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Study material for Indian construction & railway engineering

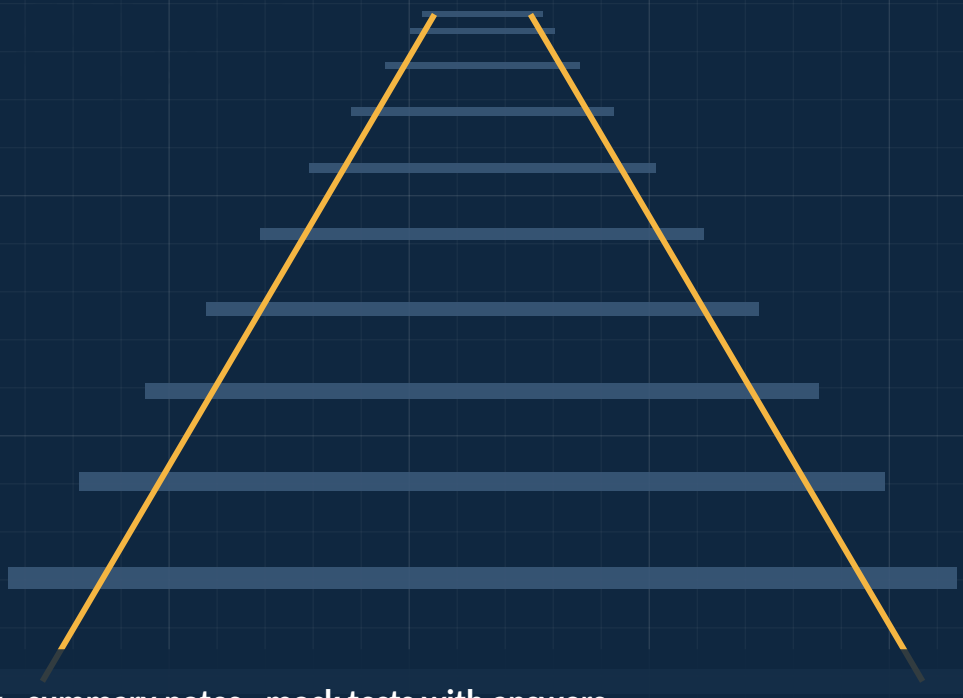
RAILPRO · VOLUME 3 OF 4

Railway Engineering

Study Notes

Works, drawings, tenders, land, finance & stores

Chapter-wise compilation of Indian Railways training notes and circulars for engineering-department departmental & promotional exams.



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Works, drawings, tenders, land, finance & stores

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The complete set (free)

Vol 1 — Railway fundamentals, track structure & curves
Vol 2 — IRSOD, turnouts, renewal, track machines & level crossings
Vol 3 — Works, drawings, tenders, land, finance & stores (this file)
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About this compilation: the chapters reproduce Indian Railways training material — course notes of the railway training institutes for JE/SSE (P.Way, Works, Bridge and Drawing) induction programmes — and Railway Board circulars, arranged chapter-wise for revision. The original pages are kept unchanged; Nirmaanpro only adds this navigation, bookmarks and branding and does not claim authorship of the source material.

Before you rely on any value

The source documents span many years; limits, rates and rules may have been revised since. For exam answers and field work, confirm against the latest IRPWM, IRSOD, IRWM, G&SR, codes, Railway Board/RDSO letters and zonal instructions.

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PART III

Works Planning, Drawings & Construction

MINISTRY OF RAILWAY

Indian Railway Institute of Civil Engineering, Pune

WORKS PROGRAME

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17.1: Works Programme Preparation
17.2 Finance of work Budget

WORKS PROGRAME

- **Engineering Code** - **Ch. VI :** Investment Planning And Works Budget.
- **IRPSM** (Indian Railway Project Sanction & Management)
- **Financial Code (I)** - Ch. III : Railway Buduget

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Performance of Railways

- In 1980-81 Railway loaded 196 GMT traffic with 4 lakh wagon,

  Whereas in 2014-15 about 1101 GMT with 2.5 lakh wagon.

- 1980-81 staff 16.51 lakh Mar 14 13.05 lakh

  "5 time traffic with about half number of the wagons & 25% staff cut"

  - ✓ Efficiency 15 time in 33 yr
  - ✓ Average increase about 9 to 10%

- To sustain it …..Strong & Robust infrastructure is required

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Performance of Railways

- To sustain it …..Strong & Robust infrastructure is required..

Year	Route Km	Running track Km	Total Track KM
50-51	53596	59315	77609
80-81	61240	75860	104480
2015-16	66687	92081	119630

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Railway Budget

Annual Budget estimates are prepared for :

- (a) Earnings Estimates;
- (b) Revenue Budget (Demand 3 to 13)
- (c) Capital Budget (Demand 16)
    - Capital Budget (Demand 16) includes
    - **(i) Works Programme**
    - (ii) Rolling Stock Programme
    - (iii) Stores Budget (Stores Transactions)

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Railway Budget

Works Budget: (Para: 624 of Engg.Code)

The revised and Budget estimate for construction, acquisition and replacement of assets are briefly known as Works Budget.(based on **Works Programme** approved by Rly. Bd.)

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- Revised estimate: gives an estimate of funds required for the current year.
- Budget estimate: refers to the following year.

Railway Budget

Demands of Grants: (Para: 625 of Engg.Code)

The proposal of Govt. in respect of sums required to meet the expenditure from the Consolidated Fund of India submitted to the Parliament.

Demand of grants for the Works Budget is :-

Demand no. 16: Assets- acquit ion, construction and replacement

And expenditure is met out of

- External Sources- Loan from Central Govt. i.e. Budgetary support (Capital)
- Internal Sources- DRF, DF, OLWR, Capital fund etc.

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Allocations For Demand No 16

(Post Merger- Major Head-5002 & 5003)

(Para: 626 of Engg.Code)

CAP	Capital ~~(Loan from Central Govt.)~~ (for Remunerative works)
CF	Capital Fund
DRF	Depreciation Reserve Fund (for replacement)
~~OLWR~~	~~Open Line Works (Rev)~~
SF	Safety Fund (Railway Share of central Road & infrastructure Fund)
DF	Development Fund (Safety and Un-remunarative works)
DF1	Development Fund (User Amenities)
DF2	Development Fund (Staff Welfare)
DF3	Development Fund (Operating Improvement)
DF4	Development Fund (Safety Works)
RRSK	Rashtriya Rail Sanraksha kosh
EBR	Extra Budgetary Resources like EBR(P), EBR(Bond), EBR(IF)

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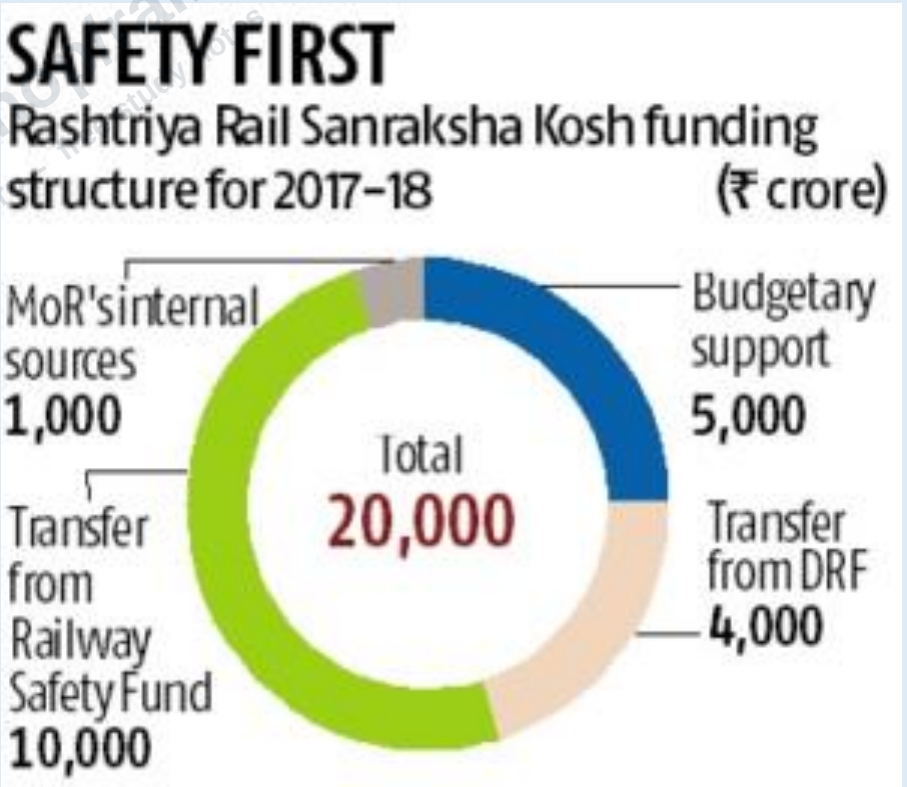
RRSK: Rashtriya Rail Sanraksha kosh

- is a dedicated fund for critical safety-related works.

- In the budget 2017 – 18, ministry had announced the setting up a special safety fund with an amount of more than Rs. 1 lakh crore over a period of five years.



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What is Works Programme

(Para: 601 of Engg.Code)

- Investment decisions relating to the creation, acquisition and replacement of assets on the Railways are processed through the annual

"Work, Machinery and Rolling Stock Programme"

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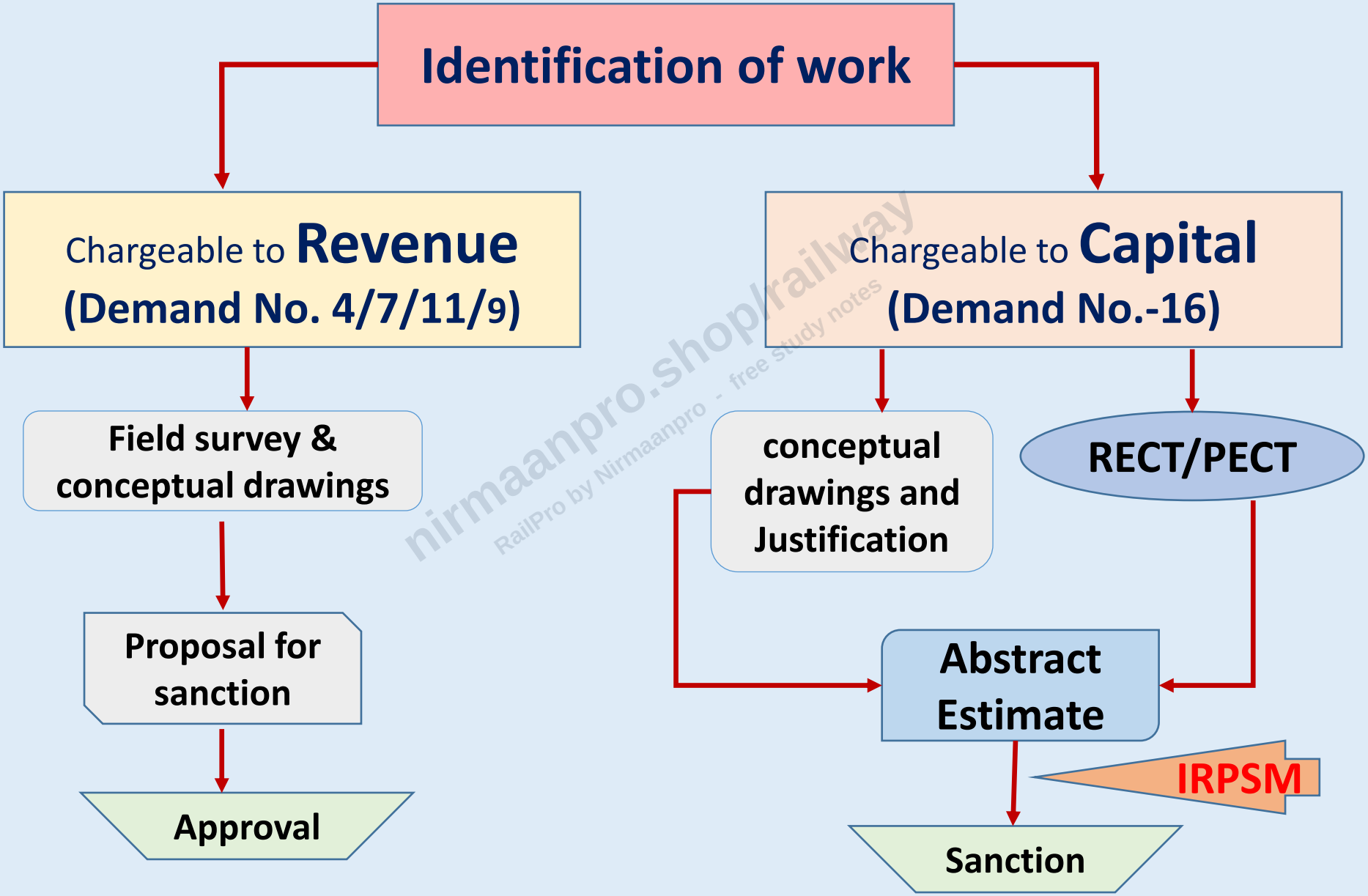
PROCESSING and EXECUTION of WORKS



