

**PART 'B' DELEGATION OF POWERS IN RESPECT OF STORES MATTERS**

**PROCESSING OF NON-STOCK INDENTS – REVISED PROCEDURE.**

1.The procedure henceforth to be followed in processing non-stock indents for procurement of stores chargeable to expenses, which are **revenue in nature** and Planned Works is stipulated here under.

2.Delegation of Powers for N.S. indents: (Revenue Nature Works) as well as Planned Works (Chargeable to sanctioned estimates Of works (**RSP and M&P**).

**The revised delegation of Powers is as under:**

<b>Sl.No.</b>	<b>Value Rs.</b>	<b>Indenting Officer</b>	<b>Controlling Officer</b>	<b>Approving Officer</b>	<b>Finance Concurrence</b>
1.	Up to Rs. 20,000/-	Sr. Supervisor/Asst. Officer	Asst. Officer	JAG	Not necessary
2.	Rs. 20,000/- to Rs. 50,000/-	Asst. Officer	Sr. scale	HOD	Not necessary
3.	Rs. 50,000/- to Rs. 2 lakhs	Asst. Officer/Sr. Scale	Branch Officer/JAG	HOD	See Para 3(ii)
4.	Above Rs. 2 lakhs and up to Rs. 10 lakhs	Sr. Scale branch Officer/JAG	HOD	PHOD / CHOD	See Para 3(ii)

### 3. General Guidelines for processing of N.S. Indents

It is necessary that the officers involved should exercise utmost care with the objective of achieving economy, quality and expeditiousness in procurement without giving rise to problems in supply contract. The following guidelines will enable achievement of these end results.

- (i) The indent can be prepared and initiated by the Indenter (Sr. Supervisor, Office Supdt. Etc.) before being put up to Indenting officer for his scrutiny and signature.
- (ii) The Associate Finance of the Controlling Officer is the competent authority to vet indents the value of which is given below:
  - a) Above Rs 3,00,000.00( Rupees Three lakh ) Only for safety items as defined in Bdø's letter No. 88/RS(G)/779/14 dt. 27.2.15 subject to 10% test check by Accounts.redelegated in Bdø's letter no. 88/RS(G)/779/14 pt dt 27.2.15
  - b) Above Rs. 1,50,000/- for other than safety items. redelegated in Bdø's letter no. 88/RS(G)/779/14 pt dt 27.2.15

The vetting is deemed to cover both concurrences for the procurement as also the certification of funds availability.

#### Note

öThe conditions regarding test check and entry in the Liability Register should be ensured by the Controlling HOD and required details forwarded to Accounts for verificationö.

3 (iii) The separate process of öcountersigningö hitherto followed is dispensed with and this merges with the signature of the Approving Officer on NS Indent form.

3 (iv) Splitting up of quantities to be procured to bring down the value of each indent to lower the level of approval shall not be resorted to.

3(v) The justification for the need for the non-stock stores item should be clearly brought out in the prescribed proforma, which should be enclosed to the Indent. This must be examined at all levels.

3(vi) Where the procurement calls for a proprietary article, PAC should be signed by the Competent Authority who should closely examine the justification for the same, ensuring that all the details are furnished on the PAC. Cross-reference between indent and PAC should be available.

3(vii) The indents should contain the specification of material in full. If a reference to any particular IS or other Standard Specification is given, it should be ensured that the parameters of quality against various clauses in the said specification should also be given, without which the material cannot be pin pointed. This is because, in many instances, the specifications provide options to the consumer over a range of quality parameters.

3(viii) In some cases the consuming department may have to spell out the list of approved/ likely suppliers, phasing of supply, phasing of part payments, nomination of inspecting official/authority, criteria for acceptance, mode of packing, method of transport to the point of delivery, safety regulations to be fulfilled etc. In some cases where installation and commissioning at site is part of the supply, the same may have to be

clearly spelt out, along with the terms of payment in stages. The officers of the consuming department should interact with Stores Officers, so as to ensure that these terms and conditions are practicable, acceptable to both the departments and also beneficial to the administration. Stores Department should incorporate these terms and conditions and the specifications in the tender document.

3(ix) If the space provided in the indent form is not adequate to furnish the specification/description of stores, list of approved/likely suppliers and other terms and conditions, the same can be incorporated in a separate sheet as enclosure to the indent, which should be invariably signed by the Indenting, Controlling and Approving Officers, since the enclosure is treated as extension of the indent form.

3(x) The indenting officer should exercise restraint to satisfy himself that procurement action called for is absolutely necessary and that the quantity is limited to that the occasion demands. With a view to achieve all round economy, utmost vigilance should be exercised by Controlling and Approving Officers also, who will scrutinize the specifications, list of approved/likely suppliers and terms and conditions of supply, inspection and payment (which the consuming department may like to stipulate), so that right type of material is received at the right time.

#### 4. Certification of funds availability

4(i) Where the entire expenditure of procurement is expected to be incurred within the same financial year of the initiation of indent, vetting by finance will be based on the budgetary provision.

4(ii) If the supply/expenditure is expected to be spread over more than one year, the consuming department should indicate on the indent, to the best of its judgment, provisional availability of funds over 2-3 years. Finance vetting in this case will be primarily for the current year for which budgetary provision is clearly available. As regards funds availability in the subsequent year(s), the following guidelines are given.

#### 4(ii) i N.S. Indents placed on COS

At present the practice is to send the indent for re-vetting to finance if the purchase order gets released towards the end of the financial year or at the beginning of the next financial year or where the initial funds availability was insufficient by more than 10%. In all these cases, henceforth there is no need for re-vetting by finance. The budget controlling officer of the respective departments in the headquarters have to be nominated by the PHODs (If there is no such nominated officer at present) who will maintain the liability register to watch the incurrence of expenditure and also throw forward liabilities duly keeping track of the progress of the indent until the stage of receipts of the material. The certification of funds availability at the stage of vetting of purchase order will be given by the nominated budget-controlling officer of the respective departments. Based on this certification, purchase order can be released by the COS without referring it back to finance. The liability register so maintained shall be made available for scrutiny by Expenditure section once in three months.

#### 4(ii) ii N.S. Indents placed on Manufacturing Units.

Normally supply against such indents is likely to spread over more than one financial year, thus rendering certification of funds availability for the future years difficult. In such cases, the indent should carry the break-up of funds year-wise which can be modified by Finance, if necessary, based on budget commitments in consultation with the consuming department in an expeditious manner. However as and when a clearer picture emerges based on the production control meetings or any other feedback about the timing of the supply, the exact liability for the current financial year should be re-worked by the consuming department and in such cases where the original amount is likely to be exceeded by more than 10%, the same should be sent to finance for re-vetting. This is essential as once the materials are received, the debit will be forced by the manufacturing units, thus rendering budgetary control ineffective.

#### 5. Time schedule for processing of N.S. Indents.

The following time schedule, in terms of working days, reckoning from the initiation stage is prescribed for the various stages of processing of indents:

a)	Certifying öno stockö position by Depot Officer	:	1 day
b)	Processing of the indents up to Controlling Officer	:	5 days
c)	Finance vetting ö (i) Revenue Indents	:	5 days Remarks after
	(ii) Planned works	:	5 days compliance of finance
d)	i) Approval by the HOD	:	3 days observation.
	ii) Approval/Recommendations by PHOD/CHOD	:	7 days

These issues with the concurrence of FA&CAO and approval of the General Manager.

\* REVISED VIDE BOARDÖS LETTER NO. 2005/RS(G)/779/7 Dtd28.5.07 circulated vide GM/G/Ruling/6 Pt. III dt. 31.5.07.

Copy of Director, Rly Stores (IC),Boardö letter no. 2005/RS(G)/779/7 dated 28.5.07 redelegated vide Bdö letter no. 2005/ RS (G)/ 779/7 Dtd 6.5.15.

Sub: Revision of Power of User Departments for Signing of Non-Stock Demands/requisitions.

Ref: Boardö letter No. 84/RS(G)/645/9 dated 24.5.85.

Board has been receiving references from Railways and Production Units to revise the Powers delegated for signing of non-stock demands/requisitions at various levels of consuming departments. It was further reported that different Railways have delegated different powers at various levels. Board have reviewed the issue and in super session of earlier instruction on the matter, revised powers for signing of non-stock demands/requisitions are delegated as detailed below:

		Authority	Level of signing of Non-stock requisitions/indents for procurement through		
Sl No.	Value of Non-stock requisition*	Bdö letter no. 2005/RS (G)/ 779/7 Dtd 6.5.15	Local purchase/ spot purchase	Tenders at depot level	Tenders at HQ level**
1	Non-Stock requisition valuing upto Rs. 15,000/- only	-DO-	JS Officers SS officers in absence of JS officers.		
2	Non-stock requisition exceeding Rs. 15,000/- but not exceeding Rs. 75,000/-/-only in value	-DO-	SS officers JAG/SG officers in absence of SS officers		
3	Non-stock requisition exceeding Rs. 75,000/- but not exceeding ` 3 lakhs	-DO-	JAG/SG officers***		
4	Non-stock requisition exceeding Rs3 lakhs/- but not exceeding Rs15 lakhs only in value	-DO-	Should be countersigned by CWM/ADRM/SAG officers of the user department		
5	Non-stock requisition exceeding Rs. 15lakhs/-		PHOD/CHOD of the user department in HQ.		

\*\*\* 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.

\* Non Stock requisitions will require vetting as per extant instructions.

\*\* All 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 Headquarter.

This issues with the concurrence of Finance Directorates of Ministry of Railways.

Copy of DDRS(G)-II,Railway Board's letter no. 2007/RS(G)/779/1 dt. 16.2.09 addressed to General Managers, All Indian Railways.

