 2007/RS(G)/779/5 dated 14.07.2008.

C 11

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officer	Remarks
10.	82/FS-1/PW-7/1 Dt. 13/7/82	<b>SIGNING OF INDENTS AND CONTRACTS</b>							
a)	RS (POL)/ 58/ 91/0501/ Policy Dt. 6-8-92	To sign indents placed on other purchase agencies viz. DGS&D, Railway Board, DLW, CLW, ICF etc.	Full power	Full power	Full Power up to the power of Acceptance	Nil	Nil	Nil.	Finance concurrence is not necessary

**NOTE :**

- i. In case of non-stock items certificate regarding availability of funds to be obtained from indenting officers. All indents will require vetting & signature of Dy. FA & CAO/ S&W.
- ii. Express indents for stores placed on DGS&D/Railway Board to be accompanied by the urgency certificates signed by COS.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
10 b)	RB's letter No. 2007/RS(G)/779/1 dt. 28.07.08 & 03.09.08.	Vetting of Indents and Purchase order.	Nil	Nil	Nil	Nil	Nil	i) Above Rs.8 lakh for safety items as 99/RS(IC)/165/SRC dated 19/4/2000 subject to 10% test-check by accounts.  ii) Above Rs.4 lakh for other than safety items. However, all the purchase order which do not required vetting, may also be got noted in the liability register for strict budgetary control.	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
10 c)	RB's letter No. 2007/ RS (G)/ 779/1dt.4.4.08	Signing of PAC.							PHOD / CHOD – Above Rs.3 lakh SAG Officer – Up to Rs.3 Lakh JAG / SG Officer – Rs.75,000/- Indenting Officer – Up to Rs.25,000/-  Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
11.		<b>DELIVERY PERIOD</b>							
a)	Para 445-S	Refixation of delivery period/ extension of Delivery Period without Liquidated damage.							Full Power up to the power of Acceptance  Finance concurrence is not necessary
b)	RB's letter No.58/RS(G)/775 dt. 31.10.74. Para 132-S & 2003/ RS (G)/ 779/9dt.4.3.08	To extend delivery dates or date of completion of contracts with liquidated damage @ 2% of the contract price of the consignment per month or part during which the supply may be in arrears upto the amount of loss sustained by the Rly. (See note (i) below subject to maximum of 10% of the contract value.							Full Power up to the power of Acceptance  Finance vetting is required.

**NOTE :**

- i. Finance vetting shall be required for final extension of Delivery Period with full LD for SL (b) above for PO valued more than Rs.4 Lakhs & Rs.8 Lakhs for Non-safety and Safety item..

- ii. COS would be the competent authority to grant extension of delivery Period in respect to tenders accepted by GM/AGM/Railway Board.
- iii. For provisional extension of Delivery Period with full LD, no finance concurrence is necessary.
- iv. Imposition of TLD / waiver of LD should be exercised as per guidelines laid down under RB's letter No. 2003/RS(G)/779/9 dated 4.3.08. The system of waiver of LD and imposition of TLD for delayed supplies will strictly be an exception rather than rule.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
c)	RB's letter No. 589/RS(G)/775 dt.31.10.74	<p>Extension of delivery date:</p> <p>(i) Where loss is incurred and can/cannot be quantified in terms of money.</p> <p>(ii) Where loss is not incurred but certain inconvenience is caused and inconvenience can be quantified in terms of money.</p> <p>(iii) Where loss is not incurred, inconvenience is incurred but it cannot be quantified in terms of money.</p>	Full Power up to the power of Acceptance							Finance concurrence required only in case of order valued above Rs.4 lakhs for non safety items and Rs.8 lakhs for safety items.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
12 a)	RB's letter No. 78/RS(G)/775 dt. 9.9.68.	<p><b>WAIVAL OF CLAUSE/ PENALTIES</b></p> <p>Waiver of liquidated damage if indentors certified no loss/ inconvenience in case of late deliveries.</p>	Full Power up to the power of Acceptance						Nil.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
12 b)	S-439 SN -8 of RB's letter No.2007/ RS (G)/ 779/1 dt.28.07.08	To waive of operation of clauses relating to risk purchase, liquidated damage and arbitration appearing in IRS conditions of contract for purchase orders value upto Rs.5 lakh each at post contract stage.	Rs. 5 lakh each case	Nil	Nil	Nil	Nil	Nil.	Finance concurrence is necessary

C 13

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
12 c)	RB's letter No. 79/ RS (G) 779/ 29 dt. 01.10.85 and 77/ RS (G) 779/ 29 dt. 03.4.98.	Waiver of recovery of liquidated damages and loss due to risk purchase in case where recoveries could be made only by resort to arbitration or legal action	Rs. 15000/- each case. (Recovery Amount)	Rs. 15000/- each case. (Recovery Amount)	Rs. 15000/- each case. (Recovery Amount).	Rs. 15000/- each case. (Recovery Amount).	Nil.	Nil.	Finance concurrence is not necessary

**NOTE:**

- i. The stipulations as indicated in Board's letter No. 58/ R8(G)/775 dt. 09.9.68 that 'while doing so the reasons, therefore, must be fully recorded on relevant files' may be incorporated.
- ii. Similar stipulations as indicated in Board's letter No.58/ RS (G)/775 dt. 17/29.9.80 may be incorporated.
- iii. COS may also waive operation of clauses relating to liquidated damages, risk purchase and Arbitration appearing in the contract valued up to Rs.5 Lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
12 d)	RB's letter No.2007/ RS(G)/779/1 dt.28.07.08	To write of loss due to Risk Purchase GD & LD.	Upto Rs.1 Lakh	Upto Rs.50,000/-	Upto Rs.25,000/-	Nil	Nil	Nil	Finance concurrence is necessary.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
13.		<b><u>CANCELLATION OF CONTRACT</u></b>								
a)	RB's letter No. 76/RS(G)753/3 dt. 3.8.84.	Cancellation of contract without financial repercussions.	Full Power up to the power of Acceptance					Nil	Finance concurrence is to be done concurrently at MA vetting stage.	
b)	RB's letter No. 76/RS(G)753/3 dt. 3.8.84.	Cancellation of contract with general damages.	Full Power up to the power of Acceptance					Nil	Finance concurrence is to be done concurrently at MA vetting stage.	
c)	Para 132-S(item-4)	Action for failure to deliver stores within the stipulated periods.  i) Cancellation of the contracts and recovery of any loss of damages which the Railway may sustain by reason of such failure on the part of contractor or,  ii) Purchase stores at the risk and cost of the contractor's risk.	Full Power up to the power of Acceptance					Nil	Finance concurrence is to be done concurrently at MA vetting stage.	