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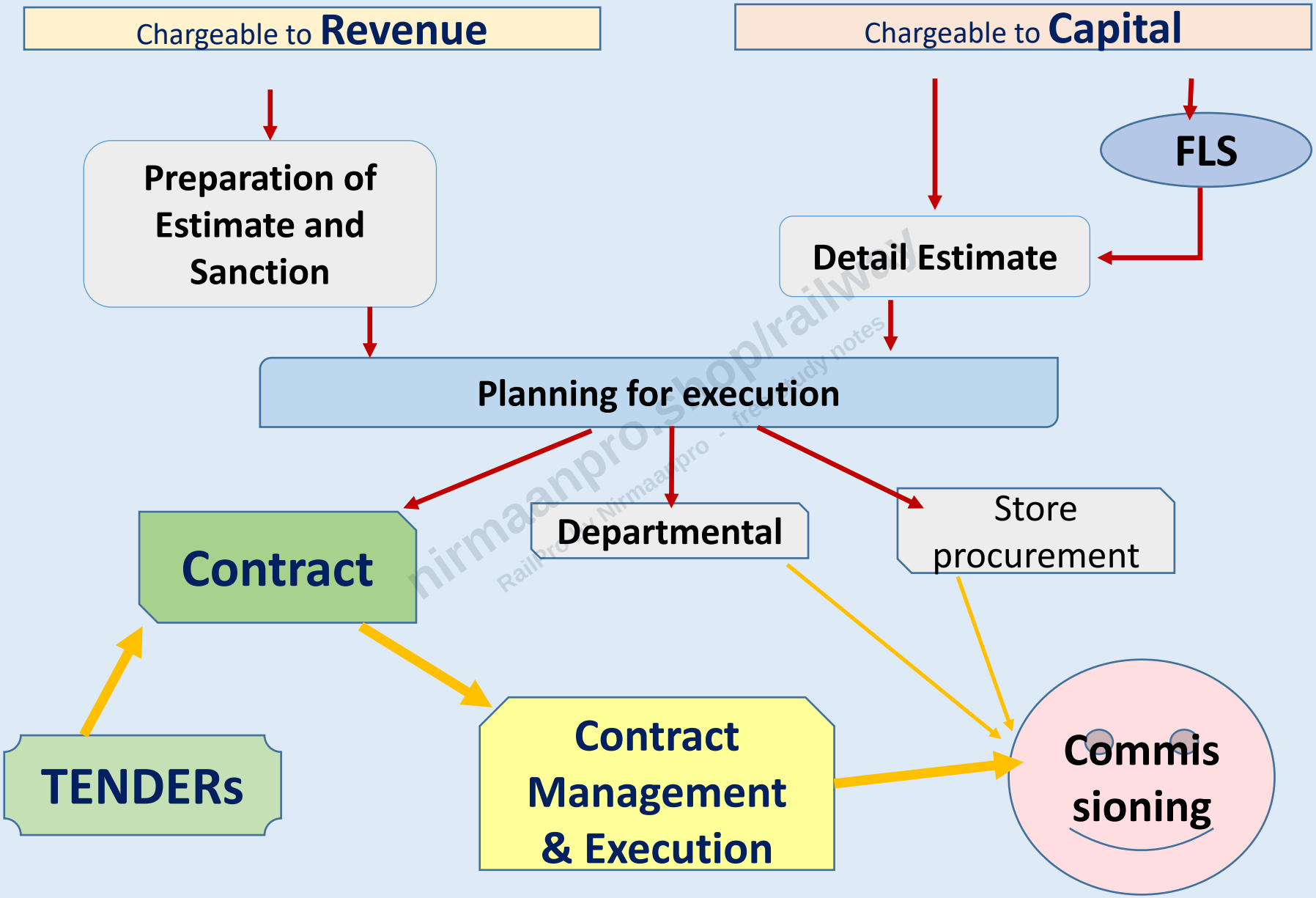
PROCESSING and EXECUTION of WORKS



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Works Programme

- Unique in Railways…. always look for at least 5 yr ahead
  - Continuous process

- Management tools
  - to evaluate the performance.
  - to plan for future.
  - to coordinate between various agencies.

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Works Programme

(Para: 609 to 621 of Engg.Code)

- Zonal railways prepare the works program on the basis of ceilings & Norms communicated by railway board.

- PWP is scrutinized at Rly Bd. And discussed with the GMs. Then Rly Bd. decides and intimates the respective Rlys which works should be included in FWP.

- Nodal officer are responsible for planning& monitoring of works

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PLAN HEADS for Works Programme

(Appendix I (Para601) of Engg.Code)

Plan head	PH No.
NEW LINES	11
Gauge Conversion	14
Doubling	15
Traffic Facilities	16
Road Safety Works – Level Crossings	29
Road Safety Works – Road Over / Under Bridges	30
Track Renewals	31
Bridge Works	32
Signalling & Telecommunication Works	33

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PLAN HEADS for Works Programme

(Appendix I (Para601) of Engg.Code)

Plan head	PH No.
~~Electrification Projects~~	~~35~~ V
Other Electrical Works	36
Workshops including Production Units	42
Staff Quarters	51
~~Amenities for Staff~~	~~52~~ ^
Passengers' & Other Railway users' Amenities	53
Other Specified Works	64
Training/HRD	65

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Capital Plan Heads

(Appendix I (Para601) of Engg. Code)

PH	Name	PH	Name
11	New Lines	~~37~~	~~Traction Distribution Works~~
12	Purchase of new lines	41	Machinery & Plant
14	Gauge conversion	42	Workshops Including Production Units
15	Doubling	51	Staff Welfare
16	Traffic facilities, yard remodeling	~~52~~	~~Staff Amenities~~
17	Computerization	53	Passengers Amenities
18	Railway Research	61	Inv. in PSU/JV/SPV etc. (Govt. & Non-Govt.)
21	Rolling stock	~~62~~	~~Investment in government commercial undertaking~~
22	Leased Assets - Payment of Capital Component	~~63~~	~~Investment in non government undertaking~~
29	Road Safety Works-level crossing	64	Other Specified Works
30	Road Safety works- Road Over/under bridges	65	Training/HRD
31	Track renewals	71	Stores Suspense
32	Bridge works	72	Manufacture Suspense
33	Signaling and Telecomm works	73	Miscellaneous Advances
34	Taking over line wires from P&T dept.	81	Metropolitan Transport Projects
35	Electrification Projects	82	Transfer to RRSK
36	Other Electrical Works, incl TRD		

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Nodal officer

- New Line, gauge conversion – COM
- Doubling ,traffic facility - COM
- LXING , BRIDGE , TRACK – CTE/CBE
- S & T - CSTE
- ELECTRICAL - CEE
- STAFF QR ,STAFF AMENITIES – CPO/CPDE
- PASSENGER AMENITY - CCM
- OTHER SPECIFIED WORK - PCE
- WORKSHOP - CME

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WORK PROGRAME CORDINATOR

- EDCE G AT Railway Board
- CE Planning at Zonal level
- Sr DEN co at Divn level

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Need for works

- Felt by field executive during day to day work.

  e.g felt by ADEN during inspection like replacement of pipe line , water tank , Qrs, office & other infrastructure works

- As per Inspection of higher officers.
- Felt by higher management keeping future requirement in view.
- Developmental work on public demand-pass. amenity etc.
- Infrastructure development for New trains.
- Corporate planning like new terminals , world class stn etc.
- Policy requirements – TY I qtrs. To be replaced by Ty II Qrs.

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Work processed directly by Railway Board

- The proposals for works of new lines ,gauge conversion, doubling & Railway electrification are initiated at Railway Board level .

- Zonal railways are not proposing these works

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Requirement for NL,GC,Doubling

(Para 604 of Engg.Code)

- Detailed Traffic and Engineering surveys should be carried out for **new lines, gauge conversions doublings and for other line capacity works** costing more than **Rupees Five Crores each.**

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Sanctioning of new work

All wks sanctioned through works program

- ✓ Board - work costing > Rs.2.5 Cr
- ✓ Zone - work costing < Rs.2.5 Cr
- ✓ Divn. - Work costing upto Rs. 1Cr for all PH except for PH 16,30,31,32- upto Rs.2.5Cr (in C.rly.)

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WORKS PROGRAMME

Categories of works under Demand16-

- I1: Pink Book work above Rs 2.5 cr. Sanctioned by RB
- I2: Sancd by RB but printed in LAW book Rs 1 to 2.5 cr
- I3: Sanctioned by GM
- I4: Sanctioned by DRM

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PINK BOOK

- It is the book of pink cover.

- Contains the list of works included in WP costing more than Rs. 2.5 Cr, after demands are voted by parliament and appropriation sanctioned by President.

- It incorporates item no. , description of works , source of fund(Allocation), sanctioned cost, outlay in current yr. etc.

- Contains Umbrella Works under different Plan Heads

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LAW BOOK

- **List of Approved Works**

- For the works costing upto Rs. 2.5cr., only lump sum provision is made under each Plan Head without detailing individual works.

- Detailed list of work is decided by GM at zonal railway level include the work sanctioned by RB and sanctioned at zonal level.

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Proposals should contain

- Name
- Railway . Division . State etc
- Technical features,
  - Plan
  - Feasibility at site
- Estimated cost & allocation (cost break-up)
- Justification (benefit expected to accrue)
- Financial implication

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Steps- Pink book (Old System)

- Ceiling limit by Rly board: For preparation of work program Railway board(AMCE) issue a letter in May or June giving detail of ceiling norms & time table.

- Proposals by DRMs: jun- jul- division sent list of proposal with justification & cost to GM for administrative approval.

- Scrutiny & Short listing by PHOD.

- Approval by approving authority ie by GM /PCE – in consultation of PHOD and keeping in mind the ceiling &norm communicated by Rly Bd.

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Steps- Pink book (Old System)

- Division framed detail proposals with abstract cost, site sketch etc and duly vetted by divisional finance

- Processing at Hq level- examined by respective nodal officer and processed for HQ finance concurrence. (PHOD , FA & CAO , GM)

- All HQ vetted proposals sent to PCE by Plan Head Coordinator in the prescribed format.

- Forward to Railway board through EDCE G
  - Works coting > Rs.20cr - till 15th Sept.
  - Works costing upto Rs.20cr - till 15th Oct.

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Steps- Pink book (Old System)

- EDCE(G) distribute the copies of proposals to various directorates, dealing with respective Plan heads.