Sub: Vetting of Non-Stock demands/requisitions and essentiality certification of the same.

Ref: i. Board's letter no. 2007/RS(G)/779/1 dt. 16.10.08.

ii. Board's letter no. 2005/RS(G)/779/7 dt. 28.5.07

iii Board's letter no. 2007/RS(G)/645/9 dt. 24.5.85.read with 2007/RS/G/779/1 dated 16.02.09

Board vide letter under reference (ii) had enhanced the powers of signing of non-stock demands/requisitions by user departments. Along with this enhancement, the essentiality certification by headquarter officers for procurement against non-stock demands/requisition through tenders at headquarter level was also specified. Thus after issue of Board's letter dated 16.10.08, dual essentiality certification of non-stock demands before procurement through tenders at headquarter level was to be done by field officers and by headquarter officers as well.

During the 68<sup>th</sup> conference of Controller of Stores held in Chennai on 18<sup>th</sup> and 19<sup>th</sup> December,2008, one of the Railways requested for dispensation of dual essentiality certification by simplifying the existing procedure in this regard.

The matter was deliberated & discussed in the conference & in the Board's office thereafter. Accordingly, it has been decided to do away with essentiality certification by field officers for non-stock demands/requisitions which are to be processed for procurement through tenders at headquarter level.

In view of this decision, the following instruction on financial vetting of non-stock demands/requisitions and essentiality certification are issued in supersession of Board's letters under reference (i).

1.The value limits for financial vetting of non-stock demands will be as under:-

SN	Item	Authority(Existing delegation)	Revised Delegation
a.	Vetting of non-stock demands/requisitions	Board's letter no.99/RS(IC)/165/SRC dated 19.4.2000 (Ref. 2007/RS(G)/779/1 dt. 16.10.08.) .redelegated in Bd's letter no. 88/RS(G)/779/14 pt dt 27.2.15	For safety items-above Rs. 3 lakh(Safety items as defined in Board's letter no. . 88/RS(G)/779/14 pt dt 27.2.15 subject to 10% test check by Accounts. For items other than safety items ó above Rs. 1.5 lakh

2.All Non-stock purchase at depot/divisional level will require essentiality of purchase as follow:

- For safety items ó Essentiality certification for requisitions valuing upto Rs 3 lakhs by field officer at JAG/SG level i.e CWM/ADRM/DRM etc.For requisition exceeding Rs 3 lakhs by field officer at SAG level i.e CWM/ADRM/DRM.
- For items other than safety items- Essentiality Certification for requisitions valuing upto Rs 1.5lakh by field level officer at JAG/SG level and for requisitions exceeding Rs 1.5 lakh by field officer at SAG level i.e CWM/ADRM/DRM etc.

3.All Non-stock purchase at Head Quarter will require consolidation & essentiality of purchase to be certified by at least SAG level officer of consuming Department in Headquarter.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Copy of Deputy Director Railway Stores(G),Railway Boardø letter no. Boardø letter No. 88/RS(G)/779/14 pt dated. 27.2.15 RBS No. 03/2010

Sub: Vetting of Non- Stock demands/requisitions and essentiality certificate of the same.

Ref: Boardø letter of even No. dated 16.2.09.

List of safety items pertaining to electric locos have been revised & circulated vide Boardø letter No. 99/RS(IC)/165/SRC Pt.2 dated 09.09.09 read with 2007/RS(G)/779/1 dated 29.01.10.and

In view of this, Boardø letter of even no. dated 16.2.09 is partially modified and the powers delegated to the Railways on the subject, S.No. a of table may be amended to read as under:-

Sl no	Item	Authority(existing delegation)	Revised Delegation
a.	Vetting of non-stock demands/ requisitions	Boardø letter no.99/RS(IC)/165/SRC dated 19.4.2000 Boardø letter No. 99/RS(IC)/165/SRC Pt II dated 09.09.09. RBø letter No. 2007/RS(G)/779/1 dt04.-04.08,16.10.08,29.1.10	1.For safety items-above Rs. 3 lakh(Safety items as defined in Boardø letter no. 88/ RS(G )/779/14 pt dt.27.2.15 subject to 10% test check by Accounts and revised list of safety items for electric locos issued. 2.For items other than safety ó above Rs. 1.5 lakh.
b.	Vetting of indent to be placed on centralized procurement agencies by COS office.	RBø letter No. 2007/RS(G)/779/1 dt04.-04.08,.dt 3.9.08,dt 29.1.10and	For safety item above Rs12 lakhs For items other than safety ó above Rs.6 lakhs. Boardø letter No/ 88/ RS(G )/779/14 pt dt.27.2.15

S.No	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
1	a) APPROVAL OF QUANTITIES FOR PROCUREMENT For purchase/placing indents in the normal course stock and non-stock items	Rly Bdø letter no. 2007/F(S) 1/PW/7/1 dtd. 07.12.07 & L/No. GM/G/Rulling/3 Pt. IV (Part file) dtd. 07.1.08	Full powers	Upto the power of acceptance	Upto the power of acceptance	Upto the power of acceptance	Upto the power of acceptance	NIL	Item 1 and 2 of Para 132 and 701 of Stores Code.. Boardø letter No/88/RS(G)/779/14 pt dt.27.2.15
1	b)direct procurement of stores by COS for which DGS &D has entered into rate/running contact if stores are required urgently or can be more conveniently obtained locally or from nearer station	Rly Bdø Letter no. 2007/RS(G)/779/1 dtd. 4.4.08.	Upto Rs. 1.5 lakh in each case subject to ceiling limit of Rs. 8 lakhs in each case per annum	NIL	NIL	NIL	NIL	NIL	Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
1	c)Approval of quantities before placement of indent on centralized procurement agencies on floating of tenders for direct purchase.	Rly Bdø Letter no. 2007/RS(G)/779/1 dtd. 4.4.08.and	Full powers	Upto the power of acceptance	Upto the power of acceptance	Upto the power of acceptance	Upto the power of acceptance	NIL	Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15

**NOTE:**

1. Indents for Non- Stock items exceeding Rs. 1.5 lakh in value should have the concurrence of the Associated Accounts Officer and approval of competent Authority vide para 2.0 & 3(a).
2. The powers under item1(b) may be exercised without Finance concurrence subject to the emergency being personally certified by the Officers exercising the powers, and the quantity being limited to the requirement for tiding over the emergency. A quarterly statement of such purchases should be furnished to the DGS&D, purchase below Rs.5, 000/- being lumped together.

Sl.No	Nature of Powers	Authority	COS	CMM	Dy CMM	SMM	AMM	Other officers	Remarks
2	INVITATION OF TENDERS FOR INDIGENOUS PROCUREMENT								
	a) Open Tenders for non-DGS&D items in the normal course.	RBø letter no. 2007/F(S)1/PW7/1 dtd. 7.12.07 & L/No. GM/G/Rulling /3 Pt. IV (part file) dt. 7.1.08	Full Powers	Above Rs.45 lakhs & upto Rs. 3 crore	Above Rs.15 lakhs & upto Rs 45 lakhs	Rs 8 lakhs	Rs 3 lakhs	Nil	FC is not necessary.  Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15
	b)i) Limited Tenders/bulletin Tenders in normal course for non-DGS & D items.	Rly Bdø letter no. 2007/RS(G)/779/1 dt 4.4.08 ITEM 1&4	Rs. 15 lakhs	Rs. 15 lakhs	Rs 15lakhs	Up to Rs. 8 lakhs	Up to Rs. 3 lakhs	Nil	FC is not necessary  Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15



Sl.No	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
	<b>c)Limited Tenders/ Bulletin Tenders:</b> i) In emergencies (at the discretion of COS/CMM) ii) For safety items iii) For items for which approved list issued only by centralized agencies RDSO/PU/Core	RBø letter No. 2007/RS(G)/779/1 dt 4.4.08	i)Upto Rs. 3 crore AGM upto 5 crore ii) & (iii) Upto Rs. 3 crore AGM upto Rs 5 crore	Upto Rs. 1.5 crore  Upto Rs. 1.5 crore	Upto Rs. 45 lakhs  Upto Rs. 45 lakhs	NIL  Upto Rs. 10 lakhs	Nil  Upto Rs. 3 lakhs	Nil  Nil	FC is not necessary. Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15
2	d) Invitation of single tender for non-proprietary items without FC in normal course	RBø letter No. 2007/RS(G)/779/1 dtd.04.4.08.	Upto Rs. 5 lakhs	Upto Rs. 5 lakhs	Nil	Nil	Nil	Nil	FC is not necessary. Redelegated Bdø letter No 88/RS(G)/779/1 4pt dt 27.2.15
	e) Invitation of single tender for non-proprietary items without FC in emergencies affecting maintenance, out turn, operations etc.	RBø letter No. 2007/RS(G)/779/1 dtd.04.4.08.	Upto Rs. 8 lakhs**	Upto Rs. 8 lakhs**	Nil	Nil	Nil	NIL	** Invitation of Single Tender and purchase will require personal approval of COS/CMM Bdø letter No 88/RS(G)/779/1 4pt dt 27.2.15
	f) Invitation of Single Tenders for development items	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08.	Rs. 8 lakhs	Rs. 5 lakhs	Rs. 3 lakhs	NIL	Nil	NIL	FC is not necessary. Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15