C 14

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
14 (a)	S-711 SN-14 of RB's letter No. 2007/RS(G)/779/1 dt.4.4.08 Sl. No.14	Local purchase of items of small value (both stock & Non-stock). Under stores code S - 711 & S-711B.	Dy. CMM in the Depot and Divisions - Local purchase up to Rs. 1 Lakh for Stock and Non- Stock item & power of purchase on single quotation up to Rs. 10,000/-.						Finance concurrence is not necessary but vetting of purchase order is required as per Note (v) under 3(b).
			SMM in the Depot and Divisions (Both for Independent and other than Independent Charge) - Local purchase up to Rs. 75,000/- and power of purchase on single quotation up to Rs. 5,000/-.						
			AMM in the Depot and Divisions (Both for Independent and other than Independent Charge) - Local purchase up to Rs. 50,000/- and power of purchase on single quotation up to Rs. 5,000/-.						

**Note :**

- i. Cash imprest of stores officers may be recouped for maximum 4 times in a month and cash purchases of non stock/Stock items should be made within this monthly ceiling.
- ii. For items costing upto Rs.10,000/- single quotation may be obtained but quotation from more than one firm are necessary for items costing above Rs.10,000/-. Local purchase on single quotation basis upto Rs.10,000/- each item is permitted for COS vide SN 14 RB's letter No.2007/RS(G)/779/1 dated 4.4.08.
- iii. In case of propriety items normal power will be applied.
- iv. Purchase of stock items by depots should be done as per conditions given under S-711.
- v. Finance vetting, Non Availability certificates from feeding depot as well as approval of ADRM will be required for purchase of stock items by Divisions.
- vi. Computer hardware/software, furniture, fax machine, key telephone etc. against Non-stock demand should be procured with approval of competent authority as mentioned in SOP Part-D.
- vii. All safety items should be procured only from approved sources. List of safety items and current approved sources therefore may be obtained from the PHOD of the concerned department.
- viii. Indenting Officers should clearly certify that the quantity is not deliberately reduced with a view to bring the purchase within the scope of this provision.
- ix. The Divisions / Depots / Sheds Officer will ensure that before making purchase, the fund is available.
- x. DGS&D items will be purchased either in emergency or when no rate / running contract is available and is valid.
- xi. The enhancement in the quantum of annual ceiling limit of Stock items (local purchase) by Divisional / Depot Officers is to be processed separately by COS on annual basis in consultation with associate finance.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
14 (b)	Para 701 & 711/A of store code 79/F (S)/P dt. 05.12.80.	Local purchase of stock and non-stock items of stores ( except rate contract/ running contract items entered into by DGS&D and stationary stores) by other than stores officers.	Nil	Nil	Nil	Nil	Nil	SAG – Rs.8,000/- but not exceeding Rs.200,000/- in aggregate per year. JAG – Rs.4,000/- but not exceeding Rs.50,000/- in aggregate per year.	Finance concurrence is necessary

**NOTE:**

- i. DRM – upto 10,000/- per item for Non stock but not exceeding 100,000/- per month aggregate.
- ii. CWM – upto 5000/- per item but not exceeding 50,000/- per month for stock & non stock items.
- iii. Works Manager holding independent charge of workshop upto Rs. 2,000/- per item, but not exceeding Rs. 20,000/- in aggregate per month, separately for stock and non-stock items.
- iv. XEN/ DSTE/DEE/DME etc. who do not work directly under the control of DRMs - upto Rs.2,000/- per item, but not exceeding Rs. 20,000/- per month, separately for stock and non-stock items.
- v. These powers should be exercised for purchase of Stores and equipment connected with operational & maintenance purpose only.
- vi. Purchase of stock items will be made in case emergency and subject to prior concurrence of finance. Register showing details of such purchases should be maintained and copies of all sanctions be forwarded to concern account officers who will keep a watch over the ceiling limit.
- vii. Prior finance concurrence will be required and AENs may procure of XEN or may be provided with an imprest for this purpose.

## C 15

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
14 (c)	Subject to observation of the procedure.	Power to make emergent purchases locally of petty stores from imprest cash.	Rs.2,000/- in each case.	Rs.2,000/- in each case.	Rs.2,000/- in each case.	Rs.1000/- in each case.	Rs.1000/- in each case.	Other than Stores Officer JAG & Sr. Scale with independent charge – Rs.2,000/-, Asstt. Officer – upto Rs.1,000/- in each case.	Finance concurrence is not necessary

**NOTE:**

- i. JAG at HQ and above of all departments: upto Rs 2,000/- in each case
- ii. JAG ( Independent) and above of all departments at Field: upto Rs 2,000/- in each case
- iii. Sr.Scale (independent) of all departments at HQ & Field: upto Rs 2,000/- in each case.
- iv. Jr. Scale (Independent) of all departments : upto Rs. 1000/- in each case.

**STORES GENERAL**

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
15.	RB's letter No. 87/ RS (G) 779/ 26 part dt. 21.2.97 & 89/ RS (G) 363/ 5 dt. 28.4.00.	<b>Transport Contracts:</b> Invitation and acceptance of tenders/ quotations for hiring of private transport for distribution/ collection of material meant for Railway, Material handling contracts, shipping clearance Contracts/ export contract, contract for fabrication of Rly. Stores, contracts for repair / reconditioning of Rly. Equipments /vehicles with works contract conditions.	Acceptance as per USOP / Part - "A" Works Contract.							Finance concurrence is necessary.

