

INDIAN RAILWAYS  
CHITTARANJAN LOCOMOTIVES WORKS  
CHITTARANJAN

NO. DY. CMM/D/Office Order/22-23

dt: 02/09/2022


Sub: Implementation of joint procedure order regarding handling of M13 rejection in CLW

Ref: (i) Joint procedure order No. Dy. CMM/RB/M13/JPO/2022-23/1 dt: 31/08/2022.

(ii) Secy. to GM's I/No. GM/CLW/Secy./43 dt: 08/08/2022

With ref. to the above, approval of joint proceeding order regarding of handling of M-13 rejection in CLW has been accorded by competent authority i.e. CMM/TM, CEE/LOCO, CME/LOCO and FA & CAO/P towards implementation of procedure with immediate effect is herewith enclosed


DA: As above joint procedure order with Annexure "A", Annexure "B"  
and flow chart

  
02/09/2022  
Dy. CMM/D

Copy to:

Secretary to GM. – For kind information of GM.

PCMM, PFA, PCME, PCEE, PCPO, CMS, CMM/TM, CMM(M)/CRJ, CMM/CRJ, CMM(Elect./Kol.), CEE/Loco, CEE(TM), CEE(I&S), CEE(Plg. & Insp), CEE(D&D), CME(Loco), CME(Mfg), CME(Prod/SF), Dy.CMM-I/Kol, Dy.CMM-II/Kol, Dy.CMM-III/Kol, Dy.CMM-IV/Kol, Dy.CMM(HQ), Dy.CMM/Project, Dy.CMM/Syst, Dy.G.M., Dy.CPO(W), Dy.CPO(G), Dy.CVO, Dy.CEE(M), Dy.CE(M), Dy. FA&CAO-II, Sr. EDPM, Dy.Secy. to GM, PS to GM, SMM/DKAE, SMM/HQ/CRJ, SMM/3-PH AMM(SF), , AMM-I, II, III, IV, AMM-TM, AMM(3 PH), AMM/GSD, AMM/CSD, AMM/MSD, , ASTE,

  
02/09/2022  
Dy. CMM/D

**Sub: JOINT PROCEEDING ORDER REGARDING HANDLING OF M13 REJECTION IN CLW**

Ref. (i) Railway Bd. Letter No. 2000/RS(G)/779/2 dated 07.08.2015 and Rly. Bd.  
No.2000/RS(G)/779/2 dated 18.01.2018

(ii) Para 12 of user manual of User Depot Module available in IREPS regarding Advice Note  
(DS-8)

(iii) Para 13 of user manual of User Depot Module available in IREPS regarding Gate Pass.

(iv) Call for Joint inspection letter format as per Annexure-A.

(v) Joint inspection report format as per Annexure-B.

(vi) Flow chart regarding procedure of M13 rejection

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**PREAMBLE :**

Of late, there have been an increasing number of M-13 cases which are also being discussed at every PPM/PRM level meeting . A suitable resolution is being actively considered in PRM/PPM, in the presence of GM/CLW, for devising a seamless procedure to process M-13 cases. Pursuant to GM's advice, the following JPO is hereby issued for strict compliance for all Rejection cases under M-13 of the Stores Department duly superseding the earlier JPO Dated 21.05.2009.Regarding that, Railway Board circular ref.(i) cited where procedure laid for handling of rejection cases are given. The procedure should be followed by M13 section to improve the disposal properly and effectively.

**DISCLAIMER**

This JPO is only for consolidation of available instructions and is meant for guidance only. It should not be quoted as authority for supersession of any standing order/rule of the Government of India / Ministry of Railways. In case of any conflict between relevant guidelines/instructions and contents in this JPO, the relevant guidelines/instructions would prevail.

In case any shortcoming/ deficiency is noticed by anybody, then the same shall be brought to the notice of appropriate authority.

At the time of application of rules/consolidated instructions given under the JPO, interest of Railways should be protected with utmost jealousy.

Suggestions for improvement of this compilation are welcome from one and all.