Sl.No	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
.	g)invitation of single tender for where it has not been possible to certify that a similar article which could be used in lieu is not manufactured /sold by any other firm(PACöAö certified)	RBø letter No. 2007/RS(G)/779/1 dt.28.7.08	Rs. 8 lakhs	Rs. 5 lakhs	Rs. 3 lakhs	Rs. 1.5 lakhs	Rs. 75,000/-	NIL	FC is not necessary  Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15
	h) invitation of single tenders for proprietary items where it has been possible to certify that a similar article which could be used in lieu is not manufactured /sold by any other firm(PACöcö ertified)	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08.	Up to his limit of acceptance	Up to his limit of acceptance	Up to his limit of acceptance	Up to his limit of acceptance	Up to his limit of acceptance	NIL	FC is not necessary. Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15
	i)To accept Single Tenders purchase from stock yards / buffer imports of M/S SAIL,IISCO,TISCO,RINL in respect of steel items & to make 100% payment in advance to them	RBø letter No. 2007/RS(G)/779/1 dtd.4.4.08.	Upto Rs.5crores	Upto Rs. 3 crores	Nil	Nil	Nil	NIL	FC is not necessary. Redelegated Bdø letter No 88/RS(G)/779/14 pt dt 27.2.15
	j) Single Tenders for non-ferrous items from MMTC & other PSUS i.e M/S Hindustan Zinc Ltd. & M/S Hindustan Copper Ltd	Authority: 89/RS (G)/753/1 of 13. 10.1989. RBø L/ No. 76/ RS (G)/ 753/ 2 dtd. 14. 12. 81, 7.8. 84, 89/RS(G)/753/ 1dtd. 13.10.89.	Full power* Refer note below*	Nil	Nil	Nil	Nil	Nil	FC is necessary

			* Full power of purchase in consultation in associate finance, without going through the formalities of tender committee						
Sl No.	Nature of Powers	Authority	COS	CMM	DY CMM	SMM	AMM	Other officers	Remarks
2	k) Purchase of oil & lubricants marketed by public sector undertakings on single tender basis	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08. Bdø letter No 88/RS(G)/779/14pt dt 27.2.15	Up to Rs. 5 Crore	Up to Rs. 3 Crore	Nil	Nil	Nil	Nil	NB: In each case with finance concurrence & to make 100% advance payment to the firms without going into the formalities of tender committeeø examination. Limited tender to be called in place of single tender in case prices are not Government Administered
	l) Variation from Indian Railways standard conditions of contract	RBø letter No. 2007/RS(G)/779/1 dtd. 28. 7. 08. Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15	Up to 8 lakhs*	Nil	Nil	Nil	Nil	Nil	*COS may also waive operation of clauses relating ÷ liquidated damagesø ÷ ricks purchasesø & ÷ Arbitrationø appearing in the contract valued upto Rs. 8 lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries .
	m)To write off loss due to risk purchase , general damages , liquidated damages with Financial concurrence	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08. Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15	Upto Rs 1.5lakh	Upto Rs 75,000/-	Upto Rs. 40,000/-	Nil	Nil	Nil	NB. These powers should be exerised with utmost care only & only when all other modes of recovery except through arbitration & legal action has been exhausted , suitable administrative action should be taken against defaulting firms.

SI No.	Nature of Powers	Authority	COS	CMM	DY CMM	SMM	AMM	Other officers	Remarks
	n) To invite all type of Global tenders	RBø letter No. 2007/RS(G)/779/1 dtd.04.-04.08.	Full powers upto his power of acceptance with FA&CAOø concurrence	Nil	Nil	Nil	Nil	Nil	F.C is necessary . Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
	o) Release of F.E and payment through letter of credit / TT	RBø letter No. 2007/RS(G)/779/1 dtd.04.-04.08 and 2007/RS(G)/779/1 dtd.08.05.2014	Upto power of acceptance	Upto power of acceptance	Nil	Nil	Nil	Nil	.F.C is not necessary . Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
	p) Vetting of purchase orders	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08,4.4.08,29.1.10	1. Above Rs. 12 lakh for safety items as defined in Bdø letter no. 99/RS(IC)/165/SRC dtd. 19.04.2000 subject to 10% test check by accounts . 2. Above Rs. 6 lakhs for items other than safety items						Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
	q).(i)100% advance payment against proforma invoice with finance concurrence in direct acceptance cases	RBø letter No. 2007/RS(G)/779/1 dtd.28.7.08,4.4.08	Upto Rs 15 lakhs	Upto Rs 8 lakhs	Nil	Nil	Nil	Nil	Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
	q(ii) 100% advance payment against proforma invoice with finance concurrence in T.C cases		Upto his powers of acceptance	Nil	Nil	Nil	Nil	Nil	
	r) Urgency certification in case of receipt of a single quotation against limited tender if prices are found to be reasonable	RBø letter No. 2007/RS(G)/779/1 dtd.04.-04.08.	Above Rs. 1 lakh	For purchase Above Rs 1 lakh	*For all purchase upto Rs 1 lakh if prices are found to be reasonable.	Nil	Nil	Nil	*Urgency certificate by officer of stores department for stock items and officer of indenting department for non stock items. Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15

I No.	Nature of Powers	Authority	COS PHOD/ CHOD	CMM SAG	DYCM JAG/SG	SMM	AMM	Other officers	Remarks
	S) Signing of PAC	RBø letter No. 2007/RS(G)/779/1 dtd.04.-04.08.	Above Rs.5lakhs	Upto Rs5 lakhs	Upto Rs.1 lakh/-	Nil	Nil	Indenting officer upto Rs.40,000	Redelegated Bdø letter No 88/RS(G)/779/14pt dt 27.2.15
	t) Issue of advertised tender	Bdø letter No 88/RS(G)/779/14pt dt 27.2.15	Full power*	Upto the power of acceptance	Upto the power of acceptance	Upto the power of accep tance	Upto the power of acceptance	Nil	*For Global tenders Concurrence of FA&CAO and approval of COS upto his power of acceptance will be needed. These powers are not to be delegated down below.

NOTE: \* This incorporation requires FA&CAO'S approval

i) Open Tenders shall normally be invited for all purchases valued over Rs. 15 lakhs. Open or Limited tenders when considered advantageous, may be invited for the purchase up to that limit unless a different mode of tendering is approved by the GM under the provisions of Para 331-S or by specified authorities in exercise of their powers as detailed in this schedule. GM may also decided in public interest not to call for tenders, the reasons being communicated by him to the FA&CAO in terms of Para 332-S.

ii) Machinery and Plant authorized for purchase by the COFMOW are to be procured by indent on COFMOW and so no tenders for purchase of these should be invited except with the specific authorization of COFMOW.

iii) The limit of Rs. 15 lakhs under item 2(b) applies to the value of each article or class of articles or interconnected articles to be procured at any one time. The demand under each item should in no circumstances be split up to bring it within these powers..

iv) Direct purchase action under item 2(b) may be resorted to in the event of the failure/inability of the agency of the DGS&D to comply with the Railwayø demands. In the cases of failure of DGS&D dues, details of direct purchases made and the financial loss thereon shall be advised to the DGS&D for taking up with the defaulting suppliers for the recovery of the loss sustained by the Railway from them.

v) In exercising the powers under item 2(d) and 2(e) the purchase officer should consider whether an existing rate/running contract can be utilized.

vi) The powers under items 2(g) and 2(h) should be exercised only on the basis of a certificate that the similar article is not manufactured or sold by any other firm which could be used in lieu. The authorities of the indenting departments competent to the sign the PAC are Indenting Officer up to Rs. 40,000/- JAG, Selection Grade Officer- Up to Rs. 1 lakh SAG Officer ó Up to Rs. 5 lakhs, PHOD/CHOD of the user Dept.- above Rs. 5 lakhs (Boardø letter No., 88/RS(G)/779/14 pt. dtd.27.02.15.

vii) Railway Board vide letter No. 90/RS (G)/113/I dtd. 08.05.90 has delegated powers to purchase Handloom items on single tender basis from Association of Corporation and Apex societies of Handlooms (ACASH). In case of delays apprehended in the receipt of handloom supplies through M/s ACASH, Railways may make emergency purchase of immediate minimum demands directly from the handloom units notified by the Development Commissioner for Handlooms, Govt. of India, Ministry of Textiles. In case they are also unable to supply, the emergency purchases may be made of mill-made items, to avoid complaints from the user.

vii) After dismantling JPC, procurement has to be made as per Boardø letter No. 87/RS (G)/753/2 dtd. 15.10.92 & 14.12.2001. In case of non-ferrous metals tender committee formalities can be dispensed with up to the powers of purchase of COS in consultation with associate finance. 100% advance payment on proforma invoice can also be made.

3

- a) The constitution of tender committee considering tenders and powers of acceptances in tender for procurement of various type of stores will be as under: **Authority: RB's letter no. 2007/F(S)1/PW7/1 dtd. 7.12.2007.redelegated RB'S no.88/RS(G)/779/14 pt dt 27.2.15**

Sl.No.	Value limit of tender	Accepting authority	Convener	User deptt.	Finance
1	Rs 15 Lakhs to Rs 45 lakhs	DYCMM <sup>^</sup>	SMM*	Sr. Scale	Jr. Scale
2	Rs 45 Lakhs to Rs 1.5 crore	CMM <sup>^</sup>	DYCMM*	JAG	Sr. scale
3	Rs 1.5 crore to Rs 3 Crores	CMM <sup>^</sup>	DYCMM*	JAG	JAG
4	Rs 3 Crores to ` 20Crores	COS <sup>^</sup>	CMM*	SAG	SAG
5	Rs 20 Crores to Rs 40Crores	GM* as concurred by FA&CAO (PP-20)	COS*	PHOD/CHOD	PHOD/CHOD, as concurred by FA&CAO (PP-20)
6.	Above Rs 40 crore	GM***	COS*	PHOD/CHOD	PHOD/CHOD)

\* For track items # . i) Officers of the same level from Civil Engg. Department will be the convener.

ii) Officers of stores department of the same level as convener shall be the third member.

<sup>^</sup> For track items, officers of the same level from Civil Engineering Department will be the accepting authority.