- NOTE:**
- Payment should be made on receipt of goods in complete & satisfactory condition by the consignee.
  - Transit risk will be on the contractor's account.
  - Bulk movement of steel & POL will be by Rail.
  - Finance vetting is not necessary for issuing purchase order & connected post contractual modification valued upto Rs.25,000/- except for 100% payment against proforma invoice, waiver of security deposit & non-IRS conditions.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
16	RB's letter No. F (X) II/ 86/PW/6 dt. 05.5.87, GM/G's letter No. 98/G/O dt.27.12.88, F(X)II/1/PW dt. 13.12.91 and CS 18.	Acceptance of arbitration awards against any dispute arising out of a contract subject to the conditions laid down in item 36 of Board's letter no. F(X)II/ 86/PW/6 dt. 5.5.87 in consultation with Sr. L.O.	Full power	Full power	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary.
17	RB's letter No. 85/FS I/PW7/1 dt. 27.5.87.	To invite tender and accept the same for Stitching of Railway's Garments.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase	Nil.	Finance concurrence is necessary.
18	RB's letter No. 74-EB/300 dt. 14.01.75.	To enter in to contract for cutting grass in Railway premises.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase.	Nil.	Dy.CMM/SM M/AMM on line with independent charge – Full powers	Finance concurrence is necessary.

## C 17

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
19. a)	Para 1807-1810 S	To fix imprest of each item of consumable stores.	Nil.	Nil.	Nil.	Nil.	Nil.	AGM – Full power	Finance concurrence is necessary.
b)	Item 17 of para 132-S, RB's letter No.76/RS (G)779/47 dt.15.11.76 (ACS No.140-S)	To sanction adjustment against stock account	Rs.25,000/- each case.	Rs.25,000/- each case	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary.

**NOTE:**

- i. To be exercised with finance concurrence.
- ii. Provided adjustment is not due to:
  - (a) Negligence, carelessness or dishonesty of Railway employee.
  - (b) Different methods of measurement adopted by the Accounts Deptt. stock verifiers and other departments.
  - (c) Such that the Chief Accounts Officer agrees need not be referred to the GM.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
20	item 44 of GM SOP. F(X)/II/86/PW/6 dt.05.5.87.	To write off shortages of Articles of dead stock, loss of stores and tools & plant in stock and in transit on Revenue Accounts and to sanction adjustments affected in numerical Accounts for Verifications undertaken departmentally or by Accounts deptt.							
		a) When a Railway employee is in any way responsible.	Rs.50,000/-	Rs.50,000/-	Rs.5,000/-	Nil.	Nil.	Dy.CMM on line with independent charge – Rs.5,000/- Nil (refer note below)	Finance concurrence is necessary
		b) When a Railway employee is not in any way responsible.	Rs.75,000/-	Rs.75,000/-	Rs.10,000/-	Nil.	Nil.		

**NOTE:** Dy.CMM on line with independent charge – Rs.10,000/-, DMM/SMM-D/AMM-D/AMM on line with independent charge up to Rs. 2000/-.

21		To write off losses of cash		Rs.10,000/-	Rs.5,000/-	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary.
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**NOTE:**

Finance concurrence should be taken relating to loss of cash of any amount. In other cases, finance concurrence should be obtained if amount exceeds Rs. 1,000/- in each case. Cases of loss involving more than Rs.50,000/- or presenting unusual features revealing serious defects in procedure should be referred to Board.

C 18

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
22)	Para 713 to 715 Genl. Code Vol. 1.	To sanction repair and maintenance of motor vehicles, material handling equipments, tool & plant, machinery etc.	Rs.20.000/- without Fin. Conc. Full power with Fin. Conc.	Rs.20.000/- without Fin. Conc. Full power with Fin. Conc.	Rs.10.000/- without Fin. Conc. Rs.20,000/- with Fin. Conc.	Rs.5.000/- without Fin. Conc. Rs.10,000 /- with Fin. Conc.	Nil.	a) Without Finance Concurrence Dy.CMM/SMM on line upto Rs.10,000/- AMM (independent charge) upto Rs.5.000/- b) With Finance Concurrence Dy.CMM/SMM on line upto Rs.20,000/- AMM (independent charge) upto Rs.10,000/-	As stated regarding Finance concurrence.

**SALE**

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
23)	Paras 2306-S, 2328-S & 2329-S, 2327 S-II	Sale of stores to other Zonal Railway/PSUs & Railway projects at book Rates.	Full Power	Full Power	Rs.3 Lakh.	NIL	Nil.	Dy.CMM/SMM of Depots- up to Rs.1 lakh. AMM of depot - 50,000/-	Finance concurrence is not necessary
24)	Para 2307-S	Sale of overstocks of ordinary emergency or special stores through advertised tender.	Full Power	Full Power	Nil.	Nil.	Nil.	Nil	Finance concurrence is not necessary
25)	Para 2310S to 2312 S, 2223 S.	Sale of scrap unserviceable, surplus and obsolete stores and adjustment of the difference between the book rate and sale subject to para 2224-S.							
a)		By advertised tender.	Full Power	Full Power	Nil.	Nil.	Nil.	CE full power for scrap wooden sleeper & bridge timber only by advertised tenders. CWM/DRM up to Rs.50,000/- for waste paper, old records, broken furniture, cutlery etc by advertised tender with recommendation of survey committee wherever necessary.	Finance concurrence is not necessary
b)		By Auction.	Full Power	Full Power	Nil.	Nil.	Nil.		
c)		By Direct sale	Full Power	Full Power	Nil.	Nil.	Nil.		
d)		Through BT/ LT	Nil	Nil	Nil.	Nil.	Nil.		

