

GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS
INDIAN RAILWAYS.
CHITTARANJAN LOCOMOTIVE WORKS,
POST: CHITTARANJAN, WEST BENGAL: 713331

ACCOUNTS DEPARTMENT / CHITTARANJAN

No. AC/L&S/Sales (R.S.P.)

Dated : 01.08.2019

Principal Chief Material Manager
CLW/Chittaranjan

Sub : Revised procedure for dealing with Railway Board's
R.S.P. Items and spares sold to different Rlys./Sheds

A Note was initiated by this department for bringing changes into the existing procedure for supply, payment and raising Debit to different purchaser Rlys./Sheds against Railway Board's R.S.P. Items and spares manufactured in CLW Shops and the modalities in this regard have also been approved by GM (copy enclosed).

It is requested to kindly incorporate the points 1 to 7 below in the JPO for necessary implementation of the proposed changes.

1. In the Material Procurement Sheets which have Board's R.S.P. Items, Railway/Shed wise distribution of quantity to be mentioned mandatorily.
2. Tenders for materials having Board's R.S.P. to be floated indicating consignee wise quantity including CLW's requirement with consignee as concerned official of CLW.
3. Name of the Consignee Rly/Shed and their quantity is to be mentioned in the Purchase Orders for direct delivery of the materials by the suppliers.
4. Payment authority will be the concerned Accounting Unit of the consignee Rly/Shed and designation of the authority to be mentioned in the P.O.
5. After receipt of material, consignee Railway to raise debit to the Railway Board for the R.S.P. items only
6. A vetted copy of the P.O. to be forwarded to the Accounting Unit of the purchaser Railway to facilitate payment with a copy to the consignee also. Number of copies of the P.O. to be prepared accordingly.
7. For CLW shop manufactured materials issued from stores/shops, debit will be raised by CLW against the concerned purchaser Rly as per existing sale procedure.

This issues as per approval of PFA/CLW.

D.A. – As above.

Sr. AFA – II
CLW/Chittaranjan

Copy to :-

PCEE/CLW/Chittaranjan - for information and necessary action please.

D.A. – As above.

Sr. AFA – II
CLW/Chittaranjan