

**MEMORANDUM**  
**( MODEL SOP- Correction Slip No.RB/MSOP/2018/05 )**

General Manager has accorded approval towards the revision of Item No. 2.13 of Model SOP/2018 : Part – D on Stores Matters , as concurred by Finance vide U.O. No. FA (S) Note/2018-19 Pt.VII dtd. 05.11.2018. The delegation of powers towards the above item is as detailed below and comes into force with immediate effect.

S.No	Nature of Powers	PCMM	C.M.M.	Dy. C.M.M	S.M.M	A.M.M.	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2.13	(A) Purchases made directly by departments other than Stores department							<b>Authority:</b> 1. 2017/Trans/01/Policy dt. 18.10.2017 Para-12 2. 2017/Trans/01/PolicyPt-S dt. 03.10.2018 <b>Note:</b> A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand
	Officer of HQ		Branch officer of field Units (Divisional and Workshop)					
	Up to Rs. 25000/- per case (Non-Stock items) subject to annual ceiling limit of Rs. 10 lakhs per user department.		Up to Rs. 25000/- per case (Non-Stock items) subject to annual ceiling limit of Rs. 1 lakh per Branch Officer.					
	a) Officers authorised of HQ to be authorized by the respective PHODs/CHODs of the user departments. b) The officer has to certify as follows: "I, ....., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at reasonable cost " c) The concerned officer will ensure and certify availability of fund							

  
( M. K. Sarkar ) 15.11.18  
Sr. ADGM/MLG

For Dy. General Manager (G)


Dated : 15.11.2018

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Z/93/G/SOP/Policy

Copy circulated for information and necessary action to :-

1. DGM & Secy. to GM : For kind information of General Manager.
2. AGM : For kind information.
3. SDGM : -do-
4. All PHODs/CHODs
5. All DRMs
6. CWM/DBWS & NBQ
7. CPRO

  
( M. K. Sarkar ) 15.11.18  
Sr. ADGM/MLG

For Dy. General Manager (G)