**NOTE:**

- i. If as a condition of sale, freight is to be born by the administration, cost of such freight should be taken into consideration in computing the loss.
- ii. L/T & B/T should be avoided and in case of OT, TC should be constituted as per Annex. A.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
26 a)	Authority: Item No. 12 of para 132-S RB's letter No.2001/RS(G)/709/20 dt.24.09.02 (Para 33).	<b>Extension of Payment / Delivery Time on Sale Matter</b> Extension of time for payment of balance sale value with full interest beyond 20 days of FPT list within 50 days from the date of Auction.	Full Power	Full Power	Nil	Nil.	Nil.	Nil	Finance concurrence is necessary
b)		Extension of time for payment of balance sale value with full interest beyond 15 days but within the DP.	Full Power	Full Power	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary
c)		Extension of time for payment of balance sale value without interest or with waiver of interest with finance concurrence.	Full Power	Full Power	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary
d)		Extension of DP with full ground rent up to 15 days.	Nil.	Nil.	Nil.	Nil.	Nil.	Depot Officer – Full Power.	Finance concurrence is not necessary
e)		Extension of DP beyond 15 days with full ground rent/ token ground rent or with no ground rent.	Full Power	Full Power	Upto Rs.5 Lakhs. Sale Value	Nil.	Nil.	Nil.	Finance concurrence is necessary

**NOTE:**

In case where full interest/ full ground rent is levied, no finance concurrence is necessary.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
27 a	S-2317	<b>Direct sale</b> to Railway employees for items of scrap like scrap wood, scrap wooden sleepers ,packing cases, scrap empty drums, saw dust , scrap durries, carpets, scrap gunny, scrap tarpaulins and rerollable iron & steel scrap (suitable for structural purpose).	Rs.3.000/-	Rs.3.000/-	Rs.500/-	Nil.	Nil.	Dy.CMM on line – Rs. 1.500/-. SMM on line – Rs.1000/-. ( CE– Rs. 3,000/-, <b>Sr.DEN</b> – Rs.1,000/- <b>DEN</b> – Rs. 300/- (For scrap wooden sleeper, bridge timber, Grass , etc).	Finance concurrence is not necessary
b)		Sale of scrap materials including re-rollable iron and steel scrap to charitable institute or Government aided institute.	Full power subject to limit of 30 MT in a month in respect of re-rollable iron & Steel scrap.	Full power subject to limit of 30 MT in a month in respect of re-rollable iron & Steel	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary
c)		Sale of scrap materials to private party other than institute charitable and Government aided.	Rs.3000/-	Rs.3000/-	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary
d)		Sale of permanent way materials to the manufacturers of Railway materials for testing purposes with the concurrence of CE.	Full Power	Full Power	Nil.	Nil.	Nil.	Nil.	Finance concurrence is necessary
28	Item No. 9, 17 of para 132-S.	To sanction adjustment of difference between Book Value and sale value of over stock or surplus stores to stock adjustment account.	Full Power	Full Power	Nil.	Nil.	Nil.	Nil.	Finance concurrence is not necessary
29	R B Letter No. 2003/RS(G) /777/2 Dt 4-6-04, 4-2-05, S-2223, Item no. 13 of S-132.	To reclassify stores and rate them as 'second hand' or scrap or dead surplus. To write down the value of surplus or obsolete stores on the books.	Rs.100,000/- per item. With survey committee	Rs.100,000/- per item. With survey committee	Rs.25,000/- per item. With survey committee	NIL	NIL	DyCMM-D= 25,000/- SMM-D = 10,000 /- (With Survey Committee) All Depot officers Rs.2000/- per item (without Survey Committee)	Finance concurrence is not necessary

**NOTE:**

- i. Items costing more than Rs.2000/- should be offered to other Railways,
- ii. Before classifying an item costing below Rs. 2000/- as dead surplus, the depot officer where considered necessary ascertained from the user department & other depots that the item is not likely to be utilized by them in next 2 years.

**FIELD MATTERS**

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
30	RB's letter No.73/ RS (G) 779/59 dt.20.2.80, 86/RS(G)/77/12 dt.02.01.87 & 2003/RS(G)/779/1/ (1/03) dt. 21/2/03.	To accept late supplies at their discretion against the orders placed by COS Office	Nil.	Nil.	Nil.	Nil.	Nil.	Depot Officers full power subject to conditions stipulated in Note i – iv below.	Finance concurrence is not necessary

**NOTE:**

- i. These powers cannot be exercised in respect of the following categories of orders.
  - a) Orders where higher prices have been paid for early delivery i.e. time preference orders.
  - b) Orders for supply of stores subject to severe market fluctuations.
  - c) Orders in which provision is made for recovery of pre-estimated damages.
- ii. For orders valued upto Rs. 3 Lakh delay in supplies up to 6 months.
- iii. For orders valued between Rs. 3 Lakh to Rs. 6 Lakhs, delay in supplies up to 21 days provided initial DP does not exceed 6 months.
- iv. For orders valued above Rs. 6 lakhs prior extension of delivery period from Purchase Officer will be necessary. No formal amendment of purchase order for DP extension is required to account for (ii) & (iii) above

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
31	RB's letter No.98/RS(G)/ 779/10 (CS)(3/03) dt. 25/2/03 , S-441	To accept excess/short supplies at their discretion without formal amendment to contract	Nil.	Nil.	Nil.	Nil.	Nil.	Depot Officer : Excess / short supply Upto $\pm 5\%$ of the Contract value or Rs. 3 lakhs which ever is less subject to total value of receipt not exceeding normal purchase power of COS.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
32	Para 2740-S.	To order final booking of unconnected material to stock adjustment account part-1 (a).	Full power	Full power	Full power	Nil.	Nil.	Dy.CMM/ SMM/AMM independent charge - full power.	Finance concurrence is necessary