# Track items are items as defined in Stores Code Para 702.

\*\* In case AGM is not there, GM will be Accepting Authority for Sl. 5 also.

\*\*\* The term 'General Manager' used in these rules is deemed to mean besides the General Manager of Railways, D.G/RDSO and Chief Administrative officers working directly under the Railway Board.

.Note- 1. The above are however upper limits for Constitution of Tender Committees and power of acceptance of tenders.

General Managers are free to delegate lower limits for the same keeping local requirements in mind in consultation with COS and FA&CAO.

S. No	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3.	b) Acceptance of tenders #	RBø L/No. 2007/F(S)/1/PW-7/1 dtd. 7.12.07 & O.O No. GM/ G/ Rulling/3 Pt. IV(part file) dt. 07.1.08	Above Rs. 3 Crores and upto Rs. 20 Crores	Above Rs. 45 lakhs and upto Rs. 03 Crores	upto Rs 15 lakhs without TC.(Direct acceptance) Upto 45 lakhs with TC.	Upto Rs. 8 lakhs (Direct Acceptance)	Upto Rs. 3 lakhs (Direct Acceptance)	NIL	FC is not necessary. Redelegated RBø no.88/RS(G)/79/14 pt dt 27.2.15
NOTE		<b><u>ACCEPTING AUTHORITY</u></b>	TENDER CASES						
		GM	ABOVE Rs. 20 crores.						

Sl.No.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3.	c)Acceptance of single quotation against limited tenders (refer Note – v below)	2001/F(S)-I/PW-7/2 dtd. 20.12.2001.	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Rs. 1 lakh.	Nil	Nil	NIL	
	d) Waiver of earnest money Deposit (EMD) (refer Note – vi below) for non-safety item only	86/RS(G)/15 5/1 of 11.9.87	Full powers	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	Nil	
	e) Waiver of Security Deposit (refer Note – vi below) for non-safety item only	86/RS(G)/15 5/1 of 11.9.87	Full powers	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	Nil	
	f) Refund/forfeiture of Earnest Money Deposit in accordance with the conditions of the tender	Item 15(ii) of 132-S	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	Nil	
	g) Acceptance of un-guaranteed delivery terms and other unusual conditions subject to paras 419-S and 420-S(Refer Note viii below)	63/RS/G/379/ 1 dtd. 10.6.64	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	Nil	Nil	



	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3.	h) Acceptance of contracts with guarantee periods less than 24 months from date of commissioning or 30 months from the date of supply whichever is earlier (refer Note-vii below)	IRS condition of contract Para 3202 abd Rly. Bdø letter No. 78/RS (G)/777/1 dtd. 07.05.2004.	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	
	<b>i) Acceptance of non-standard force majeure clause (refer Note-viii below)</b>	<b>67/RS(G)145 of 19.6.67</b>	<b>Up to the limit of his powers of purchase</b>	<b>Up to the limit of their powers of purchase</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
	<b>j) Acceptance of deviations from IRS conditions of contract without prior FC.</b>	<b>RB's L/No. 2007/RS(G)/77 9/1 dtd. 4.4.08.</b>	<b>DA case- Rs.15 lakhs. TC case up to Rs 20 crore</b>	<b>DA case- Rs.15 lakhs. TC case up to Rs. 3 crore</b>	<b>DA case- upto Rs. 8 lakhs. TC case up to Rs 45 lakhs</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>DA- Direct Acceptance. *</b>
<p><b>*In direct acceptance case one level higher than normal powers of acceptance but not below the level of JA grade. In TC case normal powers of acceptance of tender.redelegated RB's no.88/RS(G)/779/14pt 27.2.15</b></p>									

SI No.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3	k) Acceptance of quotations subject to variations in prices/rates of exchange, customs duty etc., in respect of indigenous stores (refer Note-ix below)	57/145/RS(G) of 4.3.61	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	
	l).(i) 100% advance payment against proforma invoice with FC(in direct acceptance cases)	RBø l/no. 2007/RS(G)/779/1 dt 4.4.08 &28.7.08	Up to Rs 15 lakhs	Up to Rs.8 lakhs					In TC cases with his power of acceptance. RBø letter/no 88/RS(G)/779/14/pt1 dt. 27.2.15
	(ii) 100 per cent to M/s IISCO, SAIL, RINL, TISCO	RBø l/no. 87/RS(G)/753 /2 dt. 21.12.09	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	Nil	Nil	Railway and production unit should ensure to collect materials expeditiously where payment are made against pl
	iii) 100 per cent to M/s IOC, BPC, HPC on proforma invoice	76/RS(G)/753/2of13.2.81,86/RS(G)/ 779/46 dtd. 08. 08. 88	Rs. 25 lakhs	Rs. 24 laks	Rs. 3 laks	Rs. 50,000-	Nil	NI	.
	iv) 100 % based on proforma invoice against delivery with inspection by consignee (refer Note-xiv below)	Boardø letter no. 2001/F(S)-I/PW-712 dtd. 5.9.03	Rs. 2 lakhs	Rs. 2 lakhs	Nil	Nil	Nil	Nil	

Sl no.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3	m) 100% advance payment on inspection certificate (or bank guarantee) and proof of dispatch in the case of public sector undertakings	77/ RS (G)/779 /29 dt, 29.12.77 & 03.01.78.	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	NIL	Nil	Nil	Nil	
	<b>n) 100% advance payment on inspection certificate (or bank guarantee) and proof of dispatch in the case of spares for plant &amp; machinery items and proprietary &amp; special tools from Govt. and non-govt. agencies.</b>	<b>77/RS (G)/779/29 dt. 29.12.77 &amp; 87/RS (G) 753 dt 09.5.1997</b>	<b>Rs. 50,000/-</b>	<b>Rs. 50,000/-</b>	<b>Nil</b>	<b>NIL</b>	<b>Nil</b>	<b>Nil</b>	
	<b>o) 98% advance payment on inspection certificate and proof of dispatch in respect of public sector undertakings and other manufacturers and running contracts (refer Note-xi below)</b>	<b>77/RS(G)/779/29 of 29.12.77</b>	<b>Up to the limit of his powers of purchase</b>	<b>Up to the limit of their powers of purchase</b>	<b>Up to the limit of their powers of purchase</b>	<b>Up to the limit of their powers of purchase</b>	<b>Nil</b>	<b>Nil</b>	

Sl no	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
3.	p) 95% advance payment on inspection certificate and proof of dispatch/delivery (Note-xi below)	77/RS(G)/779/29 of 29.12.77	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	
	q) Cancellation of tenders (refer Note-xii below)	132-S	Full powers	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	

**NOTE:**

- i) Tender committees should invariably be constituted to deal with tenders over Rs. 15 lakhs.
- ii) The lowest tender value (including all taxes and duties) will be the criterion for the level of the Committee. If it is rejected and the next higher tender falls in the value range for the higher-level committee, the case should be remitted for consideration by the latter committee.
- iii) The accepting authority should not be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender committee for any reason, the recommendations of the Tender Committee should be put up to his next superior officer for acceptance, The nomination of officers in a Tender Committee will be done by PHODs/HODs (Board's letter No. 69/RS(G)/777 dated. 30.9.80.
- iv) If the competent authority disagrees with the recommendations of the Tender Committee he should invariably record his reasons. (Para 342-S)
- v) When in response to a call for Limited Tender, only one quotation is received fresh tender should be invited except in cases of urgency to be decided by the Controller of Stores. The powers under item 3(c) can be exercised only if enquiries had been issued to firms who had supplied the materials earlier or who were likely to supply the materials, provided the rates quoted are reasonable and full reasons are recorded justifying such a course of action JAG officers should certify urgency up to Rs. 1 lakh . SAG officers should certify beyond Rs. 1 lakh (Board's letter No. 2001/F(S)-I/PW/7/2 dtd. 20.12.01 and 88/RS(G)/779/14 pt dtd. 27.02.15, SL. NO. 12 Page-10) In the event of a single quotation being received against a re-tender, after rejection of a single quotation against a Limited Tender the normal powers of purchase of the officers can be exercised, provided the re-enquiry has been as broad based as possible and it is considered prudent not to re-tender. The reasons for taking such a decision should be recorded by the purchase officer.
- vi) The powers under items 3(d) and 3(e) should be exercised where considered justified in the public interest with finance concurrence.
- vii) The powers under items 3(h) are subject to obtaining the acceptance of the Indenting officer for the shorter guarantee period.

viii)The powers under items 3(g) and 3(i) are to be exercised in consultation with Finance and SPO/Law

ix)In indigenous stores the variations admissible under item 3(k) may relate to ó (i) Steel prices promulgated from time to time by main steel producers (ii) prices of non-ferrous metals (iii) excise duty (iv) wage escalation (v) special price adjustment of BEMA/IEEMA Group. The powers of DyCMM and lower officers under this item are not applicable to cases of wage escalation. In imported stores the variations admissible may relate to ó (a) FOB cost of proprietary articles (b) cost of raw materials that are subject to sharp price fluctuations. The powers of SMM and AMM under this item are not applicable to special price adjustment clauses of BEMA/IEEMA. Finance concurrence is necessary. (Board's letter No. 70/RS (G)/779/46 dated 13.3.81.

x)The powers under item 3(i) should be sparingly used, with finance concurrence and with safeguards like Bank guarantee for protection against failure of supply, defective supply, short receipt, etc. Request from firms for payment in advance along with the order should be discouraged and not accepted unless there are exceptional circumstances justifying departure from the rules (Board's letter No. 74/RS (G)/148/2 dtd. 19.10.74.

xi)Advance payments may be allowed under items 3(o) and 3(p) only to well known firms of commercial standing in terms of Para 2815-S,. In cases of purchase up to Rs. 10,000/- COS/CMM may allow advance payment up to 98 % without FC.