- Proposal examined in detail w.r.t. justification, throw-forward & ceilings by respective Directorates & shortlisted for further approvals –

  (a) For < Rs. 20 crore, presented to AM's committee for approval

  (b) For > Rs. 20 crore, sent to Finance on case file for concurrence and approval of Board & Hon'ble MR.

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Steps- Pink book (Old System)

- Approved items were then sent to concerned officials for inclusion in Budget Documents for Parliament.

- AM committee meeting for works costing upto Rs.20cr each.

- Work program meeting with GMs in Dec in board office primarily to discuss work costing > Rs.20cr each

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IRPSM
(INDIAN RAILWAYS PROJECTS SANCTIONS & MANAGEMENT)

- Web-based Application, allows
    - Online Creation of proposal
    - Sanction
    - Monitoring of progress

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IRPSM FEATURES

For Divisions :

- Creation of “New Works Proposals” & Sanction of Proposals under DRM’s power
- forwarding of proposals costing beyond DRM’s power to Zonal Railway Hqrs.
- Reporting of status every month for each work by respective Executing Agency.
- Requirement of Budget Outlay
- Generating & Printing (if desired) of Works Programme Reports.

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IRPSM FEATURES

For Zonal Railways :

- Examining & processing the ‘New Works Proposals’ as received from Divisions.
- Creation of the proposals at HQ , FA& CAO’ vetting and then forwarding to Railway Board with GM approval .
- Defining the sanctioning powers of DRMs/CWMs for various Plan Heads.
- Defining Fund availability & sanctioning limits for Zonal Railway Hqrs. & Divisions.

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IRPSM FEATURES

For Zonal Railways :

- Reporting of status every month for each work by respective Executing Agency.
- Requirement of Budget Outlay
- On-line Generating, Printing (if desired) & Forwarding of Works Programme.
- Documents/Books to Railway Board (EDCE/G)

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IRPSM FEATURES

For Railway Board :

- Compilation of all shortlisted proposals (costing above Rs.5 crore) by EDCE(G) for meeting of AMs' Committee
- On-line recording of recommendations given by AMs' committee and issuing minutes on line
- Monitoring of Progress of Works
- Creation of Umbrella Works
- Approval of itemized works under sanctioned Umbrella
- Budget Outlay distribution as per Progress of works

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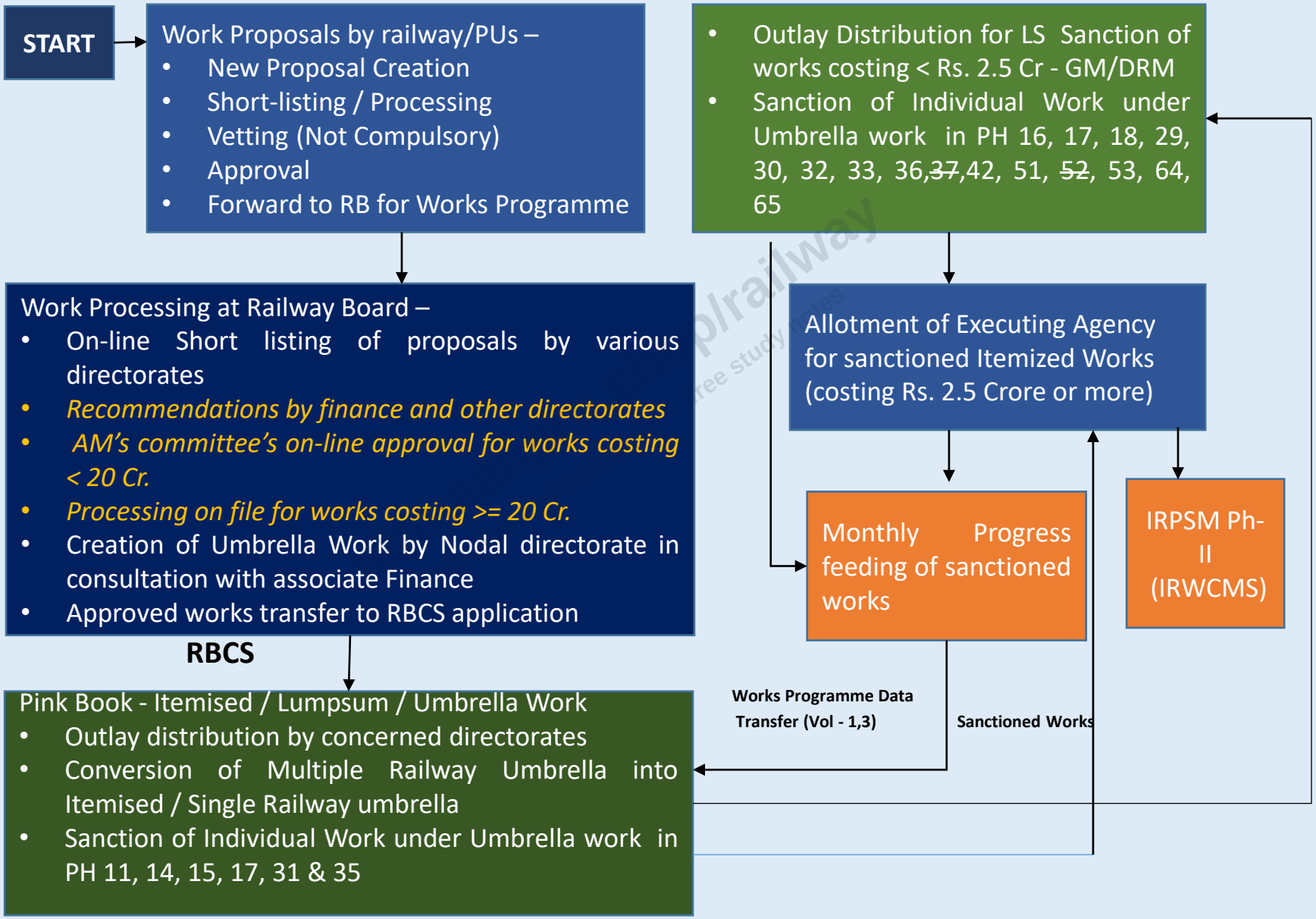
System Details – IRPSM



Plan Heads & Coordinators

Plan Heads		Division		Zonal Railway		Railway Board	
No.	Description	Nodal Officer	Associate Officer	Nodal Officer	Associate Officer	Nodal Directorate	Associate Directorate
All Plan Heads		Sr.DEN/Co.		Pr. Chief Engineer		EDCE(G)	
11	New Lines (Construction)	Sr.DOM	-	COM	-	ED/Works	ED/Planning
12	Purchase of New Lines	Sr.DOM	-	COM	-	ED/Works	ED/Planning
14	Gauge Conversion	Sr.DOM	-	COM	-	ED/Works	ED/Planning
15	Doubling	Sr.DOM	-	COM	-	ED/Works	ED/Planning
16	Traffic Facilities - Yard Remodelling & Others	Sr.DOM	-	COM	-	ED/WP	ED/Planning
17	Computerisation	Sr.EDPM	-	CCM/IT	-	ED/C&IS	-
18	Railway Research	-	-	EDW/RDSO	Concerned EDs	ED/E&R	Concerned EDs
29	Road Safety Works – Level Crossings	Sr.DEN/Co.	Sr.DSTE	CTE	CSTE	ED/Sig.(D)	ED/B&S-II, ED/Tele
30	Road Safety Works – ROB/RUB	Sr.DEN/Co.	-	CBE	-	EDCE/B&S-II	-
31	Track Renewals	Sr.DEN/Co.	-	CTE	-	EDCE(P)	-
32	Bridge Works	Sr.DEN/Co.	-	CBE	-	EDCE/B&S	-
33	Signal & Telecommunication	Sr.DSTE	-	CSTE	-	ED/Sig.(D)	ED/Tele
35	Railway Electrification	Sr.DOM	-	COM	-	ED/RE	ED/Planning
36	Other Electrical Works	Sr.DEE	-	CEE	-	ED/EEM	-
42	Workshops Including Production Units	Sr.DME	Sr.DEE, Sr.DEN/Co.	CME	CEE, CTE	Adv.ME(P)	ED/Planning
51	Staff Quarters	Sr.DEN/Co.	Sr.DPO, DSC/RPF	CPDE	CPO, CSC	ED/L&A-I	IG/RPF
52	Amenities For Staff	Sr.DEN/Co.	Sr.DPO, CMS, DSC/RPF, Sr.DEE	CPDE	CPO, CMD, CSC, CEE	ED/L&A-I	ED/EEM, ED/HP, IG/RPF
53	Passenger Amenities	Sr.DCM	Sr.DEN/Co., Sr.DSTE, Sr.DEE	CCM	CPDE, CEE, CSTE	ED/L&A-I	ED/PM, ED/EEM, ED/Tele
64	Other Specified Works	Sr.DEN/Co.	Sr.DSTE, Sr.DEE, DSC/RPF	CPDE	CEE, CSTE, CSC	ED/L&A-I	ED/HP, IG/RPF, ED/EEM, ED/Tele
81	Metropolitan Transport Projects	Sr.DOM	-	COM	-	ED/WP	ED/Planning

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PROCESS THROUGH IRPSM In Divisions :

- Action by **Plan Head Coordinators (Nodal Officers..** Branch officer)

  - Plan head Coordinators are responsible for creation of new proposals for their respective Plan Heads.

  - Create proposal & send to Sr DFM ..Get vetted & send through Sr. DEN (co) to DRM for approval/ sanction

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PROCESS THROUGH IRPSM In Divisions :

➢ Action by Sr DEN (co)

- By Nodal officer to SR DEN (co)
- Sr DEN(Co) either return to nodal officer / forward to DRM
- DRM approve or sanctions / return to nodal officer, if required.
- Approved proposal forwarded to CE plg by sr den co

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PROCESS THROUGH IRPSM In Divisions :

➢ Action by DRM

- DRM will receive on-line proposals duly verified by Sr.DEN/co.

- DRM can approve for forwarding to Hq.
  or sanction which are in his power
  or return the proposal

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Action On Zonal Railways

- Plan Head Coordinators will create new proposals. In addition, they will also examine and process proposals received from Divisions (on-line through CPDE).

- All such proposals, examined in consultation with associate officers shall be forwarded to FA&CAO for financial concurrence.

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Action On Zonal Railways

- FA&CAO will receive on-line the detailed proposals from Plan Head Coordinators

- proposals, will be concurred-in by FA&CAO or returned in IRPSM

- Vetted proposal will be forwarded to CPDE by PHC

- Then checked by CPDE(CE plg) and then forwarded to GM through PCE for sanction.

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Action On Zonal Railways

- PCE will check and forward after allotting outlays as per ceiling to all such proposals to GM for approval .
- GM can sanction , approve or return the proposal
- GM will sanction works within his power.
- Proposal approved Forwarded to EDCE(G)/Railway Board for processing in Board.