**NOTE:** This power at SL-32 can be utilized subject to concurrence of the respective Stores Accounts Officers.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
33 (a)		Power to waive ground rent accrued due to non-removal of rejected materials by Firms within the prescribed period in exceptional circumstances.	Full power	Full power	Full power	Nil.	Nil.	Dy. CMM/ SMM-D/AMM independent Charge on line – Rs. 10,000/- each case.	Finance concurrence is necessary for waiver beyond Rs.1,000/-.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks	
33 (b)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08. Sl. No.15	Hiring of material handling equipment by Depot officers.							1) Dy. CMM(Depot) - Upto Rs.20,000/- per case with monthly ceiling limit of Rs.2 Lakhs. 2) SMM(Depot - Independent Charge) - Upto Rs.10,000/- per case with monthly ceiling limit of Rs.1 Lakhs. 3) AMM(Depot - Independent Charge) - Upto Rs.5,000/- per case with monthly ceiling limit of Rs.50,000/-.	Finance concurrence is necessary.
33 (c)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08. Sl. No.10	Purchase of items through normal mode of Tenders (Open, Limited, Bulletin and Single Tenders) in terms of para 328-S of Stores Code Vol.I. NB. 1) Notes at Sl. No. (vi) & (vii) under item No. 2) BT and OT should be preferred as the mode of Tendering.							a) For stock items urgently required and b) For Non-stock items required for purpose of train operation, Rolling Stock Maintenances, Signaling and track maintenance, passenger amenity items, items required for ART & ARMV, cleanliness, touch & feel items, safety items, urgent sanctioned project related items. c) For stock items and non-stock items not covered in (a) & (b) above. Delegated powers :- For (a) & (b) both - 1) Sr. DMM/Dy. CMM(Depot) - Upto Rs.3 Lakh per case. 2) DMM/SMM(Depot)-Independent Charge - Upto Rs.3 Lakh per case. 3) DMM/SMM(Depot)-Other than Independent Charge - Upto Rs.1.5 Lakh per case. 4) Asstt. DMM/AMM(Depot) - Independent Charge - Upto Rs.1.5 Lakh per case. 5) Asstt. DMM/AMM(Depot) - Other than Independent Charge - Upto Rs.1 Lakh per case. Note : (a) Above powers to be exercise within annual ceiling limits which may be decided by COS in consultation with associate finance. (b) These powers to be exercised within available budgetary limits and each demand allocation and primary unit. Delegated Powers :- For (c) - 1) Sr. DMM/Dy. CMM(Depot) - Upto Rs.2 Lakh per case. 2) DMM/SMM(Depot)-Independent Charge - Upto Rs.2 Lakh per case. 3) DMM/SMM(Depot)-Other than Independent Charge - Upto Rs.1 Lakh per case. 4) AMM(Division)/AMM(Depot) - Independent Charge - Upto Rs.1 Lakh per case.	Finance concurrence is not necessary but vetting of PO is required as per note (v) under 3(b).
33 (d)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08. Sl. No.11	Placement of supply orders against DGS&D plate contracts. (Powers of Divl. Stores & Depot Stores Office)							1) Sr. DMM/Dy. CMM(Depot) - Upto Rs.3 Lakh per case. 2) DMM/SMM(Depot)-Independent Charge - Upto Rs.3 Lakh per case. 3) DMM/SMM(Depot)-Other than Independent Charge - Upto Rs.1.5 Lakh per case. 4) Asstt. DMM/AMM(Depot) - Independent Charge - Upto Rs.1.5 Lakh per case. 5) Asstt. DMM/AMM(Depot) - Other than Independent Charge - Upto Rs.1 Lakh per case. Note : (a) Above powers to be exercise within annual ceiling limits which may be decided by COS in consultation with associate finance. (b) These powers to be exercised within available budgetary limits and each demand allocation and primary unit.	Finance concurrence is not necessary but vetting of PO is required as per note (v) under 3(b).
33 (e)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08. Sl. No.16	Placement of purchase order on other Railway units by Depot / Divl. Officers for material assistance.							1) Sr. DMM/Dy. CMM(Depot) - Upto Rs.5 Lakh per case. 2) DMM/SMM(Depot)-Independent Charge - Upto Rs.5 Lakh per case. 3) DMM/SMM(Depot)-Other than Independent Charge - Upto Rs.2 Lakh per case. 4) Asstt. DMM/AMM(Depot) - Independent Charge - Upto Rs.2 Lakh per case. 5) Asstt. DMM/AMM(Depot) - Other than Independent Charge - Upto Rs.1 Lakh per case.	Finance concurrence is not necessary but vetting of PO is required as per note (v) under 3(b).
33 (f)	RB's letter No. 2007/RS(G)/779/1 dt.4.4.08. Sl. No.12	JAG level Tender Committee Member in case of single SAG Officer.							1) In case of only one FA&CAO, JAG level finance officer will be member of Tender Committee up to Rs.8 Crores. 2) In case of only one SAG Stores officer, JAG level stores officer will be member of Tender Committee up to Rs.8 Crores. 3) In case of only one SAG level officer in user department, JAG level officer of user department will be member of Tender Committee up to Rs.8 Crores.	Finance concurrence is not necessary.

Sl. No.	Reference to Code / Rule Order	Nature of Power	Other than Stores Officers
34.	GM's Inspection Note Sl. No. 6/9/00/GM/IIMSR circulated vide GM's letter no. G.300/16-1(G)/GM dt.8.9.2000	Procurement of furniture & almirahs / racks for stations, rest houses, retiring rooms, inspections carriage, crew booking points, driver / guard lobby & technical schools.	DRMs (per annum) – i) Category – “A” station– Rs.1 Lakh Category – “B” station – Rs.50,000/- Any other station – Rs.30,000/- Each School – Rs.50,000/- ii) Crew Booking Points, Driver / Guard lobby, Technical Schools, Rest Houses, Running Rooms, Training Schools, Austerity Type, Primary Schools, Institutes & Any Other Railway Schools – Rs.50,000/-, Inspections Carriage – Rs.20,000/- <b>Note</b> : The procurement shall be on new / replacement account. For new furniture expenditure may be kept to 30% of the total amount, subject to availability of fund.

Expenditure on these account should be limited to Rs.20 lakh each on HWH, SDAH & ASN Divisions and Rs.15 lakh for MLDT Division, chargeable to passenger amenities work / and revenue (upto Rs.5 lakh per Division under revenue).

This will be sanctioned by DRMs personally and concurred in by Sr. DFMs / DFMs.

- Note ::**
1. The furniture to be procured should be durable and functional in nature.
  2. Stations having broken furniture should be given priority. Old / Broken furniture should be condemned before procurement of new furniture. Procedure in vogue for condemnation of furniture should be followed.
  3. All purchases under this power must be entered into the dead stock register to be maintained at each station.
  4. Normal mode of procurement through stores department is to be followed and in emergent cases spot purchase may be under taken following the procedure of existing JPO of spot purchase with the approval of the concerned DRM with finance concurrence.



## ANNEXURE – “A”

**CONSTITUTION OF TENDER COMMITTEE**  
**AND**  
**AUTHORITY COMPETENT TO ACCEPT STORES TENDER**  
(Railway Board letter No. 2007/F(S))/PW7/1 dated 07.17.2007.)

