

6(A)

Model SOP on stores matters

correction slip No. 003 dt 8-6-18

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

Note:

1. Stock Items

(i) Local Purchase by Stores Officers in Head Quarters and Depot Officers of Stores Department. The normal annual recouplement 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. 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]

3. Appropriate sanction as per endent policy for purchase of the items concerned having been obtained.

[Signature]
21/3/18
DY PA & CAO/AD
21/03/18

[Signature]
Dy.CMM/IC

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Model SOP on Stores Matters

Correction Slip No. 003 Dated 28.06.2018

Particulars

6.(B)	Procurement of Stock Items by field Officers (In urgency, and also for those Items identified by PCMM for regular purchase by Field Units)			Authority:																
Direct Acceptance by Depot/Divisional Stores officers through normal mode of tenders in terms of Para 328- S of Stores Code				1.2007/RS(G)/799/1dt.04.04.2008																
<table border="1"> <thead> <tr> <th>SN</th> <th>Authority</th> <th>Existing</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Sr. DMM/DY.CMM Depot</td> <td>UptoRs. 5 lakh per case</td> <td>UptoRs. 50 lakh per case</td> </tr> <tr> <td>2.</td> <td>DMM/SMM Depot</td> <td>UptoRs. 5 lakh per case</td> <td>UptoRs. 10 lakh per case</td> </tr> <tr> <td>3.</td> <td>ADMM/AMM Depot</td> <td>UptoRs. 2 lakh per case</td> <td>UptoRs. 5 lakh per case</td> </tr> </tbody> </table>				SN	Authority	Existing	Revised	1.	Sr. DMM/DY.CMM Depot	UptoRs. 5 lakh per case	UptoRs. 50 lakh per case	2.	DMM/SMM Depot	UptoRs. 5 lakh per case	UptoRs. 10 lakh per case	3.	ADMM/AMM Depot	UptoRs. 2 lakh per case	UptoRs. 5 lakh per case	2.88/RS(G)/779/14 Pt. dt.27.02. 2015 & 12.03.2015
SN	Authority	Existing	Revised																	
1.	Sr. DMM/DY.CMM Depot	UptoRs. 5 lakh per case	UptoRs. 50 lakh per case																	
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<p>1. These powers are to be exercised within annual ceiling limits which may be decided by PCMM in consultation with associate finance.</p> <p>2. These powers to be exercised within available budgetary limits and each demand allocation and primary unit.</p>				3.88/RS(G)/779/14 Pt. dt. 06.01. 2017 [Para 2.0 S.No 9]																
Procurement of Non- Stock Items by field Officers (Including Turnkey Contact)				4. 88/RS(G)/779/14 Pt. dt. 18.10.2017																
a) Direct Acceptance by Depot/Divisional Stores officers through normal mode of tenders in terms of Para 328- S of Stores Code				5.2017 Trans/01/Policy/stores Dt.29.12.2017																
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b)Tender Committee by Depot/ Divisional Stores Officers through Normal mode of tenders in terms of Para 328-S of Store Code.				Note:																
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SN	Item	Existing	Revised																	
1.	Sr. DMM/DY.CMM Depot	Rs. 1 Cr. To Rs. 5 Cr. per case	Rs. 1 Cr. to Rs.10 Cr. per case																	
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				(ii) In case of emergent/urgent demand for stock item is beyond the competency of depot officer, the same shall be forwarded to HQ.																
				(iii) In case of emergent/urgent demand for stock item (stocked in divisional depot) is beyond the competency of depot officer, the same shall be forwarded to HQ.																

well read.
on 21/7/18
S/AFA/FE

[Signature]
By CMM/JC

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6(B)

Purchase powers of Depot/Divisional Stores Officers

Sr.No	Particulars
	<p>1. TC of DY. CMM (Depot)- Above Rs. 1 Crore and up to Rs. 10 Crore. Accepting Authority: CMM-concerned at HQrs dealing with the item. Acceptance of TC recommendations of Dy.CMMs as convener in stores depots attached to workshops will be by respective CMMs in SAG</p> <p>2. TC of SMM (Depot)-Above RS.50 Lakhs and up to Rs. 1 Crore. Accepting authority: DY. CMM -concerned at HQrs dealing with the item.</p> <p>3. Acceptance of TCR of SS Stores Officers as convener in Division /sheds will be done by Sr.DMM of that Division.</p> <p>4. Acceptance of TCR of Sr. DMM as convener in Division will be done by ADRM of that Division.</p> <p>*Funds availability certification to be given by indenter on each demand ensuring that liability during any financial year does not exceed the allotted budget</p> <p>1. All Direct purchase should be critically examined with the LARs of open Tenders.</p> <p>2. There should not be any spurt in the rates proposed to be accepted under direct purchase of stores.</p> <p>3. For all direct purchases, e- Tendering (IREPS) should be followed.</p> <p>4. Liability Register must be maintained by each Unit to ensure funds availability.</p>
	<p>Note:</p> <p>i. Local purchase of stock items by Stores Officers may be made only where the normal annual recoupment does not exceed Rs. 1,00,000/- 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 precariously low and same is urgently required (ACS No. 31 to S-771)</p> <p>ii. Quotations from more than one firm should be obtained for items costing over Rs. 25,000/- (Ref: Bd's Ltr.No88/RS(G)/779 /14 Pt. dt.06.01.2017) and 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. To the extent that stocks are available in super bazaars established by the Government, local purchase should invariably be done through them, and in such cases a single quotation up to Rs. 5000/- per item could be accepted, vide Bd's letter No.79/RS(G)/779/8 dated 10.1.92 Imprest exceeding Rs. 2,000/- sanctioned for the purpose of local purchase, may be deposited in a Bank and payments effected through cheque. Authority: Board's letter No.59/RS(G)/779/3/RM dated 4.11.80 and 81/AC/II/16/2 dated 31.7.82 and Lr. No. 2007/RS (G)/779/1 dt:04/04/2008.</p> <p>iii. 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 to enter into annual contracts for such items.</p> <p>iv. Officers of Divisions, Workshops etc., will exercise the 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-5).</p> <p>v. The powers of the officers for local purchase of stock items are to be exercised in emergencies in consultation with the concerned Accounts Officer. Prior consultation with the Accounts may be waived in cases of purchases in emergencies by Asst. Engineers headquartered at stations where the advice of Associate Finance is not available.</p>

[Handwritten Signature]
Dy. CMM/IC

BY PA-CAO/PS
21/6/18

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