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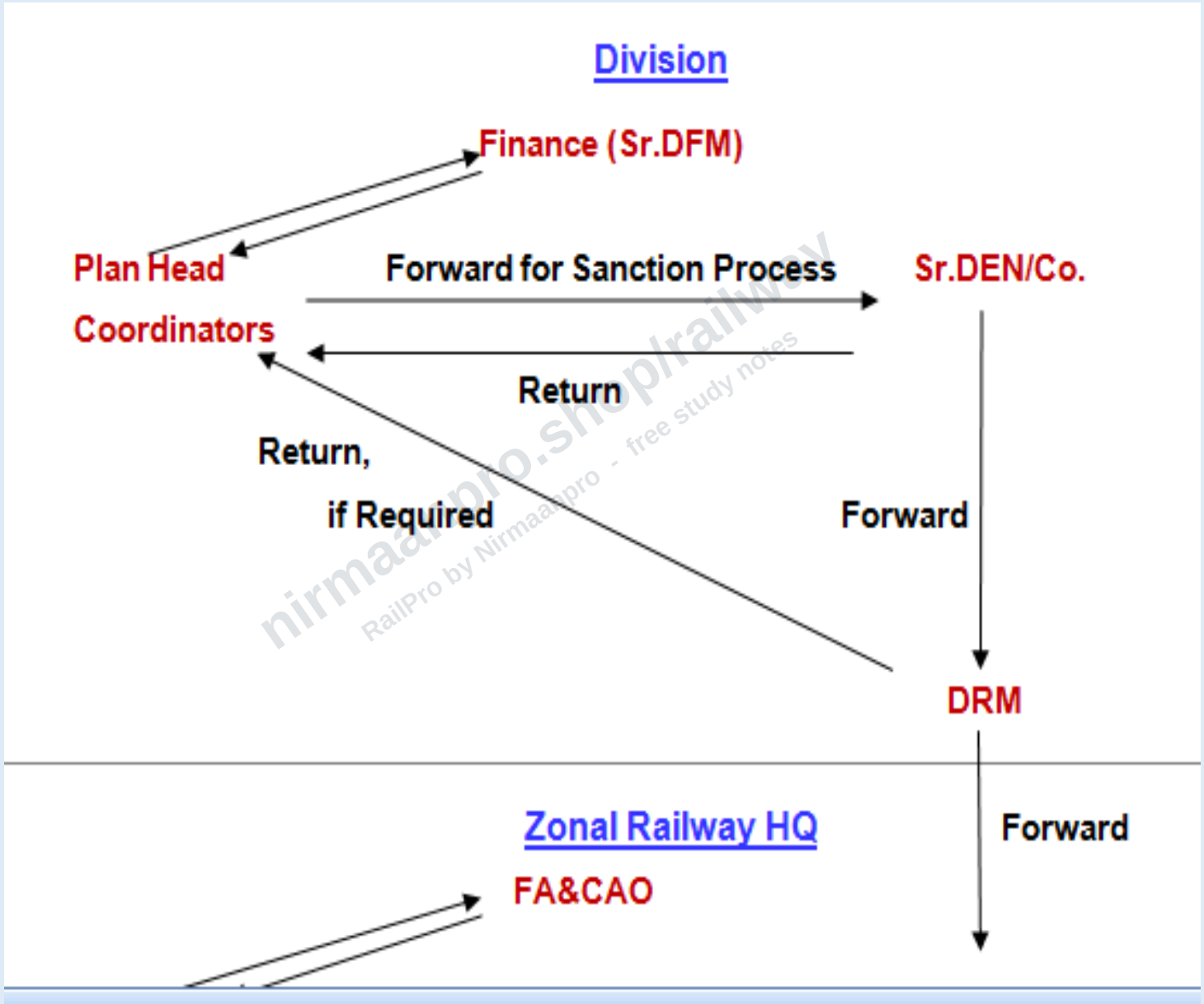
Process Through IRPSM



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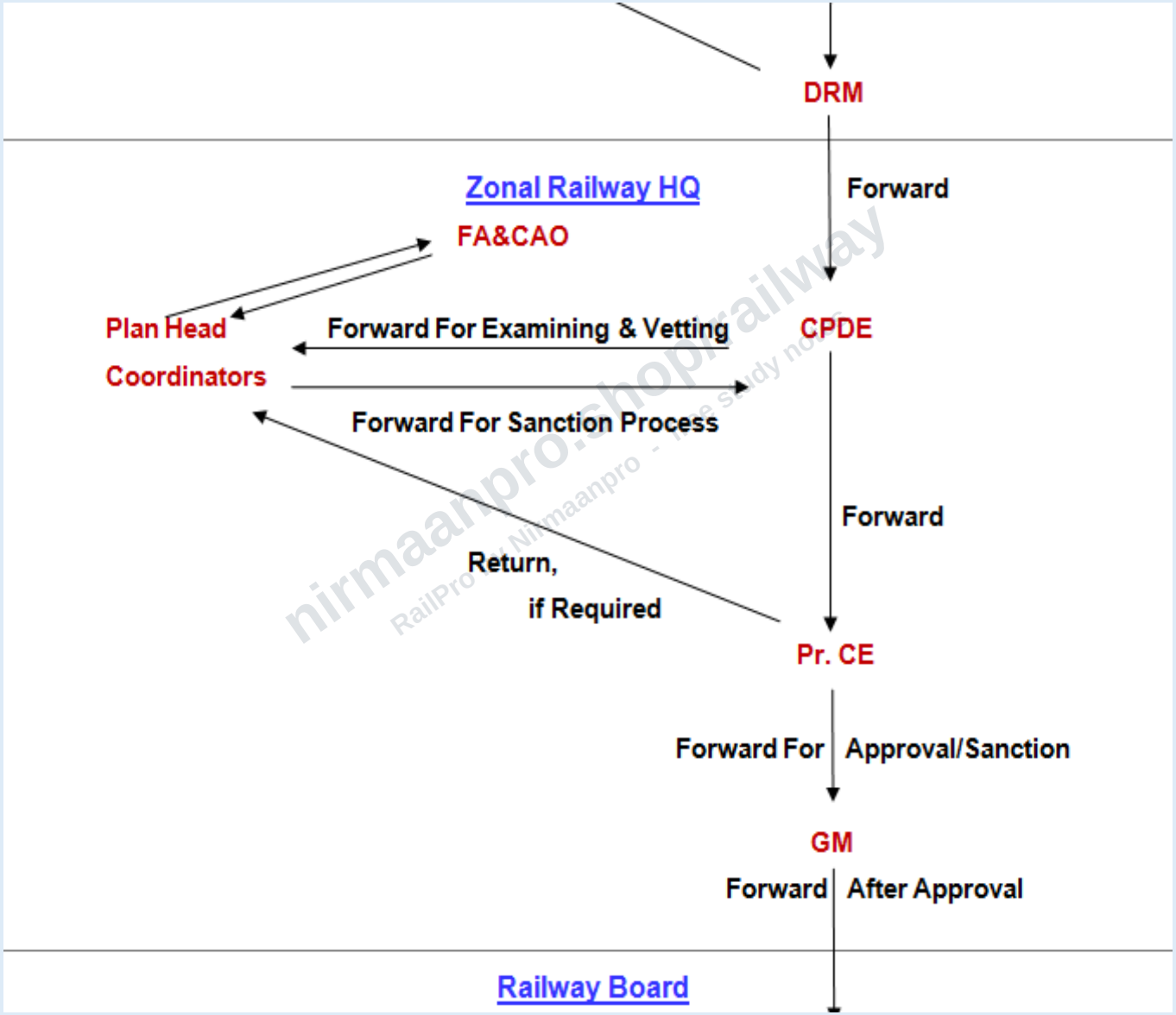
Process Through IRPSM



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In Railway Board :

- **Executive Director/Civil Engg.(G) –**would forward to the respective nodal directorates for each Plan Head for further processing at Railway Board.

- EDCE(G) will coordinate for meeting & minutes thereof for Committee of Additional Members.

- Finally approved proposals will be sent through EDCE(G) to Budget Directorate for Budget Documents.

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In Railway Board :

- Nodal Directorates and Associate Directorates will record on-line their recommendations against each shortlisted “New Works Proposal” received on-line from Railways/PUs through EDCE(G).

- Shortlisted and recommended proposals will be forwarded to EDCE(G) for consideration by AMs’ Committee.

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In Railway Board :

- After on-line vetting & comments by Finance Directorate, Nodal Directorate will process on file for approval of Board & Hon'ble MR.

- Finally approved proposals will be updated in the web-based software by Nodal Directorates in consultation with Finance Directorate through EDCE(G)

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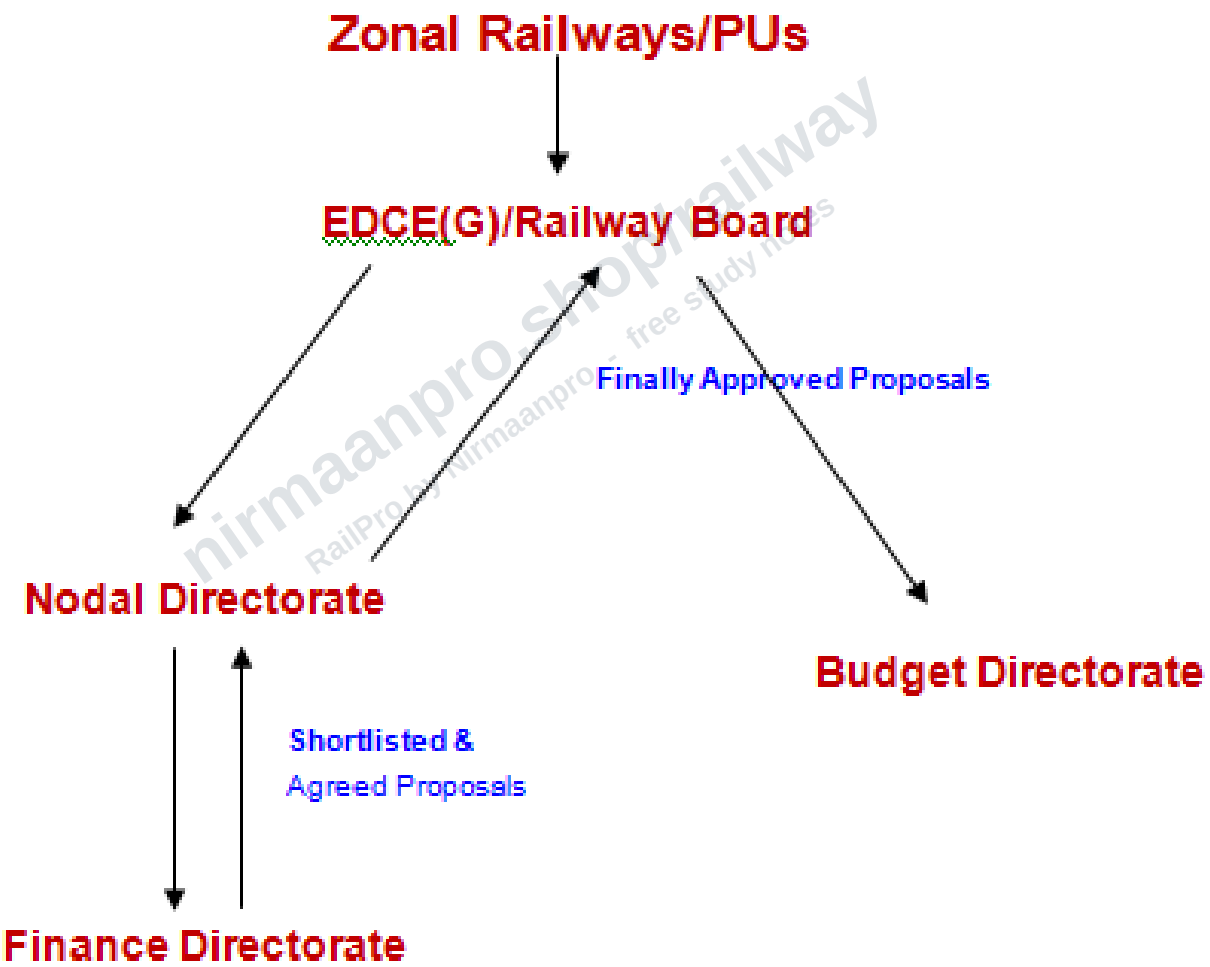
Process Through IRPSM

Railway Board :



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IRPSM

- ***ANY WORK WITHOUT UNIQUE ID, AS GENERATED AUTOMATICALLY THROUGH IRPSM WILL NOT HAVE ANY SANCTITY OF SANCTION. THIS ID SHALL BE MENTIONED IN PLAN, ESTIMATES, INDENTS, TENDERS, CONTRACTS, MB, BILLS ETC.***

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Protocol For ‘Project-ID’

Project-ID is based on 14 Digits ID-Protocol, assigned to each and every sanctioned work, so that it may always be uniquely identified.