Value limit of Tender	Accepting Authority	Constitution of Tender Committee		
		Stores Department	Concern Deptt.	Finance Deptt.
Rs.10 Lakhs to Rs.30 Lakhs	JA Grade	Sr. Scale	Sr. Scale	Jr. Scale
Rs.30 Lakhs to Rs.1 Crore	SA Grade	JA Grade	JA Grade	Sr. Scale
Rs.1 Crore to Rs.2 Crores	SA Grade	JA Grade	JA Grade	JA Grade
Rs.2 Crores to Rs.15 Crores	PHOD / CHOD	SA Grade	SA Grade	SA Grade / FA&CAO(S&C)
Rs.15 Crores to Rs.25 Crores	AGM	PHOD / CHOD	PHOD / CHOD	SA Grade / FA&CAO(S&C)
Rs.25 Crores to Rs.50 Crores	GM	PHOD / CHOD	PHOD / CHOD	FA&CAO / FA&CAO(Con.)

**CERTIFICATE FOR PURCHASE OF PROPRIETY ARTICLES**

**(REF. RLY. BOARD'S L/NO.2007/RS(G)/779/1 Dt. 04.04.2008.)**

1. Description of Articles :  
(PL No.)
2. Quantity
3. Approximate cost (If any)
4. Maker's Name and Address
5. Local Address
6. I approve the above purchase and certify that :
  - a) No other Make/Brand will be suitable.
  - b) This is the only firm who is manufacturing/stocking this item.
  - c) A similar article is not manufactured or sold by any other firm which could be used, in lieu.

NOTE: Delete (a) or (c) whichever is not necessary.

Date : \_\_\_\_\_

Signature \* \_\_\_\_\_

**Designation of Officer** \_\_\_\_\_

**\* To be signed by**

**Upto Rs. 25,000/- Indenting Officer**

**Upto Rs.75,000/- JAG/Selection Grade Officers**

**Upto Rs.3,00,000/- SAG Officer.**

**Above Rs.3,00,000/- PHOD of the User Deptt.**

JOINT PROCEDURE ORDER

Sub : Spot Purchase.

- 1.0** PREAMBLE: There are occasions to purchase materials on the spot without following the formal tendering system but by calling offers through physical visit of the premises of the firm by the nominated officers. This mode of purchase is commonly known as Spot Purchase.
- 2.0** Silent on the subject. Also Railway Board has not issued any guidelines/instructions on this mode of purchase. Still the same is resorted to in almost all the Zonal Railways./Production Units to deal with emergent situation. With a view to streamline the purchase through the mode of 'Spot Purchase' the procedure is outlined as given in succeeding paragraphs.
- 3.0** **CONDITIONS FOR RESORTING TO SPOT PURCHASE**
- 3.1** The concept of 'Spot Purchase' for the purchase will be followed in very exceptional circumstances. The need to resort to spot purchase shall fulfill conditions as laid down below.
- i) For purchase of non-stock items, where demand could not be foreseen in advance, and required urgently for safe operation and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.
- ii) For purchasing non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical and items of consumable nature, where the quality available in the market is rapidly changing. Hence, it is not possible to finalise the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture (table, chair, almirah etc.) crockeries & cutleries, lines, curtains, carpets, other furnishing items etc.
- 3.2** However, Spot purchase shall not be resorted to for purchasing such items, which have got detailed specifications, and drawing and are required to be purchased only from approved sources.
- 3.3** Spot purchase power delegated on the basis of the High Level Committee's report on Disaster Management over Indian Railways will be in addition to the power mentioned in this JPO.
- 4.0** **PROCEDURE:**
- 4.1** Since, Spot Purchase is only a mode of purchase, therefore, there should be a proper requisition for non-stock items. The quantity is to be restricted to bare minimum.
- 4.2** The proposal for Spot Purchase should be agreed in principle by the PHOD of the concerned consuming department. The proposal shall be submitted for AGM's specific approval through COS after concurrence by FA&CAO/F&B. After the proposal has been sanctioned by AGM, proper file will be opened in convener's office against the requisition for non-stock items. (Authority – AW.1429/14/Spot purchase Committee/JPO dt. 26.08.04.)
- 4.3** The Spot Purchase would invariably be made by a committee of 3 officers, one from Stores Deptt., (to be nominated by COS), one from Accounts Deptt.,(to be nominated by FA&CAO) and one from indenting Deptt. (to be nominated by concerned co-ordinating HOD). The Officer from the indenting department will act as convener.

4.4. The level of Spot Purchase Committee will be as under :-

**Level of Committee :**

S N	Stores Deptt.	Consuming Deptt.	Accounts. Deptt.	Value of Purchase
1.	Sr. Scale	Sr. scale	Sr. Scale	Upto Rs. 5 lakhs
2.	JAG	JAG	Sr. Scale	Over Rs. 5 lakhs & upto Rs. 25 lakhs.
3.	SAG	SAG	JAG	Above Rs. 25 lakhs.

NOTE : If there are more than one item to be spot purchased simultaneously then the total value of all the items would be guiding criteria.

4.5. In case of Divisions, respective DRMs can approve Spot Purchase proposal after concurrence of Sr. DFM or DFM, where Sr. DFM's post does not exist and nominate the Spot Purchase Committee for value of purchase upto Rs.1 lakh. In case the value exceeds Rs.1 lakh, the spot purchase proposal and nomination of officers will have to be got approved by AGM as per procedure laid out at Para 4.2 above. Level of committee will be guided as per Para 4.4. However, where Sr. Scale or above Stores/Accounts Officers are not available in Divisions, Jr. Scale Stores/Accounts Officers can be nominated on the committee for spot purchase upto Rs.1 lakh.

4.5.1 In case of Workshops, respective CWMs can approve Spot Purchase proposal after concurrence of Dy. CAO(W) or WAO, where Dy. CAO(W)'s post does not exist and nominate the Spot Purchase Committee for value of purchase upto Rs. 50,000/-. In case the value exceeds Rs. 50,000/-, the spot purchase proposal and nomination of officers will have to be got approved by AGM as per procedure laid out at Para 4.2 above. Level of committee will be guided as per Para 4.4. However, where Sr. Scale or above Stores/Accounts Officers are not available in Workshops, Jr. Scale Stores/Accounts Officers can be nominated on the committee for spot purchase upto Rs. 50,000/-.