## **1. INITIATION OF M13 (USER DEPOT MODULE)**

1.1. The M13 rejection will be initiated by user to return the material to Stores with rejection report online with PO details and proper rejection report where details of specific and proper reasons of M 13 rejection must be indicated . To maintain proper accountal system and to follow Rly Bd. Guidelines in ref.(i), advice note for return store should be given by the user.

1.2 As the provision of advice note for return store available in UDM as Advice Note (DS-8) ,the **concerned SSE will return the material through online by initiating Advice note (DS-8) in UDM**. Then, after click in Return tab, a Select item tab will generate. In select item tab, the concerned SSE have to select the item which has to berejected by selecting the Advice Note type as **“Warranty Rejection”**. After filling up of all the information required in select item, the SSE will forward the DS-8 request to AEE/SEE/AWM/WM/Dy.CEE/Dy.CME by clicking on forward for approval. AEE/SEE/AWM/WM/Dy.CEE/Dy.CME check the details and reason for rejection and finalize the DS-8. The finalize DS-8 will be forwarded to concerned stores depot through UDM. After forwarding the DS-8 through UDM, the DS-8 will appear in IMMS login of concerned ward DMS.

1.3 User can monitor through UDM by clicking forwarded for approval. If the DS-8 is pending for approval then it appear as **“ Pending for approval”** and if DS-8 forwarded to stores it appear in **“ Finalized by me “** tab.

1.4 If the concerned depot is outside from user shop, the gate pass is required to generate. The gate pass will be generate through UDM. The procedure of generating gate pass is given at Ref.(iii)

**The details regarding procedures for sending DS-8 is enclosed and given at Ref.(ii).**

1.5. In parallel the copy of rejection report through email of M 13 rejection will send to M13 ward with material. The M13 rejection report to be send to M13 email ID :cdmsm13@gmail.com. Material to be send physically in M13 ward within 2 days of sending M13 report through email.

1.6. The M13 section will proceed further rejection procedure after receiving of rejected material and DS-8 with M13 rejection report through email given at para 1.5.

## **2. PROCESS OF M13 BY STORES DEPARTMENT (IMMS MODULE)**

2.1 .Concerned ward DMS will check the material by comparing with the details given in DS-8 and send M13 rejection report to M13 ward. The concerned DMS accounted the rejected material with plus (+) RO. **The concerned ward should not send the rejected item in M13 ward until and unless minus (-) R/Note is generated as per para 2.3 which discuss later on.**

**The time period for generating M13 ID should be 2 days from the date of receiving of rejected material and DS-8 copy of same rejected material with M13 rejection report through email.**

2.2 The concerned ward will inform the M13 section. In M13 ward, the CDMS/M13 generate M13 ID no., initiate a file and inform with rejection report of M13 and send to concerned depot officer. The depot Officers will check all the details such as reasons for rejection, inspection certificate, warranty period of item with PO details and proper rejection report where details of specific and proper reasons of M 13 rejection must be indicated . If any clarification requires, the depot officer can consult with AEE/SEE/AWM/WM/Dy.CEE/Dy.CME i.e., concerned user officers **Time Period: Within 3 days from the date of generation of M13 ID.**

**2.3. After that if depot officer satisfy with the reason of rejection and procedures, depot officer will proceed for rejection process by issuing Rejection Advice through MMS. For that, the depot officer will advice the concerned CDMS of Receipt Ward who prepare R/Note of the material earlier, for issuing minus (-) R/Note and from minus (-) R/Note, Rejection Advice will be generated.**

With generation of minus (-) R/Note, the DMS of concerned ward will send the material to M13 section immediately .The sending of material to M13 with issue of minus (-) R/Note should be done by proper coordination between concerned CDMS/RB and concerned ward DMS. After that the concerned ward DMS should check the ground balance with ledger balance (BIN card of MMS) so that the stock sheet can be avoided.

**This Rejection Advice must be generated from IMMS is automatically send to Firm, Purchaser, Concerned Shop user and also Paying Authority linked with AIMS portal for recovery as per the extant mapping done in MMS system. Time Period: The time period for completion of Rejection Advice process to be completed as per para 2.3 within 2 days.**

2.4. The concerned CDMS of RB will send the copy of minus (-) R/Note, Inspection Certificate, Guarantee/Warranty Certificate and earlier R/Note to CDMS/M13.

