

SOP
KC Singh

उत्तर मध्य रेलवे

कार्यालय महाप्रबंधक
सरस्वती परिसर, सूबेदारगंज
इलाहाबाद।

पत्र सं.: जी.एम./उमरे/रेलवे बोर्ड पत्र/एसओपी/संशोधन/2017 दिनांक:- 02.01.2018

प्रमुख/समन्वय विभागाध्यक्ष
उत्तर मध्य रेलवे,
इलाहाबाद।

मंडल रेल प्रबंधक
इलाहाबाद, झॉंसी एवं आगरा।

मुख्य कारखाना प्रबंधक
झॉंसी एवं सिथौली।
उत्तर मध्य रेलवे।

विषय:-	Correction slip to be issued regarding inclusion of power delegated to HQ Store officers for Direct Acceptance of tenders up to Rs. 45 Lakhs and local purchase powers upto Rs.1 lakh per case to Sr CDOs/CDOs in Model SOP on Stores Matter.
संदर्भ:-	SMM/IC HQ/NCR का पत्र संख्या 78-S/23/SOP/NCR Pt-II दिनांक 02.01.2018

उपरोक्त विषय के संदर्भ में प्रमुख वित्तसलाहकार द्वारा वित्तीय सहमति एवं महाप्रबंधक महोदय का अनुमोदन प्राप्त होने के बाद संबंधित वर्तमान मद को तत्काल प्रभाव से संशोधन संख्या (Model SOP on store Matter - Para 6-A, New Para 3.1.1-- Correction Slip No.001 dated 02.01.2018) से प्रतिस्थापित किया जाता है।

संलग्नक:- यथोपरि।

21/1/2018
(संजय सिंह नेगी)
उप महाप्रबंधक (सा.)

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :- CMIT से आग्रह है कि कृपया उमरे इलाहाबाद के Web site पर उपलब्ध कराने की कृपा करें।

NORTH CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
Block-B, GM Office Complex
Subedarganj, Allahabad

No. 78-S/23/SOP/NCR Pt-II

Date: 02.01.2018

~~Dy.GM/G~~
~~NCR/ALD~~

Chol 4

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Sub:- Correction Slip to be issued regarding inclusion of powers delegated to HQ Stores officers for Direct Acceptance of tenders up to Rs.45 lakhs and Local purchase powers upto Rs.1 lakh per case to Sr.CDOs/CDOs in Model SOP on Stores Matter.

- Ref:- (i) Rly. Board's letter No. 2017/Trans/01-1/Policy dated 28.11.2017.
(ii) CRSE Note No. Mech/840 dated 06.12.2017.
(iii) CE/TS Note dated 28.11.2017.

In reference to Board's letter, CRSE and CE/TS Notes as referred above, proposals for inclusion of powers delegated to HQ Stores officers for Direct Acceptance of tenders upto Rs.45 lakhs by adding a **Para 3.1.1** just after Para 3.1 of Model SOP on Stores Matter and Local purchase powers up to Rs.1 lakh per case to Sr.CDOs/CDOs not having an attached Stores officer to procure non-stock/stock (when out of stock) Passenger Amenity items in emergency by adding it in **Para 6(A)** of Model SOP on Stores Matter, have got concurred by HQ finance (PFA) and further approved by the GM/NCR.

Copy of referred Board letter, Notes of CRSE & CE/TS, Finance Concurrence and approval of GM is enclosed herewith.

In view of above, it is requested to kindly issue a correction slip in Model SOP accordingly as per format of Model SOP which is enclosed herewith for your reference.

DA: Correction Slip in 03 pages.

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SMM/IC
For PCMM/NCR/ALD

Model SOP on Stores Matter

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Inclusion of power delegated to Sr.CDOs/CDOs in Para 6(A); Correction Slip No.001 dated 02.01.2018