1	2	3	4	5	6	7	8	9	10	11	12	13	14

e.g. the Project ID as : **01.02.51.97.3.00.007**

Digit No.	No. of Digits	Significance	Example
1 & 2	2	Railway	‘01’ for Central Railway
3 & 4	2	Division	‘02’ for Mumbai Division
5 & 6	2	Plan Head	‘51’ for Plan Head - Staff Quarters
7 & 8	2	Sanction Year	‘97’ for the year 1997-1998
9	1	Sanctioning Authority	‘3’ for Sanctioned under GM’s power
10 & 11	2	Executing Agency	‘00’ Means Not Identified
12,13 & 14	3	Serial No.	‘007’ Means 7th proposal for the specified Railway, Division, Plan Head, Sanction Year & Sanctioning Authority

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IMPORTANT POINT

- Proposal can be processed round the year on IRPSM but sanctioned during nominated slot.
- Norms are to be kept in Mind
- Completed works should be deleted after financial closure.
- No work should be proposed unless detail plan is ready.

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Recent developments in IRPSM Ph-1 :

Umbrella work concept **implemented in IRPSM from 2018-19 onwards :** *Steps involved are as under*

- **Forwarding of normal Proposals to Board as per Sanctioning powers.**
- **Clubbing of received proposals in Board to create an Umbrella Work.**
- **Sanctioning of Umbrella Work and printing of same in Pink Book using RBCS application.**
- **Importing data from RBCS into IRPSM.**
- **Marking and distribution of Umbrella Work to different Railways.**
- **Proposal creation under an Umbrella Work at Zonal Railways.**
- **Sanctioning of Proposals under an Umbrella Work.**
- **Outlay Distribution to sanctioned proposals under and Umbrella Work.**

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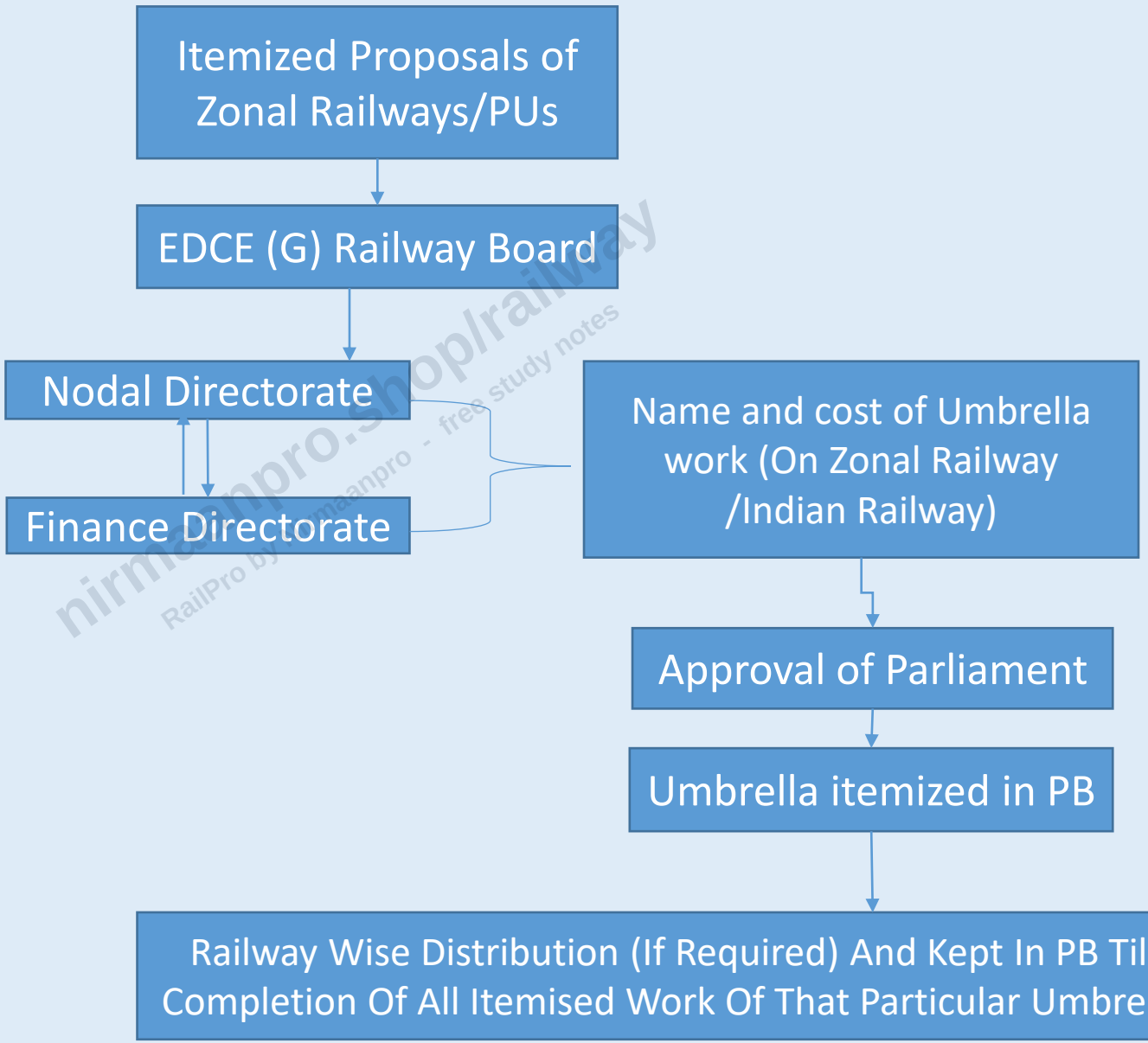
Sanction Of Umbrella in Pink Book



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Sanction Of Itemised Work Umbrella Works

For PHs 18, 29, 30, 32, 33, 36, 42, 51, 53, 64 & 65

Work < Rs 2.5 Cr
Sanction By GM As LAW Book Item

Work > Rs 2.5 Cr
Forward To Nodal ED With GMs Approval

Nodal ED

ED F(X)

Approval Of Board Member, FC And CRB

Sanction By Nodal ED In IRPSM And Included In LAW Book

For PHs 11, 14, 15, 17, 31, 35

List Of Work Communicated By Board

Zonal Railway Submits The Proposal With Approval of GM
For Works > Rs 50 Cr - DPR Compulsory

Nodal ED

ED F(X)

Approval Of Competent Authority As Per Delegation Of Ministry of Finance

Sanction By Nodal ED In IRPSM

- Listed In PB Duly Deducting The Cost of Sanctioned Umbrella

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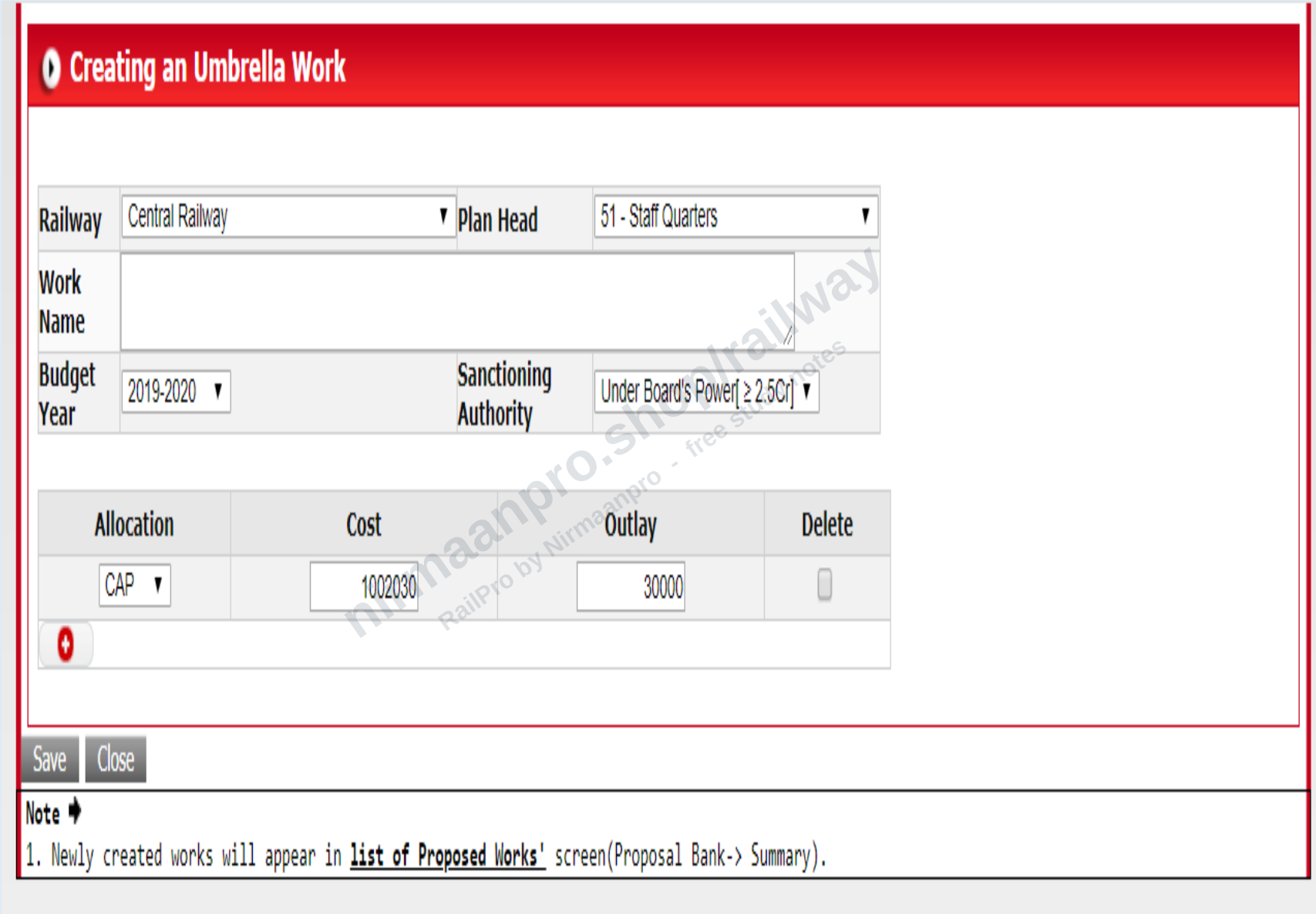
Creation of Umbrella Work in Board



Note : Provided at the login of Nodal Directorates.

Clubbing of Proposals under Umbrella Works in Board :

Proposal Bank(Umbrella)

Railway *	All Railways	Division	ALL
Plan Head *	51 - Staff Quarters, 52 - Amenities For Staff, (	Sanctioning Authority	Under Board's Power[≥ 2.5Cr] GO»
Budget Year	2019-2020		

Click to club proposals under Umbrella

Note ➧
1. To create an Umbrella click on the '+' button

All figures in thousands of Rupees

S.No.	Plan Head	Railway	Division	WP No.	Name of Work	Coordinator	Allocations	Cost	Outlay	Club Proposals	Edit	Delete
1. I1	51	CR			test umbrella 51 final	ED/LA1	CAP,DRF	30000	110	Club Proposals		
2. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	10	0	Club Proposals		
3. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
4. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
5. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
6. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
7. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
8. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
9. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
10. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
11. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
12. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
13. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		
14. I1	64	NR			umb clubbing test work 2	ED/LA1	CAP	100	0	Club Proposals		

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Note : Provided at the login of Nodal Directorates.