xii)COS has full powers before opening the tender and up to the limit of powers of purchase after opening the tender. If it is decided to drop the purchase after inviting tenders, the recommendation of the appropriate Tender Committee should be obtained for TC cases, where the value is less than Rs. 5 lakhs the case should be put up to the authority higher than the one who authorized invitation of tenders.

xiii) Now GM has full power. COS is authorized to finalise purchase involving Foreign Exchange upto his power of acceptance vide RB's L/No. 2007/RS(G)/779/1 dt.. 4.4.08. and Rly. Bd's L/No. 88/RS(G)/779/14 Pt. dtd. 27.02.15.

xiv)The powers for permitting 100 percent advance payment based on proforma invoice as per item 3(1)(iv) are to be exercised subject to the following conditions:

- a. The supplier if not figuring in the list of reputed firms approved by GM should be a firm of good reputation or having good record of past performance with Railways.
- b. The supplier should be prepared to honour Guarantee/Warranty clauses, in case the material taken delivery in good faith is later not found to be of sub-standard quality.
- c. The supplier should be prepared to replace any material damaged during transit from his premises to the consignee's premises, in case the purchase order incorporates the term of free transport after taking delivery at firms' premises.
- d. The specification of the material being procured should be such that on-the-spot consignee inspection is possible and adequate without requiring elaborate post delivery testing.
- e. Materials of reputed brand name or products of well-established manufacturers preferably certified to ISI or any other standard specification may be procured so that the burden of consignee inspection can be minimized.
- f. Notwithstanding inclusion of the supplier in approved list stated above their current performance should be verified before processing for 100% advance payment.
- g. COS/CMM up to Rs. 15 lakhs/8 lakhs in each case with finance concurrence in direct acceptance, in T.C case/normal power of acceptance.

Authority: Rly. Bd's L/No. 88/RS(G)/779/14 Pt. dtd. 27.02.15.

xv) Purchase officers have full powers for calling supplies by road for tenders within their purchasing powers (Rly. Bd's Letter No. 89/RS (G)/363/ 5 Pt. dt. 28.04.2000).

Sl.No.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
4	SIGNING OF INDENTS/ PURCHASE ORDERS ( refer Note i to v below)								
	a) indents on DGS & D / Railway Board	RBø L/No. 2007/ RS (G)/779/1 dtd 04.4.08	Full powers	Full powers	Full powers	Nil	Nil	Nil	
	b) Purchase orders against DGS&D rate contracts /running contracts	RBø L/No. 2007/ RS (G)/779/1 dtd 04.4.08	Full powers	Upto his level of acceptance	Upto his level of acceptanc e	Upto his level of acceptan ce	NIL	NIL	
	<b>c) purchase orders/indents on other Railways, Production Units, Main Steel Producers, Indian Telephone Industries, National Instruments, Bharat Electronics and other Public Sector undertakings.</b>	<b>i)2001/F(S) I/PW7/2 dtd. 5.9. 03. ii) COS/SOPS/T A-6 dtd.19.7.01</b>	<b>Full powers</b>	<b>Full powers</b>	<b>Full powers</b>	<b>Full powers</b>	<b>Rs. 75,000/-</b>	<b>Nil</b>	
4	d) Purchase orders on suppliers selected in accordance with the prescribed rules and procedures and post order correspondence.	i)2001/F(S) I/PW7/2 dtd. 5.9. 03. ii) COS/ SOPS/TA-6 dtd.19.7.01	Full powers	Full powers	Full powers	Up to Rs. 40 lakhs	Up to Rs. 3 lakhs	Nil	
New	e) Powers of Airlifting of stores	Bdø L/No. 98/F(FEX)17/ 1 Airlifting dtd 26.3.08	Full powers upto his level of acceptance with personal concurrence of FA&CAO	Nil	Nil	Nil	Nil	Nil	

NOTE:

- i. These powers are to be exercised after approval of quantities.
- ii. Indents/Purchase Orders valued over Rs. 3 crores should be signed as for General Manager, to whom a report should be submitted once in a month for perusal.
- iii. Express indents are to be countersigned by the COS/CMM and should be accompanied by a certificate by the C.O.S /C.M.M in terms of RLO's letter No. 53/Liaison/Indent/Programme dtd, 14.5.53.
- iv. Vetting by associate finance is required for Purchase Orders valued above a) Rs. 12,00,000/- for safety items as defined in. Rly. Bd's L/No. 88/RS(G)/779/14 Pt. dtd. 27.02.15. subject to 10% test check by account b) Rs. 6,00,000/- for other than safety item. However all purchase orders which do not require vetting may also be got noted in the liability register for strict budgetary control.  
Authority Rly. Bd's L/No. 88/RS(G)/779/14 Pt. dtd. 27.02.15..  
V) (1) GM has full power for Airlifting of stores in all cases in which the CIF cost of the import is within the power of procurement.  
vi) These power are to be exercised personally by GM & COS only, as the case may be with the personal concurrence of FA&CAO

Sl.No.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
5	OPERATION OF CONTRACTS								
	a) Acceptance of excess or short supply received against purchase orders	441-S, 98/RS (G)/779/10 (CS) (13/03) dt. 25.2.03.	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	###	
	b) Variation of quantity in contracts placed with the approval of GM	441-S	Up to 10% of the value of the contract.	Up to 10% of the value of the contract.	Nil	Nil	Nil	Nil	441-S
### Depot officers/ Inspecting Officers/District officers of the consuming departments are authorized to accept deliveries short or in excess up to 5 percent of the total value of the contract or Rs. 1 lakh whichever is less provided as a result thereof the normal powers of purchase of the Controller of Stores are not exceeded. No formal amendment of contract will be necessary in such cases and also in cases (other than those falling under Para 711-S) where value of supplies short or in excess does not exceed Rs. 100 irrespective of the value of the percentage involved [as per Stores Code Para 441(Note)] Authority Board's letter no. 98/RS (G)/779/10(CS) (3/03) dtd. 25.2.03.									
	c) extension of delivery date with or without liquidated damages (refer Note-i & iv below)	58/RS(G)/775 of 31.10.74	Full powers*	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	NIL	###	
	d) imposition /waiver of	1. Item 4 of	Full powers	Full powers to	Full powers	Full powers	Nil	NIL	

	penalties for failure to deliver stores within the stipulated time (refer Note-ii to v below)	132-S 2.SI No. 95 to be followed. RB L/No. GM/G/Rullin g 6 Pt. III dt. 28.2.09	to impose or waive penalties in respect of contracts falling under his powers of purchase.	impose or waive penalties in respect of contracts falling under his powers of purchase.	to impose or waive penalties in respect of contracts falling under his powers of purchase.	to impose or waive penalties in respect of contracts falling under his powers of purchase.			
5	<p>*1. The penalties laid down in the contract document are a) cancellation of the contract and recovery of any loss or damage which the Rly. May sustain by reason of such failure on the part of the contract or b) forfeiting of security deposit @ 10% of contract value, provided the same has been submitted as per contract condition. Or c) purchase else where at the contractor's risk or d) recovery from the contractor as agreed liquidated damages and not by way of penalty, a sum equivalent to 2% of the price of any store(including elements of taxes, duties, freight etc.) which the contractor has failed to deliver within the period fixed for delivery in the contract or as extended for each month or part of a month during which the delivery of such store may be in areas where delivery thereof is accepted after expiry of the aforesaid period, subject to a maximum of 10% of value of the delayed supplies. There should normally be no system of waiver of LD and imposition of token LD for delayed supplies in supply contracts. System of waiver of LD and imposition of token liquidated damages for delayed supplies in supply contracts will strictly be an exception rather than rule and only in situations where the circumstances leading to delays in supplies were beyond the control of supplier.</p> <p>2. In respect of purchases made under the General Manager's sanction, the controller of Stores/ Ch. Material Manager given power of granting extensions of delivery periods. He has also power to impose or waive penalties in such case, with the concurrence of FA&amp;CAO.</p>								
	e) waiver of recoveries in respect of liquidated damages and loss due to risk purchase (refer Note vii below)	77/RS(G)/779 of 3.04.98	Rs. 15,000/-	Rs. 15,000/-	Rs. 15,000/-	Rs. 15,000/-	Nil	Nil	
	<p>### Stores depot officers may accept stores dispatched after the delivery date up to 6 months in case of orders up to Rs. 5 lakh and up to 21 days provided the initial delivery period does not exceed 6 months for orders above Rs. 5 lakh but up to Rs.8 lakh and provided that the contract does not have a time preference clause or pre-estimated damages as per Bd's letter No. 87/RS (G)/779/12 dtd. 2.1.87. Rly. Bd's L/No. 88/RS(G)/779/14 /Pt. dtd. 27.02.15. For all other orders valued over Rs. 8 lakhs, prior extension of delivery period from the purchase officer will be necessary (subject to condition stipulated in Bd's letter no. 73/Rs(G)/779/59 dtd. 27.02.80 Authority Rly. Bd's L/No. 88/RS(G)/779/14 /Pt. dtd. 27.02.15.) .</p>								



	f) extension of time for removal of rejected materials and waiver of ground rent charges thereon (refer Note viii below)	1. 77/ RS (G) /779 of 3.04. 98 2. Para 762 of S-1.	Full powers	Full powers	Full powers	Nil	Nil	SMM(depot in charge) up to 2 months or Rs. 500/- whichever is less AMM(Depot in charge) Up to 2 months or Rs. 200/- whichever is less.	
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S.no.	Nature of power	Authority:	COS	CMM	Dy.CMM	SMM	AMM	Other officers	Remarks
5	g) refund of security deposit and deposit for value of raw materials issued for fabrication (refer Note ix below)	Item 15(I) of 132-S 86/RS (G)/164/0/1 of 18.08.87	Full powers	Full powers	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Nil	
	h) Forfeiture of security deposit in accordance with the conditions of contract.	Item 15(II) of 132-S	Full powers	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	NIL	
	i) cancellation of orders (refer Note-xii below)	Item 5 of 132-S	Full powers	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance	Full powers for contracts within their powers of acceptance		
	j) payment of claims settled by arbitration of disputes arising out of a contract (refer note ó x and xi below)	Authority : 69/WI/CT/27 of 7.10.74	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Nil	Nil	Nil	Nil	