2.5. CDMS/M13 will process the M13 rejection case by enclosing all the necessary documents such as a copy of rejection advice, Inspection Certificate, Guarantee/Warranty Certificate and earlier R/Note.

2.6. The copy which is sent to Accounts department through IMMS to AIMS portal is use for recovery purpose. **A copy of rejection advice should be sent to concerned inspection authority with copy of inspection certificate so that concerned inspector can check their records required during Joint Inspection.**

2.7. Both the process of recovery procedure and Joint Inspection will run parallel.



### **3.PROCEDURE FOR RECOVERY (AIMS PORTAL)**

The rejection advice which is prepared in IMMS as per vide para 2.3 send to accounts as discussed in para 2.6 is for recovery. The recovery is based as per sub para A(ii) of ref.(i). The procedure of recovery to be followed by accounts department. The procedures for financial recovery are given as follows:

3.1. Online recovery in AIMS portal to be feed by accounts department on basis of the rejection advice issued in MMS.

3.2. Enter details such as Rejection Advice No., date of Rejection Advice, Deposit Head/Allocation No. and Claim Value to be feed in Online Recovery System.

3.3. Save the above data mentioned in para 3.2. in Online Recovery System. After that, a reference ID for recovery will be generated by the system.

3.4. Hard copy of recovery letter should be kept in file and same copy should retain with Accounts Department so that recovery can be made. **When recovery ID is generated, during bill passing through IPAS for the particular firm is showing recovery details as entered by stores.**

**3.5Circulation of recovery advice to other Zonal Railways is to be ensured with the amount so that other Railways can recover dues from the defaulting firms. This is ensured by AIMS portal in which recovery id is generated and it appears as System Alert when the bill passing through IPAS for the particular defaulting firm is made.**

**3.6 After generation of recovery ID through AIMS portal, the CDMS/M13 will ensure through concern bill passing clerk by collecting the hard copy of IPAS generated recovery advice where the recovery details are given during bill passing through IPAS for the particular defaulter firm. CDMS/M13 should enclose this document in M13 case file.**

**3.7. The process of recovery ID generation from the rejection advice should be completed within 2 days.**

### **4.JOINT INSPECTION PROCEDURE**

The procedure of joint inspection will start after issue of Rejection Advice to Paying Authorities, Firms, User, Purchaser& Inspecting Authority. The process of recovery and Joint Inspection will be taken place simultaneously. If the firm delay in joint inspection, then recovery process will complete in stipulated time & recovery done. So firm cannot delay in joint inspection process and in this way, rejection procedure can run smoothly and expedite. The procedure for joint inspection on is given as follows :

4.1 First joint inspection will be called as per Performa given vide Annexure 'A'.

4.2 The date should be mentioned in call letter of Joint Inspection and firm has to attend Joint Inspection. The date can be changed and modified as per circumstances and change the date of Joint Inspection should be done by approval of Dy.CMM/D. The modified date should be communicated to all concerned who will attend Joint Inspection. The Joint Inspection date should be fixed in such a manner that the entire process up to lifting of rejected material/ minor rectification will completed within 45 days from the date of issue of rejection advice.

4.3 During Joint Inspection, all concerned viz. representative from Firm side with proper authorization letter from firm, concerned inspector who issued Inspection certificate, concerned SSE who issued M13 should be present with CDMS/M-13. This should be mentioned in call letter for Joint Inspection also. All concerned mentioned in para 4.3, the presence at M13 Ward on the date of Joint inspection. Then rectified materials should be inspected by original inspection authority who issues the original Inspection Certificate. The inspection authority will issue a new Inspection certificate of rectified material and send to receipt branch of Stores depot. The Joint Inspection report will be signed by the firm's representative, concerned shop SSE, concerned inspection authority, CDMS/M13 and to be counter signed by the AWM/AEE/WM/SEE/Dy.CEE/Dy.CME and AMM/SMM/Dy.CMM.