Marking of Umbrella Works in Board :

Marking of Umbrella Works

Railway *	All Railways	Division	ALL
Plan Head *	51 - Staff Quarters, 52 - Amenities For Staff,	Sanctioning Authority	I1:Board's Power (Cost >= 2.5 cr) GO»
Sanction Year	2018-2019		

Note
1. Distribute Work-Cost and Outlay link will appear after confirmation.
2. After confirmation, 'Umbrella Type' can not be changed.

Save Confirm

All figures in thousands of Rupees

S.No.	Plan Head	Railway	Division	Project Id	Book No.	Name of Work	Coordinator	Allocations	Cost	Outlay	Is Umbrella Type?	Distribute Fund
1. I1	51	CR		01.00.51.18.1.00.001	PB-704	Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	ED/LA1	DRF	2500000	10000	Umbrella Work - Multiple Railway (--Select One-- / Umbrella Work - Single Railway / Umbrella Work - Multiple Railway / Individual Work (Not Umbrella))	Distribute Work
2. I1	51	NR		05.00.51.18.1.00.001	PB-1038	Construction of new quarters for staff/officers at various locations of Indian Railways (all Railway zones)	ED/LA1	CAP,DRF	1650000	15000	Umbrella Work - Multiple Railway	Distribute Work
3. I1	51	SR		10.00.51.18.1.18.001	PB-1107	Replacement of old/dilapidated quarters at various locations on Southern, South Central	ED/LA1	DRF	3000000	10000	Umbrella Work - Multiple Railway	Distribute Work

Note : Provided at the login of Nodal Directorates.

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Distribution of Umbrella Works in Board - 1 :

Distribution of Cost and Outlay of Umbrella Works

Umbrella Work's details :

Railway	Central Railway	**Plan Head**	51 - Staff Quarters	**Book No.**	PB - 704
Work Name	Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways				
Cost	Total-2500000	**Outlay**	Total-10000		

Click to select proposed Works to add under above Umbrella Work

Display Works: All Linked Works

Work-wise distribution of Cost & Outlay under above Umbrella Work :

All figures in thousands of Rupees

S.No.	Railway	PWP No.	Project Id	Name of Work	Allocations	Cost	Outlay	Edit/ View	Remove
1. I1	CR	51016	01.00.51.18.1.00.002	CR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	70000	300		
2. I1	ER	51007	02.00.51.18.1.00.001	ER-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	90000	400		
3. I1	NR	51029	05.00.51.18.1.00.002	NR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	100000	400		
4. I1	NER	51007	07.00.51.18.1.00.001	NER-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	350000	1400		
5. I1	NFR	51012	08.00.51.18.1.00.001	NFR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	780000	3100		
6. I1	ECR	51014	03.00.51.18.1.00.001	ECR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	160000	600		
7. I1	ECoR	51017	04.00.51.18.1.00.001	ECoR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	50000	200		
8. I1	NCR	51016	06.00.51.18.1.00.001	NCR-Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways	DRF	220000	900		

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Note : Provided at the login of Nodal Directorates.

Distribution of Umbrella Works in Board - 2 :

List of Proposed Works

Umbrella Work's details :

Railway	Central Railway	**Plan Head**	51 - Staff Quarters	**Book No.**	PB - 704
Work Name	Replacement of old/dilapidated quarters at various locations on Central, Eastern, East Central, East Coast, Northern, North Central, North Eastern, Northeast Frontier and North Western Railways				
Cost	Total-2500000	**Outlay**	Total-10000		

Railway ALL ▼ **Plan Head** 51 GO»

Create New Work

Add Selected Works under Umbrella

All figures in thousands of Rupees

S.No.	Railway	PWP No.	Name of Work	Cost	Add under Umbrella
1.	CR	51001	Varangaon~~Bodwad~~Prop const of RB-II d/s qtrs at BDWD 8 units & VNA 12 units on repl a/c Total 20 units.	25925	☐
2.	ER	51001	Malda~~Bhagalpur & Sahibganj - Repl. of quarters, type-I - 80 units by type-II	79957	☐
3.	ER	51002	Bhagalpur~~Provision of 6 unit Type-III Qrs and 16unit Type-II Qrs at BGP station.	34420	☑
4.	ER	51003	Provision of 64 unit Type-II Qrs at different stations of MLDT division.	81458	☐
5.	ER	51004	Jamalpur~~Jamalpur- Construction of 08 Units type - V quarters at Jamalpur	46497	☑
6.	ER	51005	ASN DIVN:- Construction of 64 unit Type -II new staff quarters at different stations all over the ASN DIVN.	95959	☑
7.	ER	51006	Howrah Division:- Provision of 64 units type-II staff quarters.(RPH-16 units, KWAE-16 units, BWN-16 units, BHP-16 units.)	71010	☑
8.	NR	51001	Replacement of old abandoned 24 quarter of trackmen with new type II quarter under ADEN/FZR/1	35500	☐
9.	NR	51002	Ambala cantt. -Provision of accommodation for running staff (Loco) at Ambala Cantt Railway station over Ambala Division.	298567	☐
10.	NR	51003	Lucknow :Construction of Type-V quarters - 18 units	60000	☐
11.	NR	51004	Lucknow~~: Replacement of Gang hut block No E-14, E-15, E-16, E-19 & L-52 Total 70 Units with type-II qtrs under ADEN/HQ/LKO	84000	☐
12.	NR	51005	New Delhi ? Construction of 54 units Multistorey Type VI Quarters and Recreational Activity Centre for Officers at Sarojini Nagar/Chanakyapuri Area.	604856	☐
13.	NER	51001	Provision of 108 unit Type-II quarters and 18 unit Type-III quarters in place of old dilapidated quarters in THE-CPJ section	224299	☐
14.	NER	51002	At Chhapra : Provision 12 unit Type-III and 56 unit Type-II quarters in place of old dilapidated quarters	121943	☐
15.	NER	51003	AT CI-THE section : Provision of 96 unit Type II quarters (CI - 76 unit and GOPG - 20 unit) in place of	168604	☐

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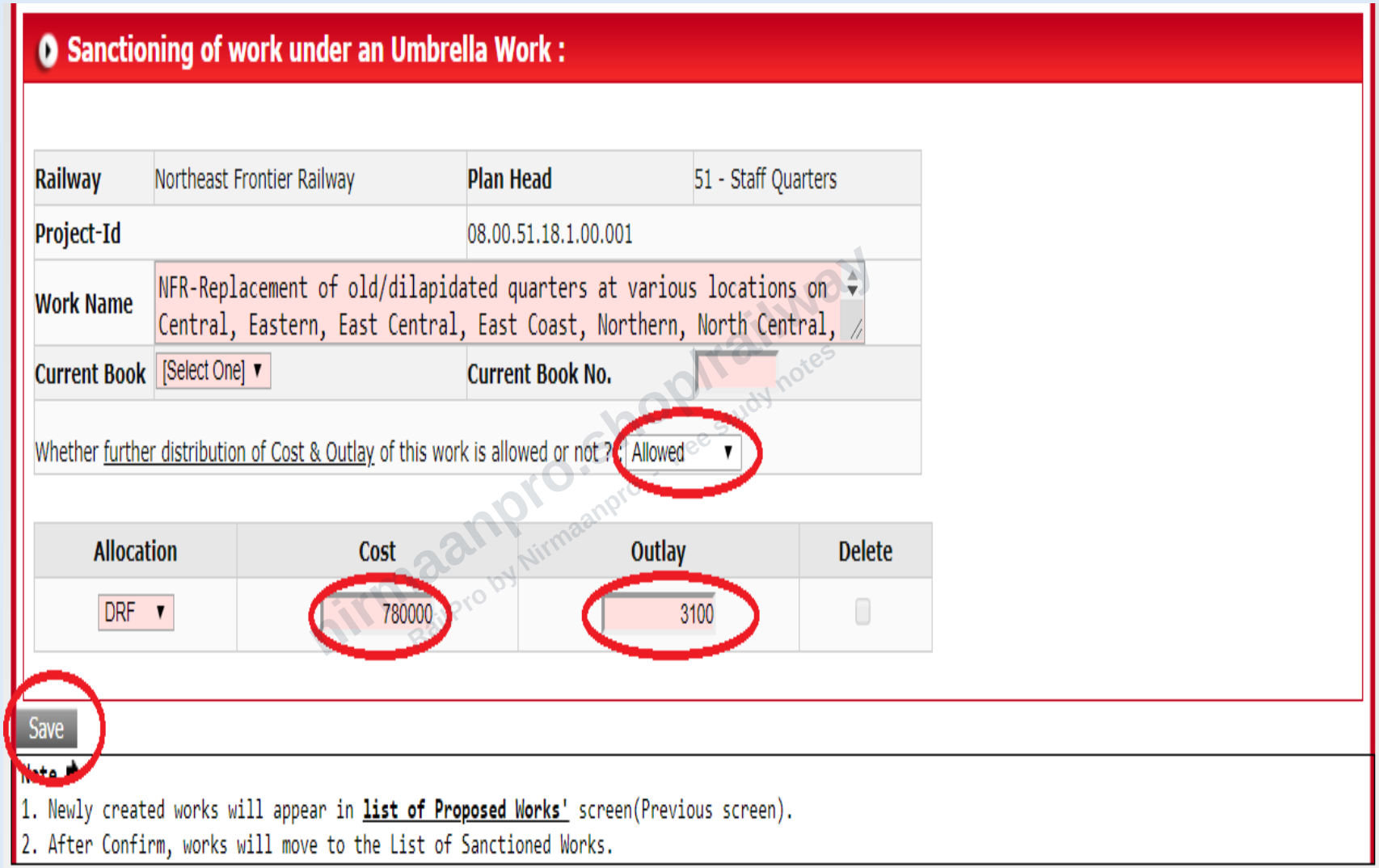
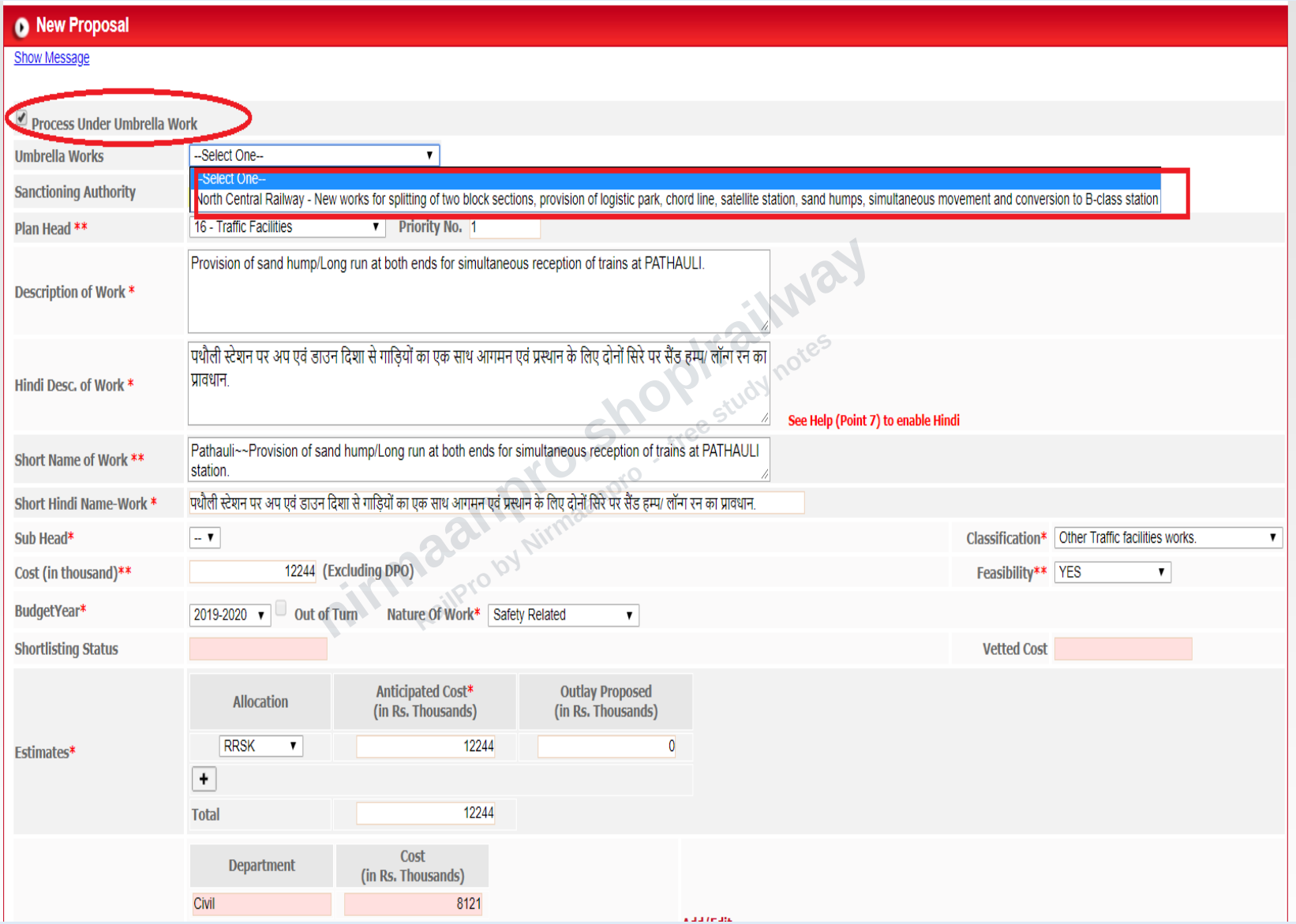
Note : Provided at the login of Nodal Directorates.