S.No.	Nature of Powers	PCMM	CMM	Dy.CMM	SMIM	AMIM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
6.	LOCAL PURCHASE (A) Stock items and non-stock items by Stores Officers	Upto Rs.1 lakh per case *	Upto Rs.1 lakh per case *	Upto Rs.1 lakh per case *	Upto Rs.1 lakh per case *	Upto Rs.1 lakh per case *	<p>Division: DRM/ADRM- Rs.1 lakh</p> <p>Sr.DMIMs & DMIM Rs.1 lakh</p> <p>Depot: Depot Stores (Independent Charge) Rs.1 lakh</p> <p>Sr.Scale & Jr. Scale Upto Rs.50,000/- *</p>	<p>Authority: PAC spares for M&P items to be procured from OEMs or their authorized agents can be purchased up to Rs. 20,000/- in value under the local purchase powers of Divisional stores officers/Depot officers.</p> <p>Authority No. S.226.P. Vol.6 dated 31.03.2003).</p> <p>* Local purchase on single quotation basis up to Rs. 25,000/- each item.</p> <p>Authority: 1. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 2. 88/RS(G)/779/14Pt Dt:06.01.2017 [Para 2.0 S.No.13</p> <p>Authority: [Not having an attached Stores Officer to procure non-stock/stock (when out of stock) Passenger Amenity items in emergency] Rs.1 lakh</p>

AW
02.01.18
(Dy.CMM/c)

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**Model SOP on Stores Matter
Inclusion of power delegated to Sr.CDOs/CDOs in Para 6(A); Correction Slip No.001 dated 02.01.2018**

S.No.	Nature of Powers	PCMM	CMM	Dy.CMM	SMIM	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9

Note:

1. Stock Items

- (i) Local Purchase by Stores Officers in Head Quarters and Depot Officers of Stores Department. The normal annual recoupment quantity does not exceed Rs. 1,00,000/- in value or the stock of the item is precariously low and item is urgently required (ACS No.31 to Para S-771)
- (ii) Local Purchase of stock items by Divisional Stores Officers & Sr.CDOs/CDOs: Non-availability Certificate shall be obtained from stockholders.


2. Non-Stock Items:

- (i) Delegation of purchase powers to Depot Officers and Divisional Stores Officers is exclusive of prohibited items.
- (ii) The list of prohibited items are – (a) Motor Cycles / Scooters / Mopeds / Motor bikes / Sports Cycles; (b) Cellular Phones; (c) VCRs / VCP/ Video Cameras / DTPs, TVs; (d) PAC Items other than M&P Spares; (e) Cameras (other than Surveillance Cameras); (f) Electronic stencil cutting machines. Purchase of Restricted Items requires concurrence of associate finance wherever warranted and personal approval of DRM in the case of Divisional Officers, concerned CMM in the case of Depot Stores Officers and DRM in case of Depot Stores Officers of Electrical / Diesel Loco Sheds.
- (iv) The list of restricted items are – (a) Telephone instruments including Cordless Phones, Dicta Phones; (b) Xerox machines; (c) Fax Machines; (d) Computers, Printers and Mother Boards, Scanner, CD Writer, Software; (e) Furnishings – Carpets woollen; (f) furniture, tables, chairs, racks, bookshelf, sofa sets, steel almirahs, cots (g) Tape Recorders (h) Refrigerators, Air-Conditioners, room heaters and Coolers; (i) Fancy Electrical fittings; (j) Fancy Crockery, cutlery, ovens, utensils; (k) Surveillance Cameras

3. Stock & Non-Stock Items:

- (i) Limit of Local Purchase Powers against single quotation is Rs. 25,000/- per item. Rly. Bd. Letter no. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.13]

- 4. The Sr. DMMs/DMMs of all the Divisions will be free to make local purchases under their powers of all the items and restricted items with the personal approval of DRM or CMM, as the case may be, excluding the prohibited items. The prohibited items for all the Divisions / Depots shall be purchased by Head Quarters Purchase Sections only through usual Tender route with Headquarters finance concurrence and sanction of General Manager.


 02-01-18
 (Dy. CMM/G)

Model SOP on Stores Matter

Inclusion of Power delegated to HQ Stores Officers for Direct Acceptance by adding new Para 3.1.1;

Correction Slip No.001 dated 02.01.2018

S.No.	Nature of Powers	PCMM	CMM	Dy.CMM	SMIM	AMIM	Other Officers	Remarks
1								
3.1.1	Direct Acceptance of Tenders	Upto Rs.45 lakhs	Upto Rs.45 lakhs	Upto Rs.45 lakhs	Upto Rs.8 lakhs	Upto Rs.3 lakhs	Please refer Para 6(B) of Model SOP.	Authority: 1. 88/Rs(G)/779/14 Pt dtd.06.01.2017 Note: (i) In case of procurement of track items by Engineering department, same level officer of Civil Engineering department will be Accepting Authority. (ii) Track items are items as defined in Stores Code Para 702.

PKM
02.01.18
(Dy. CMM/G)