4.4 Proper facility for measurements such as measuring instruments and testing of materials should be made available at inspection site which is essentially required during Joint Inspection. All these measuring instrument must be calibrated and kept within the custody of M13 ward.

4.5 During Joint Inspection, all the members/concerned member should careful that the parameters under which M-13 issued, the measurement/observation to be made on same parameters mentioned in M-13 rejection report.

4.6 Based on Joint Inspection, the Joint Inspection report should be on the same day made as per Annexure B enclosed. Based on decision in Joint inspection, the M13 rejection case will proceed further.

4.7 As per annexure B, the Joint Inspecting authorities' decisions are sub-divided in 3 types decisions namely;

Case-I: Material supplied by firm found unsuitable i.e, Damage materials/short supply by firm where the rejection of material is due to supplied item not as per Drawing and specification during materials supply/issue in production/during transport/transit

Case-II : Material damage due to handling by Railways/ improper storage.

Case-III : Material supplied by firm found suitable where the M13 report is done by the User shop found incorrect.

**Case – I : Material supplied by firm found unsuitable :**

It is same as the option available “Damage materials/short supplied by the firm” or improper packing done by the firm or mis-handling during transportation done by the firm. In this case, the firm is found defaulter. The procedure is given as follows :

(i) After rejection, action to be taken against both inspecting authority who issued Inspection Certificate of material which is found by the user unsuitable. Action also to be taken against the firm also which deals by Design Wing to downgrade/banned the firm by Vendor rating procedure.

(ii) In Joint Inspection report, the material which is found unsuitable supplied by the firm is bifurcated in to two parts:

**a) Minor rectification by the firm may be carried out as per the decision taken in Joint Inspection can be done inside the shop premises.**

**b) Complete Replacement.**

(iii) **In case of minor rectification, the firm may rectify the material in shop premises of CLW/CRJ or ELAAU/DKAE within 45 days from the date of issue of Rejection Advice.** If material is rectified within 45 days from the date of issue of rejection advice than rectified material should be inspected by original inspection authority who issued the original I/C. The Inspection authority will issue a new I/C of rectified materials and send to Receipt Branch of Stores depot. **It should be note that the minor rectification only be allow subjected to condition that the firm has refunded the payment already made by Railways or equivalent amount has been with held for this purpose as per procedure given in para 3.**

(iv) Stores depot receipt branch issue a warranty R/Note which is **NOT FOR PAYMENT** and this warranty R/Note is only used for release of recovery amount which was done earlier vide para 3. In this way, the withholding payment of firm will be released and M-13 case will be closed.

**(v)If material is not rectified within 45 days, then ground rent will be levied as per extant rules with a final reminder to rectify the material. If the material is rectified, then the same procedure is followed as per para-4.6 (iii), otherwise, if not done then rejected materials will be disposed off as per extent rules.**

**(vi)In case of replacement, the rejected materials should be lifted by the concerned firm within 45 days from the date of issue of rejection advice.** A notice will be served to firm to lift the rejected materials within 45 days from the date of issue of rejection advice. **It should be noted that the lifting of rejected material is only to be allowed subject to condition that the firm has deposited the payment already**

**made by Railways if any or equivalent amount has been recovered for this purpose as per para 3.**

If the firm concerned lift the material and supplied the replaced material then the replaced materials should be inspected by the original inspecting authority who issued the original I/C. After that, the replaced material to be delivered in RB/Stores depot and warranty R/Note will be made. Stores depot receipt branch issue a warranty R/Note which is **NOT FOR PAYMENT** and this warranty R/Note is only used for release of recovery amount which was done earlier vide para 3. In this way, the withholding payment of firm will be released and M-13 case will be closed.