Distribution of Umbrella Works in Board - 3 :



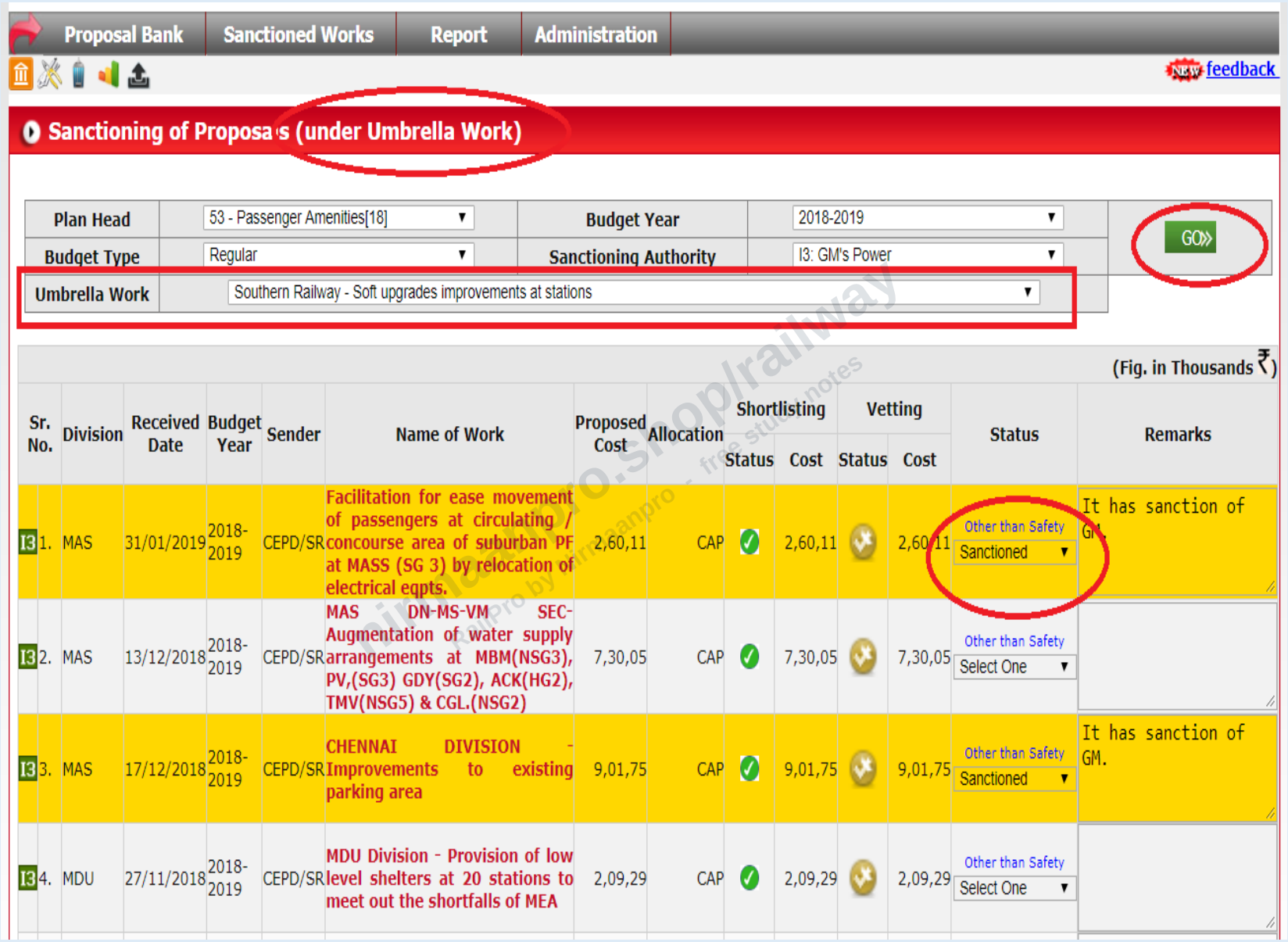
Note : Provided at the login of Nodal Directorates.

Create Proposal under Umbrella (at Rly.):



Note : Provided at divisions and Zonal HQs.

Sanctioning of Proposal under Umbrella by Rly:



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Sanctioning of Proposals (under Umbrella Work)

Plan Head	53 - Passenger Amenities[18]	Budget Year	2018-2019
Budget Type	Regular	Sanctioning Authority	I3: GM's Power
Umbrella Work	Southern Railway - Soft upgrades improvements at stations		

GO»

(Fig. in Thousands ₹)

Sr. No.	Division	Received Date	Budget Year	Sender	Name of Work	Proposed Cost	Allocation	Shortlisting Status	Shortlisting Cost	Vetting Status	Vetting Cost	Status	Remarks
I3 1.	MAS	31/01/2019	2018-2019	CEPD/SR	Facilitation for ease movement of passengers at circulating / concourse area of suburban PF at MASS (SG 3) by relocation of electrical eqpts.	2,60,11	CAP	✓	2,60,11		2,60,11	Other than Safety: Sanctioned	It has sanction of GM.
I3 2.	MAS	13/12/2018	2018-2019	CEPD/SR	MAS DN-MS-VM SEC-Augmentation of water supply arrangements at MBM(NSG3), PV,(SG3) GDY(SG2), ACK(HG2), TMV(NSG5) & CGL.(NSG2)	7,30,05	CAP	✓	7,30,05		7,30,05	Other than Safety: Select One	
I3 3.	MAS	17/12/2018	2018-2019	CEPD/SR	CHENNAI DIVISION - Improvements to existing parking area	9,01,75	CAP	✓	9,01,75		9,01,75	Other than Safety: Sanctioned	It has sanction of GM.
I3 4.	MDU	27/11/2018	2018-2019	CEPD/SR	MDU Division - Provision of low level shelters at 20 stations to meet out the shortfalls of MEA	2,09,29	CAP	✓	2,09,29		2,09,29	Other than Safety: Select One	

Note : Provided at Zonal HQs.

Outlay Distribution under Umbrella by Railway

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Outlay Distribution for 2018-2019 (Under Umbrella Work)

Railway* North Central Railway | Plan Head * 53 - Passenger Amenities | Year 2018-2019

Sanctioning Authority * I3: GM's Power

Umbrella Work * North Central Railway - Soft upgrades improvements at stations

GO

Outlay in blue color indicates "Proposed outlay" that needs to be edited for assigning Outlays
Outlay in black color indicates "Outlay Fixed by CEPD/PCE"

All figures in thousands of Rupees

S.No.	Name of Work	Project ID	Cost	Division	Allocations Cap.	Allocations RRSK	Total	Unsacntioned
1 I3	Agra cantt~~Upgradation and Redevelopment of Agra Cantt station.	.....	149466	AGC			0	Un-Sanction
2 I3	Kanpur:-Replacement of old corroded hydrant pipe,catwalk,surface of FOB's, damaged sheet of COP & yard drainage.	.....	55000	ALD			0	Un-Sanction
3 I3	Kanpur central~~Aligarh~~Provision of Coach guidance display system and train timing display boards at Aligarh, Etawah, Jhinjhak, Tundla & Phuphund.	.....	51293	ALD			0	Un-Sanction
	Total				0	0	0	
	Ceiling Fund				275000	0	275000	
	Funds Already Allocated				222200	0	222200	
	Ceiling Balance				52800	0	52800	
	Allocation				Cap.	RRSK		

Save | Confirm

Note →
After assigning outlays, Click "**Confirm**" button to move the proposals under "**List of Sanctioned Works**".

Note : Provided at Zonal HQs.

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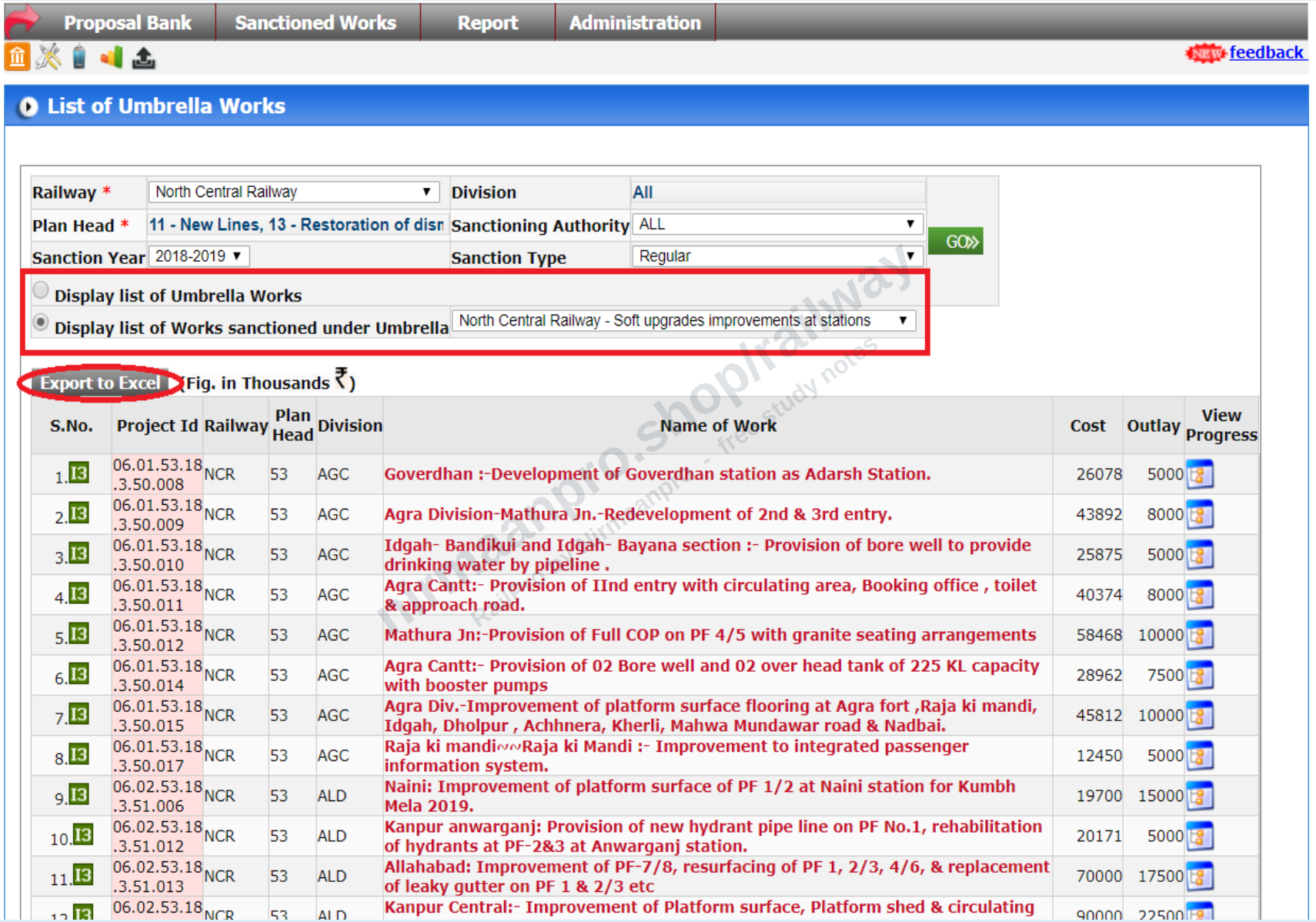
Report for works under Umbrella :



