


MEMORANDUM

(MODEL SOP- Correction Slip No. RB/MSOP/2018/12)

General Manager has accorded approval towards the revision of Model SOP - 2018 : Part - D: Stores Matters, Item No. 4(E), 9(B) and 9(C), as concurred by Finance vide U.O. No. FA (S) Note/2018-19 Pt. VII dated 05.12.2018.

The revised delegation of powers towards the above items is as detailed in the Annexure (one sheet) and comes into force with immediate effect.



(M. K. Sarkar) 24/1/2019
Sr. ADGM/MLG
For Dy. General Manager (G)

Correction Slip No. RB/MSOP/2018/12
Z/93/G(Stores)/Pt.I (Loose)

Dated : 24.01.2019

Copy circulated for information and necessary action to :-

8. DGM & Secy. to GM : For kind information of General Manager.
9. AGM : For kind information.
10. SDGM : -do-
11. All PHODs/CHODs
12. All DRMs
13. CWM/DBWS & NBQ
14. CPRO


(M. K. Sarkar) 24/1/2019
Sr. ADGM/MLG
For Dy. General Manager (G)

MODEL SOP, Part-D: STORES MATTERS

S.No	Nature of Powers	PCMM	C.M.M.	Dy. C.M.M	S.M.M	A.M.M.	Other Officers	Remarks
1			4	5	6	7	8	9
4	SIGNING OF INDENTS/PURCHASE ORDERS (refer Note i below) (E) To place orders against rate / running contracts/ LTC of RB/PUs/ZR/other centralised agencies	3 PCMM: Full Powers	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Field Stores Officers and their accepting authority: Upto their powers of acceptance	Authority: RB Corrigenum Slip No.1 to Model SOP vide L/No.2018/Trans/01/Policy dated 17.10.2018
<p>NOTE: These powers are to be exercised after approval of quantities in terms of S.No. 1 above.</p>								
9	MISCELLANEOUS (B) Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/ scrap handling, loading /unloading, Shipping clearance/ export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/ quotation.		Powers as given in Works Matter Part-A and Miscellaneous Matters Part-C shall be applicable					For Transportation of Imported Items at HQ level (for Zonal Railways nominated for receipt of Imported consignments):- Direct Acceptance: Calling of Quotations and Direct acceptance without Tender Committee from the panel of Registered firms without finance concurrence. Empanelment of firms to be finalised subject to GCC for Service Contracts in consultation with PCMM and PFA. Dy. CMM/Shipping – Rs. 50 Lakh SMM/Shipping – Rs. 10 Lakh. Authority: RB Corrigenum Slip No.1 to Model SOP vide L/No. 2018/Trans/01/Policy dated 17.10.2018
<p>NOTE: i. Before deciding to invite tenders for fabrication/reconditioning of shop manufacture items cost, comparison analysis as well as 'make or buy' decision should be done duly scrutinized by the concerned Workshop Accounts Officer. ii. The possibility of carrying out the work in Railway Workshops at cheaper rates should be investigated before entering into contracts. iii. The powers delegated to the various authorities have to be exercised with the concurrence of the Associate Finance. iv. Off-loading of printing works is to be done if PCMM certifies that the printing work cannot be undertaken in Railway Press or other Government Press. These powers shall not be exercised for printing cash value items. The necessity for printing non-standard forms shall be carefully examined by the Head of Departments concerned. The instruction issued by Board/GM/AGM from time to time shall be scrupulously followed.</p>								
9	MISCELLANEOUS (C) for printing work by outside press (refer Note-iv below)	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 limit of their purchase powers	Up to limit of their purchase powers	Field store officers will exercise same powers as their Headquarter counter parts	Authority: 1. Para-1030 of Financial Code Vol. I. 2. 1129-S. 3. RB Corrigenum Slip No.1 to Model SOP vide L/No. 2018/Trans/01/Policy dated 17.10.2018 Note: Mode of Tendering, Tender Committee and direct acceptance to be decided as per purchase powers
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