**(vii) If material not replaced within within 45 days from the date of issue of Rejection advice, then ground rent will be levied as per extent rules with a final reminder to lift the material. If material rectified, then the same procedure is followed as per para-4.6 (vi), otherwise, if not done then rejected materials will be disposed off as per extant rules.**

**Case-II : Material damage due to handling by Railways/ improper storage.**

If the material found damage due to mishandling or improper warehousing, then Railway officers can request to the firm to rectify the material. If firm agree to rectify, then warranty R/Note which is **NOT FOR PAYMENT** to be issued. This warranty R/Note is only used for release of recovery amount which was done earlier vide para 3 to release the payment and M13 case will be closed. **Meanwhile due to such damage happens by the fault of Railway Officials, the D&AR action may be initiated against default officials.**

**Case-III : Material supplied by firm found suitable where the M13 report done by SSE of User shop found incorrect.**

If material found suitable during Joint Inspection due to fault/ wrong M13 put up to M13 ward/ Stores Depot, then firm is not defaulter. Hence, regarding that the payment should be released through warranty R/Note which is **NOT FOR PAYMENT**. This warranty R/Note is only used for release of recovery amount which was done earlier vide para 3 to release the payment and M13 case will be closed. **As the User Shop submit a wrong M13 , hence the D&AR action may be initiated against default officials.**

**5.0 Ground Rent :** Ground rent @0.5 % of the total claim of the rejected material per day will be imposed on rejected un lifted material after expiry of free period as discussed in para 4.7 (b)(v) and para 4.7 (b)(vii) above.

**6.0 Inspection Charges :** Inspection charges during replacement will be borne by the firm as per extant norms followed by inspection cell of CLW.

**7.0 Transportation Charges:** The transportation charges during lifting of rejected items and replacement to be borne by the firm.

**8.0 Write off proposal for clearance of rejected stores :** Where recovery from the firms is not possible , after making out all the efforts, the case may be processed for taking sanction from competent authority with the concurrence from Finance to value of losses on this account.

9.0. The above procedures is mapped in a Flow chart. **This procedures mentioned above may be modified as and when required as per technological advancement in the field of various modules used in Indian Railway Management System in future.** The above procedure should be followed with immediate effect.

**ANNEXTURE - 'A'**

**STORES DEPARTMENT**  
Chittaranjan Locomotive Works  
Chittaranjan; West Bengal: 713331  
**M-13 SECTION**

No. RB/M-13/22-23/

Date:-

M/s.

Sub:- Call for Joint Inspection of defective Item supplied by you.

Following materials are hereby rejected by (M-13 Ref. ID. \_\_\_\_\_ Dt. \_\_\_\_\_), vide his Rejection Advice, No - \_\_\_\_\_ approved on \_\_\_\_\_, Form No- \_\_\_\_\_ Version# - \_\_\_\_\_. The Material supplied vide R/Note No.- \_\_\_\_\_ Dt. \_\_\_\_\_ and IC No. \_\_\_\_\_ Dt. \_\_\_\_\_. Please depute your representative for Joint Inspection (with time-bound commitment) of rejected materials in shop floor in presence of representatives of shop, design/inspection, and stores department, and necessary rectification / replacement with pre-inspected free supply. **In case of non-attendance on the stipulated date, decision will be taken Ex-Parte.**

<i>P.O. NO. &amp; Date</i>	<i>Item Description With SL No.</i>	<i>Rejected Quantity</i>	<i>Value</i>	<i>Nature of Defect</i>
Total: _____				
You are requested to attend Joint Inspection positively on _____, if not completed, will continue on next day.				

AMM/SMM/Dy.CMM/D

**Copy to:-**

1. FA & CAO (SB) - He is requested to arrange to withhold the above amount comprising of P.O. Value after due vetting / verification regarding correctness of the same from any outstanding bill, and keep the same in Deposit Misc. (Stores) A/c. i.e., 12100 (75), till further intimation from this end please as found defective in shop floor.
2. Dy.CEE/D1- He is requested to depute the concern SSE/Drg. (Concern designation to be mentioned) to attend the Joint inspection at M13 Ward on date mentioned.
3. Dy.CEE/EL - He is requested to depute the concern SSE/ (Concern designation to be mentioned who issued M13 ) to attend the Joint Inspection at M13 Ward on date mentioned.
4. Dy.CME/I&D/CLW/(HWH/SBC/DLI/MUM) - He is requested to send the concern inspector who issue inspection certificate ref. IC No. mentioned above