4.5.2 In case of Head Quarters, respective PHODs can approve Spot Purchase proposal after concurrence of FA&CAO / FA&CAO(C) and nominate the Spot Purchase Committee for value of purchase upto Rs. 1 lakh. In case the value exceeds Rs. 1 lakh, the spot purchase proposal and nomination of officers will have to be got approved by AGM as per procedure laid down at Para 4.2 above. Level of committee will be guided as per Para 4.4.

4.6. The committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain minimum 3 quotations from such suitable sources and while obtaining the quotation for items to their specification, normal rules laid down for obtaining quotation as in the case of cash purchase will be followed. In conducting their business, the Committee shall give due regards to the canons of financial propriety.

4.7. Inspection of materials, if required/called for shall be done by Member of Indenting Department.

4.8. The Committee shall draw proceedings which should indicate minimum following points:

- a) Brief discussion of the offers obtained.
- b) Recommendations along with certificate on reasonableness of recommended rates.
- c) Unusual terms & conditions and deviation accepted.
- d) Consignee.
- e) Paying Authority.

- 4.9 The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and the minutes of the committee shall be kept on the file.
- 4.10. The formal purchase order detailing the description/specification of the items, the rate and the other terms & conditions duly signed by all three members shall be placed on firm.
- 4.11. All decisions in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final and will not require any approval of higher authority.

In case of non-agreement of the three members, convener is required to put up the papers to his next higher authority for a decision, who may take a decision at his own or in consultation with finance. However, the reasons for the decision are to be recorded on the file. A report of spot-purchase may be put up for information on having completed the Spot Purchase i.e. after receipt of supplies.

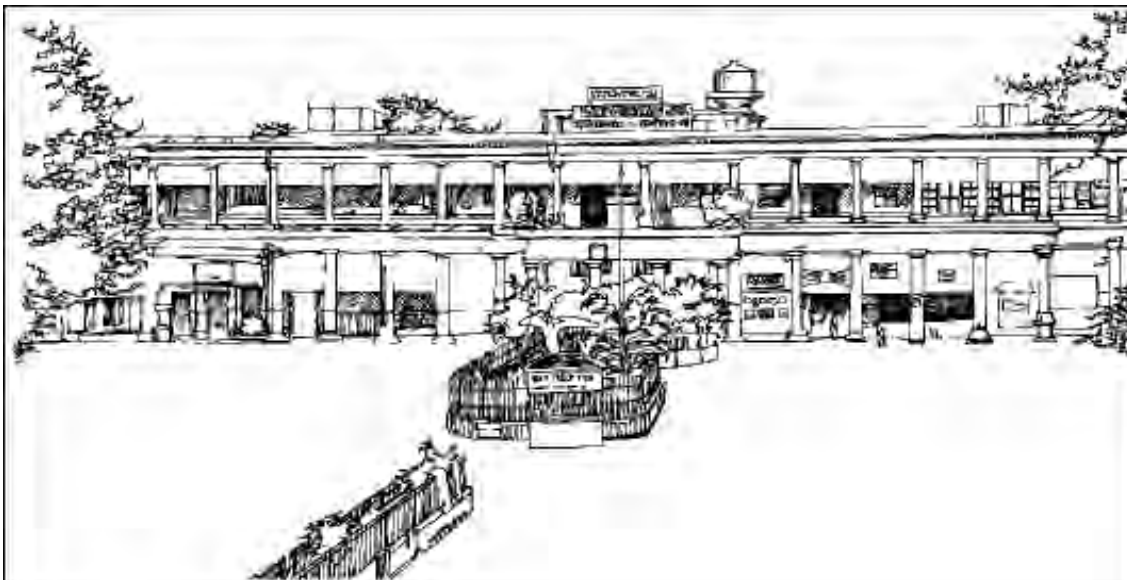
**5.0 PAYMENT:**

- 5.1 Cash payment is to be avoided unless payment is made through cash imprest.
- 5.2 Payment to the suppliers may be made either in cash on the spot or through cheque to be issued by Accounts Officer.

In case of cheque/cash payment the Pay Order will be prepared by the Indenting Deptt.'s representative in the Spot Purchase Committee. Alternatively, payment through FA&CAO may also be followed depending upon the agreed terms & conditions.

While making payment through cash, the committee should ensure ITCC/STCC (as applicable) and documentary evidence of payment of Excise Duty (if applicable) from the firm before the payments are arranged.

- 5.3 The material purchased will be accounted for as is being done for material received against regular purchase orders.
- 5.4 The purchase shall be completed within 45 days from the date of appointment of committee failing which fresh approval of AGM/DRM/CWM (as the case may be) shall be obtained for purchase of items through Spot Purchase Committee.



**JPO IN CONNECTION WITH FUND CERTIFICATION / VETTING OF ORDERS FOR PROCUREMENT OF NON-STOCK MATERIALS.**

Railway Board vide their instructions issued from time to time has stressed that the real control on expenditure on stores should be at the time of entering into commitment rather than resorting to deferment of payments/adjustments so as to within the sanction budget in final head. Various codal provisions permit Railway to incur liability only after ensuring of adequate fund under proper head of allocation within the ambit of fund outlay. Instructions exists for observing strict economy while framing the estimate for stores whether to be stocked in the depot or consumed directly by the department. In addition to all these guidelines it is further desirable that adequate control at appropriate level is to be exercised to ensure that the quantity designed to be procured is the irreducible minimum and that procurement of the particular item (non-stock) is inescapable.