Sl No.	Nature of power	Authority:	COS	CMM	Dy.CMM	SMM	AMM	Other officers	Remarks	
5.	k) Acceptance of stores dispatched after the expiry of delivery period by the consignee	Rly Bdø letter 2007/RS(G)/779/1 dtd. 28.7. 08.							a) Delay upto 6 months for order valued upto Rs. 5Lakhs b) Delay upto 21 days for orders valued between Rs. 5 lakhs to Rs 8lakhs provided the initial delivery period does not exceed 6 months. For all other orders, valued over Rs.8lakhs prior extension of delivery period from the purchase office will be necessary.* * subject to condition stipulated to Bdø letter no.. 73/RS(G)/779/59 dt.27.2.80 Re-delegation of power Bdø letter no. 88/RS(G)/779/14 ptdt 27.2.15	Rly Bdø letter 88/RS/(G)/779/1 dt 27.2.15.
	l) Acceptance of excess/ short supply by depot officers without formal amendment to the contract	Rly Bdø letter 2007 /RS(G)/779/1 dtd. 28. 7. 08.							Upto 5% of the value of the contract or Rs. 5 Lakhs which ever is less subject to total value of receipt not exceeding normal purchase power of COS. Re-delegation of power Bdø letter no. 88/RS(G)/779/14 ptdt 27.2.15	Rly Bdø letter 88/RS/(G)/779/1 dt 27.2.15

**NOTE:**

**i)** Extension of delivery date under 5 (c) may be granted provided that the contract was not accepted against other lower tenders in consideration of the date of delivery and that the delay will not cause loss or damage. A certificate to this effect to be obtained from the Indenting officer in case of special purchases. In case any or both of these conditions are not satisfied, finance should be consulted and legal advice if necessary, taken (Para ó 445-S). However, in contracts valued up to Rs. 1 lakh not having time preference clause or pre estimated damages, subject to purchase officers certifying that

delay is on account of shortage of raw material, fuel or power or on account of steep rise in prices of industrial inputs and the supplies are expected within a reasonable time, these powers may be exercised to extend the delivery date up to a maximum of 6 months without liquidated damages. No finance concurrence or certificate from the indenting officer is necessary.

**ii)** In the case of orders valued over Rs. 50,000/- if the proposed extension to delivery date has the effect of shifting the booked liability to a subsequent year, it should be seen that entry is made accordingly in the Funds Register of the Accounts office and in the computerized liability register even at the stage of provisional extension vide Railway Boardø letter No. 2001/F(S) I/PW-7/2 dt, 12, 10, 01 & 20.12.2001.

**iii)** When waiving penalties under item 5 (d) the reasons for doing so must be fully recorded on the relevant files and the stores bills forwarded to the Accounts suitably endorsed (Authority Boardø letter No. 58/RS(G)/775 dated 5.6.67.

**iv)** COS/CMM may grant extension under item 5(d) in respect of purchases made under the powers of GM subject to the Indenting Officerø certificate being obtained that no loss on account of late delivery would be sustained. The COS/CMM also has powers in such cases to impose or waive penalties with the concurrence of FA&CAO (Authority: Boardø letter No. 71/RS (G)/775 dated. 17.9.91. COS is the competent authority to grant extension with/without penalties with the concurrence of Financial Advisor in respect of tenders accepted by Board beyond the powers of GM(Authority-86/RS(G)/779/8 dtd. 22.9.90.

**v)** Liquidated damages leviable as per Indian Railway Standard (IRS) conditions of contract are at the rate of 2 percent on the price of the stores (including taxes, duties, freight etc.) for each month or part thereof by which the delivery of stores has exceeded the period fixed for delivery in the contract. According to the guiding principles laid down in Boardø letter No. 58/RS(G)/775 dated 19.5.67, the quantum of Liquidated Damages

(L.D.) recoverable would be (i) the actual loss sustained due to delay in supply, subject to the maximum as per the contract, where the loss can be assessed; (ii) Token Liquidate Damages i.e. 10 per cent of 2 percent of the maximum as per the contract, where delay in supply has caused loss that cannot be assessed or inconvenience and (iii) Nil, if there has been neither loss nor inconvenience. Calculation of actual loss must take into account increase in taxes, duties, and freight etc. and also higher price paid for earlier supply (in case where there is no provision for penal recoveries). If, besides actual loss, there is a component of loss that cannot be assessed or inconvenience caused token liquidated damages may be levied in addition to the actual loss subject to the maximum as per the contract. (Authority : Board's letter No. 58/775/RS(G) dated 4.5.60)

**vi)** The powers under item 5 (e) should be exercised only in cases where resort to Arbitration or legal action is necessary to enforce the recovery. Suitable penal action should be taken against the firm including delisting of the firm. (Authority : Board's letter No. 77/RS(G)/779/29 dated 29.12.77 & 03.04.1998)

**vii)** While exercising the powers under item 5 (f) a certificate should be recorded that the Railway has suffered no loss on account of the waiver; Finance concurrence is not necessary.

**viii)** Refund of Security Deposit and Deposit for value of raw materials issued for fabrication vide item 5(g) is subject to the condition that the contract is satisfactorily completed.

**ix)** Particulars of Arbitrator's awards accepted in terms of item 5(j) should be put up to GM in the form of a statement for each half year ending 30<sup>th</sup> September and 31<sup>st</sup> March (Authority : Board's letter No. 69/WI/CT/27 dated. 20.12.69.)

**x)** Cases where Arbitrator's award exceeds by more than Rs. 50,000/- of the amount considered due by the railway administration before the arbitration proceedings began or where deficiencies in the general conditions of contract or of procedure laid down by the Railway board came to light, such details should be reported to the Railway Board (Authority: item 36 (a) of GM's delegation Revision of Annexure 6II to chapter-V Indian Railway financial code, Vol I (Board's letter No. F(X) II/97/PW/4 dtd. 16.9.97.

**xi)** The reasons for cancellation of order are to be recorded and extant instructions of Stores code in this regard should be strictly followed.

Sl. No.	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
6.	<p>LOCAL PURCHASE</p> <p>Materials of small value both stock and non stock including items of stationery (refer Note I to viii below)</p> <p>1.(a) Depot store officers for purchase of items through normal mode of tenders (Open, limited, Bulletin, Single tenders) in terms of Para-328S of stores code Vol.1 for stock items urgently required .</p> <p>(b) For stock items not covered in (a) above.</p> <p>c) All non stock -items</p>	<p>Bdø 1/no. 2007/RS(G)/779/1 dtd. 4.4.08</p> <p>Bdø 1/no. 2007/RS(G)/779/1 dtd. 4.4.08 and redelegated vide Bdø no. 88/RS(G)/79/14pt dt 27.2.15.</p>	Stock/Non Stock Rs. 1 Lakh per case	Stock/Non Stock Rs. 1 Lakh per case	<p>Stock/Non-Stock Rs. 1 Lakh per case</p> <p>Rs 3 lakh per case.</p> <p>Rs2 lakh per case</p> <p>Same as direct acceptance power of HQ stores officers of corresponding level.(No TC power to Depot officers)</p>	<p>Stock/Non-Stock Rs. 30,000/- per item</p> <p>Rs 3 lakh per case.independent incharge. Rs.1.5 lakh per case other than independent incharge.</p> <p>Rs 2 lakh per case. independent incharge. Rs1 lakh per case other than independent incharge.</p> <p>Same as direct acceptance power of HQ stores officers of corresponding level.(No TC power to Depot officers )</p>	<p>Stock/Non-Stock Rs. 20,000/- per item</p> <p>Rs.1.5 lakh per case independent incharge. Rs.1 lakh per case other than independent incharge.</p> <p>Rs.1 lakh per case</p> <p>Same as direct acceptance power of HQ stores officers of corresponding level.(No TC power to Depot officers</p>	NIL	<p>refer (a) to (e) below</p> <p>Authority: 711-S and 711-A-S,</p> <p>Powers to be exercised within annual ceiling limits which may be decided by COS in consultation with associate finance.</p> <p>Powers to be exercised within annual ceiling limits which may be decided by COS in consultation with associate finance.</p> <p>Fund availability certification to be given by indentor on each demand ensuing that liability during any financial year does not exceed the allotted budget.</p>

### Re-delegation of power by GM/CLW circulated vide letter No. COS/CRJ/Policy/1 dtd. 08.01.2004. DyGM's L/no. GM/G/Rulling 31 Pt.V dtd. 11.4.07 & GM/G/Ruling 31 Pt.IV dtd. 8.8.05 mentioned in Dy GM's letter dtd. 11.4.07

- a) No annual limit for stores officers
- b) COS/CMM/DYCMM will have powers to invite Single quotation upto Rs. 15,000/- each item & Rs. 2000/- & Rs. 1,000/- for SMM/AMM (All Depot and Divisional Officers) Re-delegation of power Bd's letter no. 88/RS(G)/779/14 ptdt 27.2.15

NOTE:

- i) Local purchase of stock items by Stores officers may be made only where the normal annual recoument does not exceed Rs. 1 lakh in value (the quantity should not be deliberately reduced to bring the purchase within the scope of this limit) or stock of the item is precarious low and the same is urgently required. No non-stock article for which a standard pattern exists should be purchased, if it could be manufactured by the Railway.
- ii) Quotations from more than one firm should be obtained for items costing over Rs. 2,000/- and a proper record of such quotations should be maintained. The rates quoted should invariably be compared with the last purchase rates and any large difference checked before making local purchase. The officer will make no purchase without satisfying himself that the price is reasonable
- iii) Imprest exceeding Rs. 10,000/ sanctioned for the purpose of local purchase may be deposited in a Bank and payments effected through cheque. Authority: Board's letter 81/AC/II/16/2 dated 31.7.82 and S-711 Para.
- iv) Stores officers should submit purchase lists to the Stores Accounts officer and Controller of Stores. The latter will examine them to see that only the class of stores covered by Para 711-S are purchased locally and also decide from their frequency and quantity whether it is advantageous or not and to enter into annual contracts for such items.
- v) Officers of divisions, workshops etc., whose powers are given in Col. 6 will exercise those powers for local purchase of items other than rate contract items entered into by the DGS&D, subject to the provision laid down in Para 701-S that the agency of the Stores Department will be used in ordering the supply of all stores required for the use of the Railway (Para-711-A-S).
- vi) The powers of the officers at (a), (b) and (d) in col. 6 may be re-delegated to the officers under them to the extent considered necessary, subject to the respective overall limits prescribed for themselves, in consultation with the concerned Accounts officers.
- vii) The powers of the officers at (a) to (d) in Col. 6 for local purchase of stock items are to be exercised in emergencies in consultation with the concerned Accounts Office. Prior consultation with the Accounts may be waived in cases of purchases in emergencies.

**SALES MATTERS**

Sl. no.	Nature of Powers	Authority	COS	CMM	Dy.CMM	SMM	AMM	Others Officers	Remarks
7. (a)	Reclassifying rating of stores in stock as second hand of scrap on the recommendations of the survey committee.	Para 132-S (item 13) 2223-S. Bdø L/no.2003/Rs(G)/ 777 /2 dtd 04-6-2004. NOTE -1	Up to Rs100000 /- Per item	Up to Rs100000 /- Per item	Up to Rs.10000/- Per item ( For Depot officer only)	Up to Rs.2000/- Per item	Nil	Nil	
(b)	Sale to other Rly .at book rate	Para 132S ( item 8) 2306-S	Full Power	Full Power	Full Power	Up to Rs. 25 Lakhs	Nil	Nil	
(c)	Sale to Govt. Deptt./ Public Undertakings- Over stocks of ordinary, Emergency Special stores, Surplus stores.	Para S2327, S2328&2329	Full Power	Full Power	Nil	Nil	Nil	Nil	Sale will be made at Book Rate or purchase rate which ever is higher plus freight & incidental charges and departmental charges.
(d)	Petty sale of overstock and surplus stores including scrap to Rly. Employees& private parties (with codal charges).	Para S 2330,2331 & 2317	Rs.500/- in each case.	Rs.500/- in each case.	Rs.500/- in each case.	Rs.500/- in each case	Rs300/-in each case.	Nil	

Note 1:-

- (1) Depot officers may classify an item as dead surplus and reclassify the stores in stock and rate them as second hand & scrap without having to process the same through survey committee up to limit of Rs.1000/- per item.
- (2) Before classifying an item costing as upto Rs 1000/- as dead surplus, Depot officers may, when necessary, ascertain from users department and other depot the item is not likely to be utilized by them in the two next years. These items need not be offered to other Railways.
- (3) For items costing Rs.1000/- to Rs. 5000/-, reference to be made to users department if the item is likely to be utilized by them in the two next years. These items need not be offered to other Railways. However a reference to Survey Committee would be necessary with regard to their disposal.
- (4) Item costing over Rs 5000/- may be offered to other Railways as at Present and reference made by survey committee with regard to their disposal.
- (5) Sale of small quantity of material and stores for the bonafide use of Rly employees only.

**SALE OF OVERSTOCKS OF ORDINARY, EMERGENCY OR SPECIAL STORES**

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7. (e)	By open tenders and adjusting the difference between Book Value & Sale Value ( NOTE AS BELOW)	132 6S(item 9) 2307-S GM/G/Ruling/3 dt.27.1.97	Upto Rs.1 crore for sale but full powers for adjusting the difference in value	Up to Rs. 50 lakhs	Upto Rs. 5 lakhs	Upto Rs. 50,000/-	Nil	Nil	
(f)	By direct sales at Book rates or Purchased rates whichever is higher plus freight incidental & departmental charges.	132-S(item 9) 2308-S 2328-S 2329-S 2330-S	COS Up to Rs. 1 crore	Upto50 lakhs	NIL	NIL	NIL	NIL	

Note: Constitution of Tender committee for sale over Rs. 50,000/- will be

Value	Accepting Authority	Stores	TC Members Concerned Deptt	Accounts
Above Rs. 50,000 to 5 lakhs	Dy COS	Sr.Scale	Sr.Scale	Jr.Scale
Above Rs. 5 lakh to 15 lakhs	CMM	JAG	JAG	JAG
Above Rs. 15 lakhs to Rs. 50 lakhs	CMM	JAG	JAG	JAG
Above Rs. 50 lakhs to Rs. 1 crore	COS	SAG	SAG	SAG
Above Rs. 1 crore	GM	COS	SAG(Coord)	FA&CAO

Sale of Scrap Unserviceable, Surplus & Obsolete e Stores and Adjusting the difference between book value & sale value subject to material recommended for sale by the survey committee and the recommendations for disposal approved by GM.

SINo.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7.(g)	By Auction	2312-S 132-S (item11)	Full Powers	Full Powers	NIL	NIL	NIL	NIL	



NOTE: - i)The auction will be supervised by DY CMM as per instruction of COS / CMM. The officer supervising the auction will fix Reserve Prices in advance. Approval of CMM in consultation with FA&CAO is necessary for acceptance of auction bids failing short of the reserve price upto 10 %.( Authority: Rly Bdø letter no.86/RS(S)/709/14 dt.14-4-87).

ii) No sale by auction /private treaty unless recommended for sale by the survey committee and should be subject to following the rules quoted against Para S 2224.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7(h)	BY Open Tenders ( Constitution of tender committee will be as per Sl. no. 7(f) of SOP)	132-S Item-11 GM/G/Ruling/3 Dtd. 27-01-97	Up to Rs 1Crore	Up to Rs 50 lakhs.	Up to Rs. 5 lakhs	Up to Rs 50000/-	Nil	Nil	
(i)	By Direct sale to other Govt. Deptt., Quasi Govt. Bodies, Public Undertakings of Govt of India or State Govt. at Book value or at a loss not exceeding Rs. 1000/- in each case.	132-S Item-11	Up to Rs 1Crore	Up to Rs 50 lakhs.	Nil	Nil	Nil	Nil	
(j)	Extension of Time for payment of sale value.	132-S Item-12 Rly.Bdø L/no. 2001/ RS(S)/709/ 20 dt.24/09/ 2001 [Clause33(ii)]	Full Powers Within 50 days from the date of auction	Full Powers Within 50 days from the date of auction	Full Powers Within 50 days from the date of auction	Full Powers Within 50 days from the date of auction	Full powers Within 50 days from the date of auction	Nil	
(k)	Extension of delivery period with/without Token ground rent (Finance concurrence is required)	132 ó S (item ó 12)	Full powers	Full powers	Upton 5 Lakhs	NIL	NIL	NIL	

NOTE against sl. no.7 (k) COS/CMM/ DyCMM will exercise the power subject to Railway not suffering any loss and this aspect is recorded in writing. FC is to be taken in this case.

TENDER SALE- MISC.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7.(l)	Refund of Earnest Money/ Security deposit.	132-S, Item-15- i	Full Powers	Up to Rs 50 lakhs.	Up to Rs. 5 lakhs	nil	nil	nil	FC is not required. Refund will be given only after satisfactory execution of contracts.

7(m)	Forfeiture of security deposit / Earnest Money	132-S Item-15- ii.	Up to Rs 1Crore	Up to Rs 50 lakhs.	Up to Rs. 5 lakhs	-	-	-	FC is not required
(n)	Confiscation of sold materials.		Full Powers	Full Powers	Up to Rs. 5 lakhs	-	-	-	

**OTHER STORES MATTERS**

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AM M	Other Officer	Remarks
(o)	Adjustment against stock adjustment account due to Stock Verification.	132-S Item-17 <b>NOTE-1</b>	Up to Rs 5000/- in each case.	Up to Rs 5000/- in each case.	Up to Rs.1000/- in each case.	Up to Rs.250/- in each case.	-	-	
(p)	Waival of ground rent accrued due to non-removal of rejected stores by firms within the prescribed period in exceptional circumstances (with FC).Where Rly. has suffered no loss. The facts must be recorded in writing.	132-S Item-12	Full Powers	Full Powers	Up to Rs.5000/-	Up to Rs.2000/-	-	-	
(q)	(a)To write off shortage of articles dead stock, losses of stores and tools and plants in stock and in transit on Revenue A/c. (b) The sanction adjustments effected in the numerical accounts for verifications undertaken departmentally or by the accounts department.	132-S ( item-18) ( NOTE II)	(a) Upto Rs.50000/- (b) Up to Rs.2000/-	(a) Upto Rs.50000/- (b) UptoRs.2000/-	(a) Upto Rs.5000/- (b) Up to Rs.500/-	-	-	-	

NOTE 1 The powers are subject to :- i) Adjustments not being due to negligence, carelessness or dishonesty of any Rly. Employee. ii) Adjustments not being due to different method of measurements adopted by stores deptt. & stock verifiers. (iii) Adjustments are such that FA&CAO agrees ó need not be referred to GM.