AMM/SMM/Dy.CMM/D

**ANNEXURE - 'B'****JOINT INSPECTION REPORT****Joint Inspection Ref. :****Date:**

1	Date of Joint Report	
2	Jl Call Ref. :	
3	Shop's Rejection Advice Ref.	
4	Other Ref. (in any):	
5	Name of Failed item & Qty.	
6	Serial No. & Make	
7	Suppliers Name	
8	P.O. No. & Date	
9	I.C. No.	
10	R/note Ref. & Date	

**Defects Recorded in M-13 (Ref. M13 ID:****Date:**

1	
2	
3	
4	

**Joint Inspection Observation:**

Description of Item / item Part No.	Parameters given in M13	Observation found in Joint Inspection	Deviation	Qualitative Remarks	Remarks

**Decision in Joint Inspection:**
☐ Damaged Material or Short Supply by Firm

☐ Material damage due to handling by Rly. Staff

☐ Material Supplied by Firm found suitable

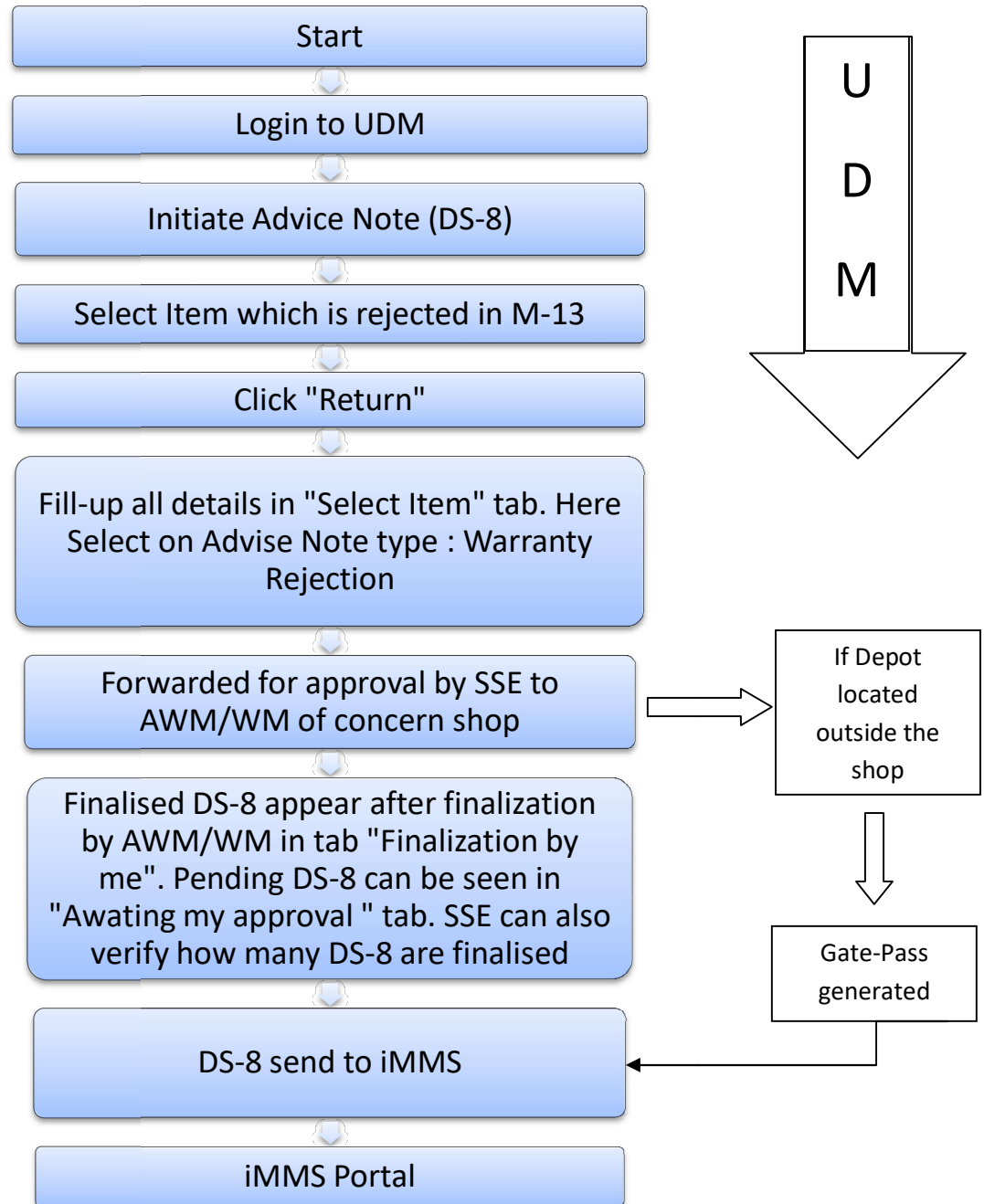
If material Supplied by Firm found unsuitable