**PROCEDURE** : The following procedures should hence be observed in respect of all requisitions :-

1. If the value of the non-stock demand exceeds Rs.40,000/- the quantity indented for must be vetted by the Associate Accounts Officer of the indenter before the procurement action is initiated.
2. Both the Requisition approving officer and Associate Account Officer of Indenter should see
  - (A) That there is necessity of items for consumption and
  - (B) That adequate funds are available in the indenter budget for accepting the debit. For this purpose a mere certificate that "fund exists" should be avoided and associate Accounts Officer should examine that approximate rate as well as quantity for which the fund has to be certified are mentioned on the requisition placed by the indenter for vetting.
  - (C) The certification of fund should be in clear terms i.e. the amount upto which fund has been certified should be mentioned by the Associate Accounts Officer.
  - (D) However, it is permitted to generate non stock requisition and floating of tender of those items whose provisions are appearing in the pink book subject to availability of fund to be ensured. Financial commitment i.e. placement of PO will only be allowed after availability of fund has been confirmed.  
After satisfying himself of the above factors Associate Accounts Officer endorse a certificate on the non-stock requisition at the time of vetting regarding fund position.
3. The COS office should ensure that in case of purchase value exceeds 10% of the requisition value, re-vetting of requisitions should be done by Associate Accounts Officer of the indenter before acceptance of the tender or before placing the PO to finance for vetting  
Fund certification will be expeditiously done by concerned indenter to avoid any delay in release of PO.
4. For Tender Committee cases (valued Rs.5 lakh and above) the above two factor i.e. purchase value within / exceed 10% of the requisition value where re-vetting is required and clear availability of fund of the corresponding year in the non-stock requisition should be seen by the Tender Committee with clear recommendation in this regard.
5. Availability of fund in the non-stock requisition should also be ensured in the corresponding year prior to issuance of PO i.e. entering into financial commitment.
6. It has been observed that stores expenditure under demand No. 5,7,8,9 & 10 consist almost entirely of material issued from stock or those already in the inventory account and therefore, these duplicate inventories (when non stock procurement is resorted to) effect not only the plan expenditure but revenue grants, final inventories, therefore, all high value requisitions for non stock items the quantity should be carefully arrived at to avoid the material becoming surplus.

This JPO is issued in supersession of account and store department circular No. S/438/P/O/Pt.IV/9/77 dt.14.1.1977 and will be implemented with immediate effect.

This issues with the approval of General Manager.

Sd/-  
COS / ER

Sd/-  
FA & CAO / WST / ER

Sub :: Joint Procedure Order in connection with fund certification / Vetting of purchase order for procurement of Non-Stock Materials.

In continuation to the Joint Procedure Order in connection with fund certification / Vetting of purchase order for procurement of Non-Stock Materials issued by COS and FA&CAO(WST) vide letter No.FS/01/Policy dated 26.10.2006 and DGM/G's letter No. G.176/17-W/Stores/USOP dated 08.12.2006 on which FA & CAO(WST) made a reference vide his letter No. FS/01/Policy/2006-07 dated 09.12.2006, following clarification is issued :-

1. For direct acceptance of stores purchases cases i.e. cases within Rs.5 Lakh it will be the responsibility of the purchase officer to ensure that in case of purchase value exceeding 10% of the requisition value, re-vetting of the non-stock requisition is done by the Associate Accounts Officer of the indenter before acceptance of the tender or before placement of the P.O. to finance for vetting.
- 2 (a) For tender committee cases i.e. those of value Rs. 5 lakhs and above where the purchase value exceeds 10% of the requisition value of non-stock requisition, the tender committee will see this aspect and make a mention of this in their recommendation.
- 2 (b) Based upon the recommendation of T.C. re-vetting of non-stock requisition is to be done by the Associate Accounts of the indenter before acceptance of the tender or before placement of P.O. to finance for vetting.

This has the concurrence of FA&CAO (WST).

- Sub : 1. Constitution of Tender Committee and Authority Competent to Accept Stores purchase on Zonal Railway & Pus.  
2. Value limit for floating advertised & Limited Tenders.

Ref : Railway Board letter No. 2007/F(S)/PW7/1 dated 07.17.2007.

1. The Ministry of Railways have reviewed the Powers of Acceptance of Stores Tenders and have decided that in supersession of the existing instructions, the constitution of Tender Committee for considering tenders and powers of acceptance in Tenders for procurement of various types of stores tenders will be as under :

Value limit of Tender	Accepting Authority	Constitution of tender committee		
		Stores Department	Concern Deptt.	Finance Deptt.
Rs.10 Lakhs to Rs.30 Lakhs	JA Grade	Sr. Scale	Sr. Scale	Jr. Scale
Rs.30 Lakhs to Rs.1 Crore	SA Grade	JA Grade	JA Grade	Sr. Scale
Rs.1 Crore to Rs.2 Crores	SA Grade	JA Grade	JA Grade	JA Grade
Rs.2 Crores to Rs.15 Crores	PHOD / CHOD	SA Grade	SA Grade	SA Grade
Rs.15 Crores to Rs.25 Crores	AGM*	PHOD / CHOD	PHOD / CHOD	SA Grade
Rs.25 Crores to Rs.50 Crores	GM	PHOD / CHOD	PHOD / CHOD	PHOD / CHOD

\* In Units, where there is no AGM, the accepting authority will be GM against item 5 as well of above table.

\*\* The above are however upper limits for Constitution of Tender Committees. General Managers are free to delegate lower limits for the same keeping local requirements in mind in consultation with FA&CAO.

2. Value limits for issue of Limited Tenders & Advertised Tenders :

The value limits for issue of LT & AT have also been revised as detailed below :

Sl. No.	Item	Proposed Delegation
1.	Open Tender System	To be adopted by public advertisement in the most open and public manner as a general rule subject to exceptions noted in paras 331-S and 332-S in all cases, in which the estimated value of tenders to be received is above Rs.10 Lakhs.
2.	Invitation of Limited Tender : (a) In normal circumstances	(a) COS / CMM - Upto Rs.10 Lakhs

3. Direct Acceptance powers for supply tender cases are revised as below :

Sl. No.	Level	Delegation
1.	AMM	Upto Rs.2 Lakhs
2.	SMM	Upto Rs.5 Lakhs
3.	Dy. CMM	Upto Rs.10 Lakhs

4. All purchase proposals not involving foreign exchange valued over Rs. 50 Crores and purchase proposals involving foreign exchange valued over Rs.50 Crores are to be submitted to Railway Board, duly approved by GM for obtaining approval of the competent authority.
5. It is reiterated that the total value of a tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the tender which are put up in parts.. The Stores Member of the Tender Committee will put up the proceedings direct to the accepting authority.