NOTE 2 The power to be exercised with Finance Concurrence. (a) Is applicable provided i) Adjustments not being due to negligence, carelessness or dishonesty of any Rly. Employee. ii) Adjustments arising out of Accounts verification are such that FA&CAO agrees- need not be referred to GM.

(b) Is applicable up to Rs.2000/- in each case where the loss is due to the negligence, carelessness or dishonesty of any Rly. Employee where it is not possible to affect the recovery of the cost of the stores from the Rly. employee concerned.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7.(r)	Road transportation material handling contract (This is at per with works contract hence power is accordingly) (ref. note (i) & (ii) below	Rly. Bdø L/no. 2004/RS/G/779/9 dt. 27.12.06. Dy. GMø L No. GM/G/Rulling/3/Pt.IV dt. 31.12.08 and Bdø L/no. 2007/CE-I/CT/13 dt. 03.9.07	Above Rs. 1 Crore upto Rs. 8 crore	Above Rs. 1 Crore upto Rs. 8 crore	Rs. 10,000/- to Rs. 1 crore	Upto Rs. 10,000	NIL	NIL	(i) Prior clearance from the PHOD/CHOD of concern deptt. has to be obtained for undertaking the work provided the work is not a sanctioned work. (ii) FC is required. (iii) Item within the use of SAG powers.
				Note i) distribution of materials to consignee within the Rlyø and inter depot transfer of Rlys own materials by road, road transport contract are to be treated as works contract and existing delegation under works contract shall be utilized for such transport contract and tender committee should be constituted as per Dy. GMø L No. GM/G/Ruling/3/Pt.IV dt. 11.12.08. ii) a) payment should be made on receipt of goods in complete and satisfactory condition by the consignee. b) Transit risk will be on the contractorø account . c) Bulk movement of steel and POL will be by Rail. d) finance vetting is not necessary for issuing PO & connected post contractual modification valued upto Rs. 25,000/- except for 100 payment against proforma invoice waiver of security deposit & non IRS condition.					
7(s)	Countersigning of requisitions for Procurement of Non Stock items.	RBø L/No.2005/RS(G)/779/7 dt. 28.5.07.	Above Rs10 lakhs	Up to Rs 10 lakhs	Up to Rs 2 lakh	Up to Rs. 50,000/-	Up to Rs. 10,000/-	NIL	

Note: The non stock requisition with estimated value less than Rs. 3000/- not to be sent to Stores Deptt. for purchase. The same should be dealt by the consuming department within their power of local purchase.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
7.(t)	Acceptance of single quotation for cutting/stitching/Knitting of various types of uniforms from Mahila Samity	JPO no.09/policy/ Uniform/ Pt dated 07/08/95 ( See note below)	-	-	-	-	-	-	

Note: Calling of Single tender as provided in the JPO no. 09/Policy/ Uniform/Pt. Dated 07/8/95, the committee will consist of SMM/GSD, APO, AO/SG & the accepting authority will be Dy CMM/CRJ as nominated by CMM/CRJ. This has the approval of GM dtd 19/06/2001.

Sl.No	Nature of Powers	Authority	COS	CMM	DyCMM	SMM	AMM	Other officers	Remarks
8	a) of over-stocks of ordinary emergency and special stores (refer Note-I below)	Item 9 of 132-S and 2307-S, 2312 - S	Full powers	Full powers	Nil	Nil	Nil	Nil	
	b) Of scrap and unserviceable surplus and obsolete stores (refer Note ó i below)	Item 11 of 132-S and 2310-S	Full powers	Full powers	Nil	Nil	Nil	Nil	
	c) direct sale of stores with normal stock (refer Note ó ii below)	Item 8 of 132-s and 2327-S	Full powers	Full powers	Nil	Nil	Nil	Nil	The powers mentioned are pertaining to sales to meet emergent need of other government departments, railways, local bodies & to railway contractors for use in railway work.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
8	d) Direct sale of over stocks and ordinary emergency and special items (refer Note-ii below)	Item 8 of 132S 2308-S and 2330-S	Sale to Govt. Dept. and other Railway s- Full powers per occasio n	Sale to Govt. Dept. and other Railways - Full powers per occasion	Sale to Govt. Dept. and other Railways- Rs. 10,000/- per occasion	Sale to Govt. Dept. and other Railwa ys- Rs. 5,000/- per occasi on	Sale to Govt. Dept. and other Railways - Rs. 3000/- per occasion	NIL	Note: Sale to other than (a) Other Rlys. & other Govt. Dept. (b) Public undertaking should be resorted to only under exceptional circumstances and such sale should be personally approved by COS.

Note: Dy CMM/Depot is empowered to sign contract agreement for tender sale. This has the approval of COS.

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
8	e) direct sale of surplus stores and scrap stores (refer Note iv below)	Item 8 and 11 of 132-S and 2330-S	Sale to other Rlys. And Govt. Dept. Full powers	Sale to other Rlys. And Govt. Dept. Full powers	Nil	Nil	Nil	Nil	:

8(f) Sub: Reconstitution of Survey committee for survey of scrap and other materials.

The following re-constitution of survey committee for survey of scrap and other materials has been made and the same has been duly approved by GM.

SL NO.	Regular Member	Alternative Member	Status	Authority	Remarks
1.	P.E	SME(Proj)	Member Secretary	DYGM's letter no. GM/ G/ Ruling/19 dt.9.12.2006	The survey committee shall act as per chapter XXII of Indian Railway code for the stores deptt.(Vol-II) (Revised Edition), 1990 and as per Railway Board's instructions issued from time to time.
2.	SMM(RB)	SMM(SF)	Convening Member	DYGM's letter no. GM/ G/ Ruling/19 dt.9.12.2006	
3.	SEE( TMM)	SEE(EL)	Member	DYGM's letter no. GM/ G/ Ruling/19 dt.9.12.2006	
4.	WM(SF)	C&M(SF)	Member		

NOTE:

i)No sale by Tender/auction or any article of whatsoever category in the depot should be made unless the article has been recommended for sale by the Survey committee (Para 2224-S) and their report approved by the competent authority (Para 2228-S). Non Stock items are also subject to similar procedure (Para 2241-s). Tender committee is to be constituted to finalize tenders for sale value of Rs. 10,000/- and over. Reserve prices based on bids obtained in past auctions and other information like published market rate of similar material, recent auction rate of similar material in depots nearby etc. should be fixed by the Depot officer for each item of scrap sold. In respect of non-ferrous scrap and condemned rolling stock, reserve prices should be fixed by Dy.CMM. Board's letter No.

74/709/37/RS(S) dated 25.2.83. Approval of COS/CMM is necessary for acceptance of auction bids falling short of the reserve price by more than 10 % in consultation with FA&CAO vide Rly. Bd's Letter No. 86/RS(S)/709/14 dtd. 14.04.87, COS/CMM has full powers to accept the recommendations of Survey Committee in respect of disposal of scraps and also to adjust the difference between book value and sale value.

ii) Under item 7(c) & 7(d), sale of materials with normal stock is prohibited. However to meet the emergent needs of Govt. Departments, Railways local authorities or contractors for use on Railway works sale may be effected. The sale should be at book rate or purchase rate whichever is higher plus the usual percentage charges at the rate of 5% for freight and 2 percent for incidental charges and departmental charges at the rate of 12-1/2 percent on prime cost, freight and incidental charges. Departmental charges may be waived in any particular case with the sanction of the General Manager. However, sale to other Govt. Railways should be at book rate of issuing depot as available in previous month's transaction register without the addition of any other charges. (Para 2327-S to 2329-S).

Sl. NO.	Nature of Power	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
9 <b>New 9a)</b>	<u>Extension of payment time on sale matter</u>  Extension of time for payment of balance sale value with full interest upto 30days (beyond free period)	Full powers	Full powers	Full powers	Full powers	Full powers	NIL	FC is not necessary
<b>New 9b)</b>	Extension of time for payment of balance sale value with waiver of interest with finance concurrence	Full powers	Full powers	NIL	NIL	NIL	NIL	FC is necessary
<b>New 9c)</b>	Extension DP with ground rent upto 15 days(beyond free delivery period)	Full powers	Full powers	Full powers	Full powers	Full powers	NIL	FC is not necessary

Sl. NO.	Nature of Power	Authority	COS	CMM	Dy.CMM	SMM	AMM	Other Officer	Remarks
New 10	Delivery against lot a)Short	COSØs approval vide no. Dy.CMM (D)/SOP dtd. 21.9.10 with the concurrence of Finance (SV) and payment of the excess quantity in advance.	Full powers	Full powers	Full powers	Full powers	Full powers	NIL	Finance concurrence is necessary only for refunding money  Authority:
	b)Excess		Full power 5% of the lot quantity	Full power 5% of the lot quantity	Only for Dy.CMM/Depot 5% of lot quantity	NIL	Nil	Nil	
New 11	Hiring of material handling equipments by depot officers	Rly BDØs l/no. 2007/RS(G)/779/1 dtd. 04.4.08.	Upto Rs. 50,000/- per case with monthly ceiling limit of Rs. 5 lakhs	Upto Rs. 40,000/- per case with monthly ceiling limit of Rs. 4 lakhs	Upto Rs. 30,000/- per case with monthly ceiling limit of Rs3 lakhs  DYCMM/  Depot only	Upto Rs. 15,000/- per case with monthly ceiling limit of Rs.1.5 Lakhs  SMM/  Depot independent charge only	Upto Rs. 7500/- per case with monthly ceiling limit of Rs. 75,000/-  AMM/  Depot independent charge only		Finance concurrence is not necessary.  Re-delegation of power BdØs letter no. 88/RS(G)/779/14 ptdt 27.2.15