☐ Minor Rectification can be done in shop

☐ Replacement

	User Department	Inspecting Authority	Firm Representative	CDMS/M13
Signature Name Designation Contact No.				

# FLOW CHART FOR M13 REJECTION PROCEDURE

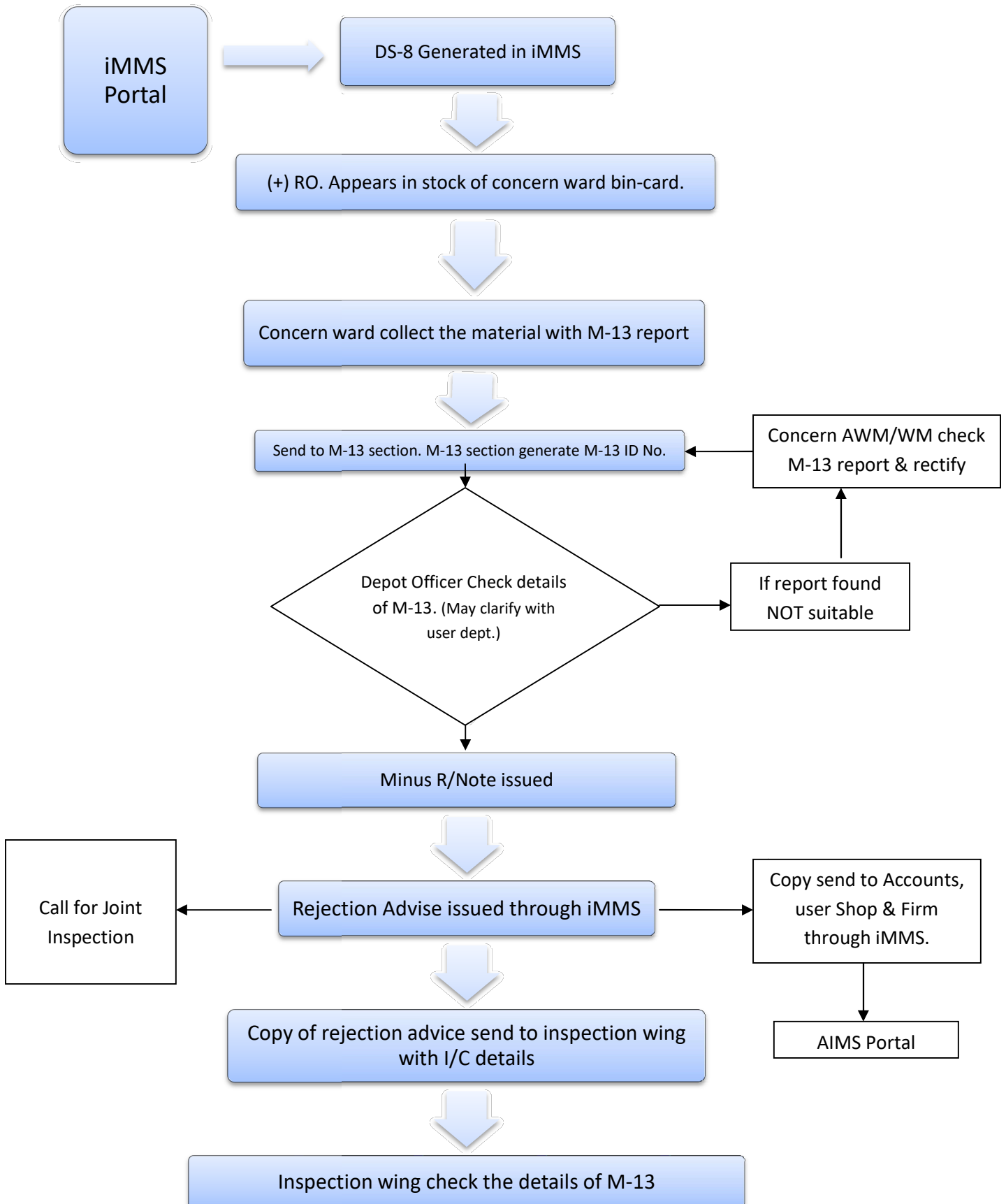


Note:

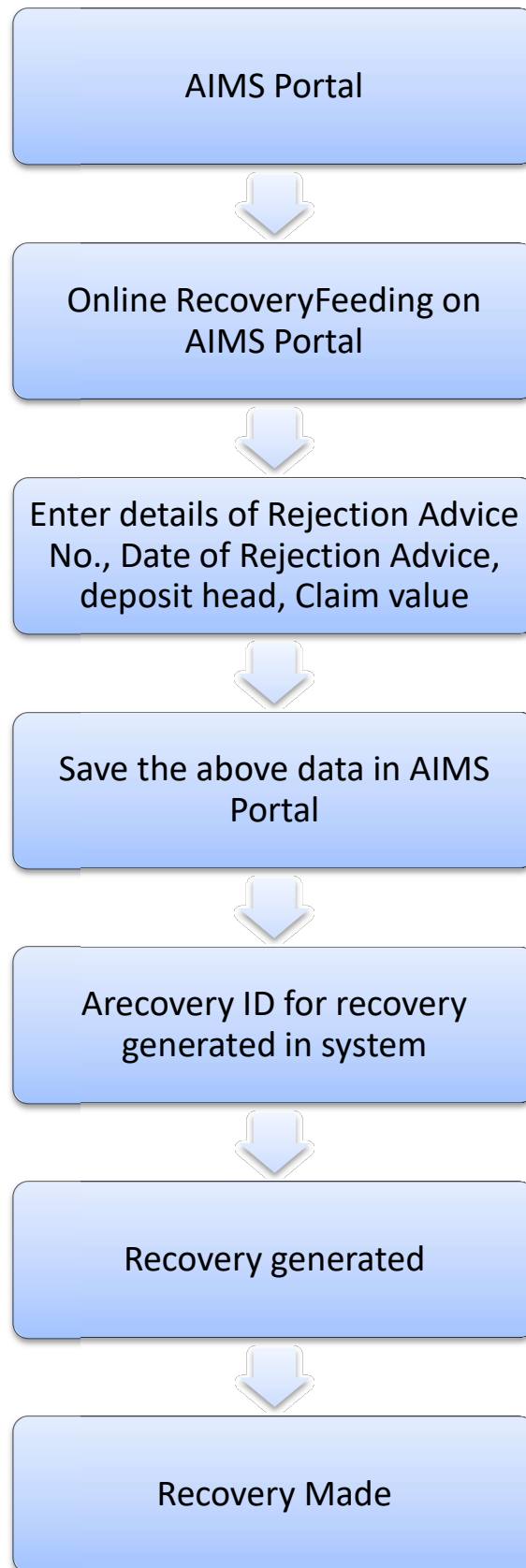
1. Hard copy of M-13 is signed by concern AWM/WM
2. Items send to concern ward with copy of M-13
3. Concern ward send items with M-13 copy to M-13 ward.



# FLOW CHART FOR M13 REJECTION PROCEDURE



## FLOW CHART FOR M13 REJECTION PROCEDURE



## FLOW CHART FOR M13 REJECTION PROCEDURE