Proposal Bank | Sanctioned Works | Report | Administration

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List of Umbrella Works

Railway *	North Central Railway	Division	All
Plan Head *	11 - New Lines, 13 - Restoration of disr	Sanctioning Authority	ALL
Sanction Year	2018-2019	Sanction Type	Regular

GO

- Display list of Umbrella Works
- Display list of Works sanctioned under Umbrella: North Central Railway - Soft upgrades improvements at stations

Export to Excel (Fig. in Thousands ₹)

S.No.	Project Id	Railway	Plan Head	Division	Name of Work	Cost	Outlay	View Progress
1.	06.01.53.18.3.50.008	NCR	53	AGC	Goverdhan :-Development of Goverdhan station as Adarsh Station.	26078	5000	
2.	06.01.53.18.3.50.009	NCR	53	AGC	Agra Division-Mathura Jn.-Redevelopment of 2nd & 3rd entry.	43892	8000	
3.	06.01.53.18.3.50.010	NCR	53	AGC	Idgah- Bandikui and Idgah- Bayana section :- Provision of bore well to provide drinking water by pipeline .	25875	5000	
4.	06.01.53.18.3.50.011	NCR	53	AGC	Agra Cantt:- Provision of IInd entry with circulating area, Booking office , toilet & approach road.	40374	8000	
5.	06.01.53.18.3.50.012	NCR	53	AGC	Mathura Jn:-Provision of Full COP on PF 4/5 with granite seating arrangements	58468	10000	
6.	06.01.53.18.3.50.014	NCR	53	AGC	Agra Cantt:- Provision of 02 Bore well and 02 over head tank of 225 KL capacity with booster pumps	28962	7500	
7.	06.01.53.18.3.50.015	NCR	53	AGC	Agra Div.-Improvement of platform surface flooring at Agra fort ,Raja ki mandi, Idgah, Dholpur , Achhnera, Kherli, Mahwa Mundawar road & Nadbai.	45812	10000	
8.	06.01.53.18.3.50.017	NCR	53	AGC	Raja ki mandi~~Raja ki Mandi :- Improvement to integrated passenger information system.	12450	5000	
9.	06.02.53.18.3.51.006	NCR	53	ALD	Naini: Improvement of platform surface of PF 1/2 at Naini station for Kumbh Mela 2019.	19700	15000	
10.	06.02.53.18.3.51.012	NCR	53	ALD	Kanpur anwarganj: Provision of new hydrant pipe line on PF No.1, rehabilitation of hydrants at PF-2&3 at Anwarganj station.	20171	5000	
11.	06.02.53.18.3.51.013	NCR	53	ALD	Allahabad: Improvement of PF-7/8, resurfacing of PF 1, 2/3, 4/6, & replacement of leaky gutter on PF 1 & 2/3 etc	70000	17500	
12.	06.02.53.18	NCR	53	ALD	Kanpur Central:- Improvement of Platform surface, Platform shed & circulating	90000	22500	

Note : Provided at all users.

Post-Facto Approval of Proposals under Umbrella

Post Facto Approval of Proposals under Umbrella Works costing more than 2.5 Cr

Railway	ALL	Plan Head	16 - Traffic Facilities
Budget Year	2019-2020	Sanctioning Authority	I3: GM's Power
Umbrella Work	All		

GO»

Generte Report

(Fig. in Thousands ₹)

Sr. No.	Division	Received Date	Budget Year	Name of Work	Proposed Cost	Allocation	Shortlisting		Vetting		Status	Remarks
							Status	Cost	Status	Cost		
I3 1.	CKP	26/06/2019	2019-2020	Extension of yard lines of Exchange yard, Bondamunda:	3,55,71	CAP	✓	3,55,71	✓	3,55,71	Other than Safety: Approved	It has approval of Nodal ED.
I3 2.	GTL	13/05/2019	2019-2020	Thangundi – Yadgiri : Provision of IB signal on up & Dn lines.	3,09,84	CAP	✓	3,09,84	⇄	3,09,84	Other than Safety: Select One	
I3 3.	GTL	13/05/2019	2019-2020	Yadgiri – Lingiri : Provision of IB signal on Up and Dn lines	3,14,47	DF3	✓	3,14,47	⇄	3,14,47	Other than Safety: Select One	
I3 4.	GTL	13/05/2019	2019-2020	Lingiri~~ Lingiri – Saidapur: Provision of IB signals on Up and Dn lines.	3,23,64	DF3	✓	3,23,64	⇄	3,23,64	Other than Safety: Select One	
I3 5.	GTL	13/05/2019	2019-2020	Chegunta~~Saidapur – Chegunta : - Provision of IB signal on Up and Dn lines:	3,14,47	DF3	✓	3,14,47	⇄	3,23,64	Other than Safety: Select One	
I3 6.	GTL	13/05/2019	2019-2020	Mantralayam Road - Matmari (MALM - MTU): - Provision of IB signal on Up and Down lines	3,19,09	DF3	✓	3,19,09	⇄	3,19,09	Other than Safety: Select One	
I3 7.	GTL	10/05/2019	2019-2020	Cuddapah – Knanamolapalli : Provision of IB signals for Up and Down lines	5,80,36	CAP	✓	5,80,36	⇄	58,00,36	Other than Safety: Select One	
I3 8.	SBC	22/07/2019	2019-2020	Bengaluru Yard Remodelling: Provision of Electronic Inter locking, New Station MAster Building and other Traffic Facilities.	39,21,94	CAP	✓	39,21,94	✓	39,21,94	Other than Safety: Select One	

Save

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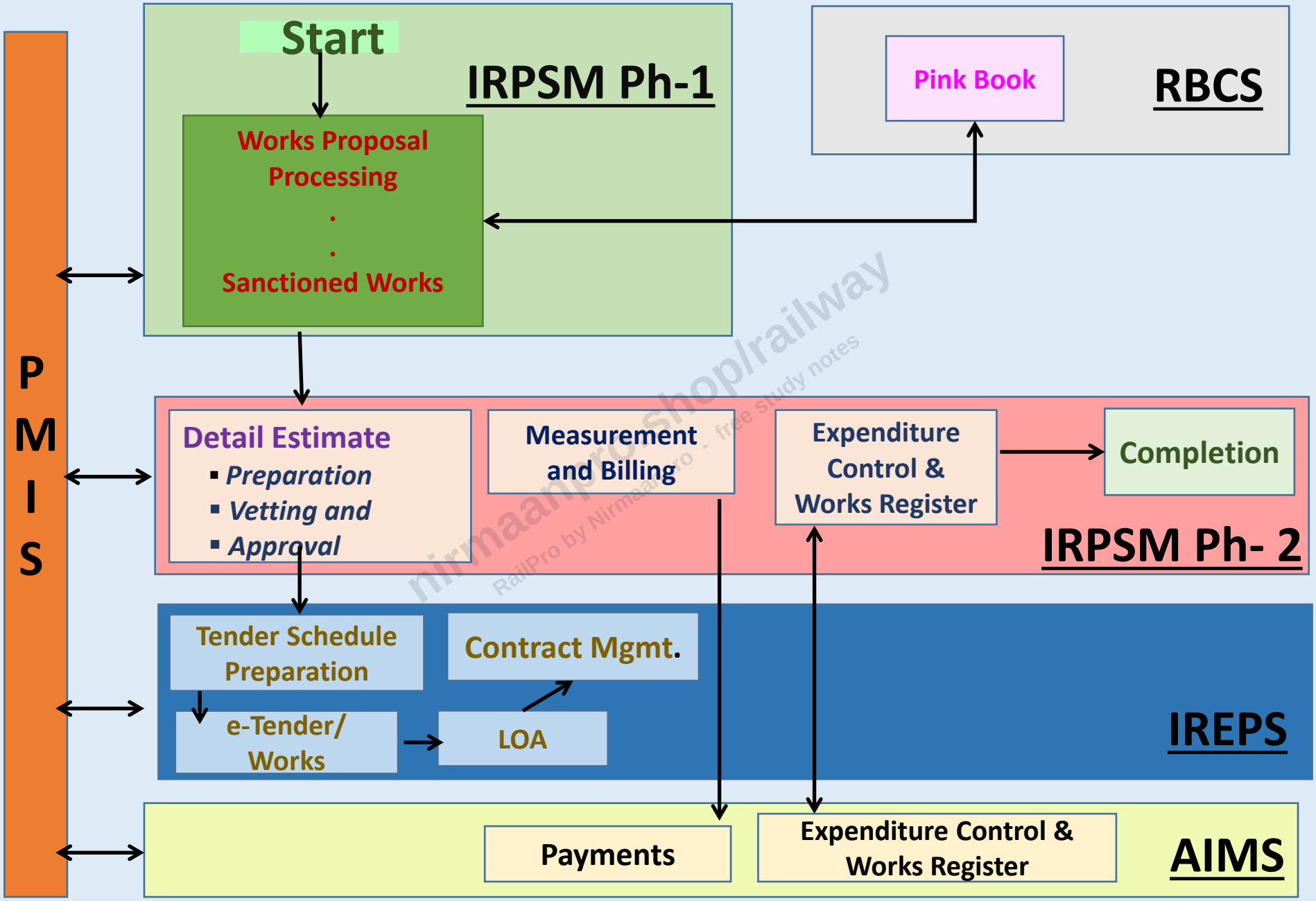
System Overview



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Current Status of Projects

Sn	Project	Brief Scope	Status
1.	**IRPSM Ph-1**	• Application covers Works Programme processing for both New Works as well as Works in Progress. • Facility for monthly progress updation is also available.	1. Completed in 2012 and since then live.. 2. Interfacing done with RBCS 3. Implemented Umbrella work concept
2.	**RBCS**	Compilation of Rail Budget- running live.	Partly Integrated with IRPSM
3.	**IRPSM Ph-2 (IRWCMS)**	• Will cover DE, MB & Billing, Funding & Expenditure Control and completion modules etc. • Integration with IRPSM Phase-I, IREPS, AIMS planned.	1. Development started. 2. Estimate Updation module made live. 3. Interface developed on the basis of UWID. 4. MB & Billing, Funding, Litigation and completion modules have been developed and in final stage of launching
4.	**IREPS**	Covers Tender Schedule preparation, e-Tendering, LOA, Contract Agreement generation activities etc.	1. Running Live 2. Interface developed on the basis of UWID.
5.	**AIMS**	1. Covers payroll and accounting functions of Indian Railways.	1. Running Live 2. Interface developed on the basis of UWID.

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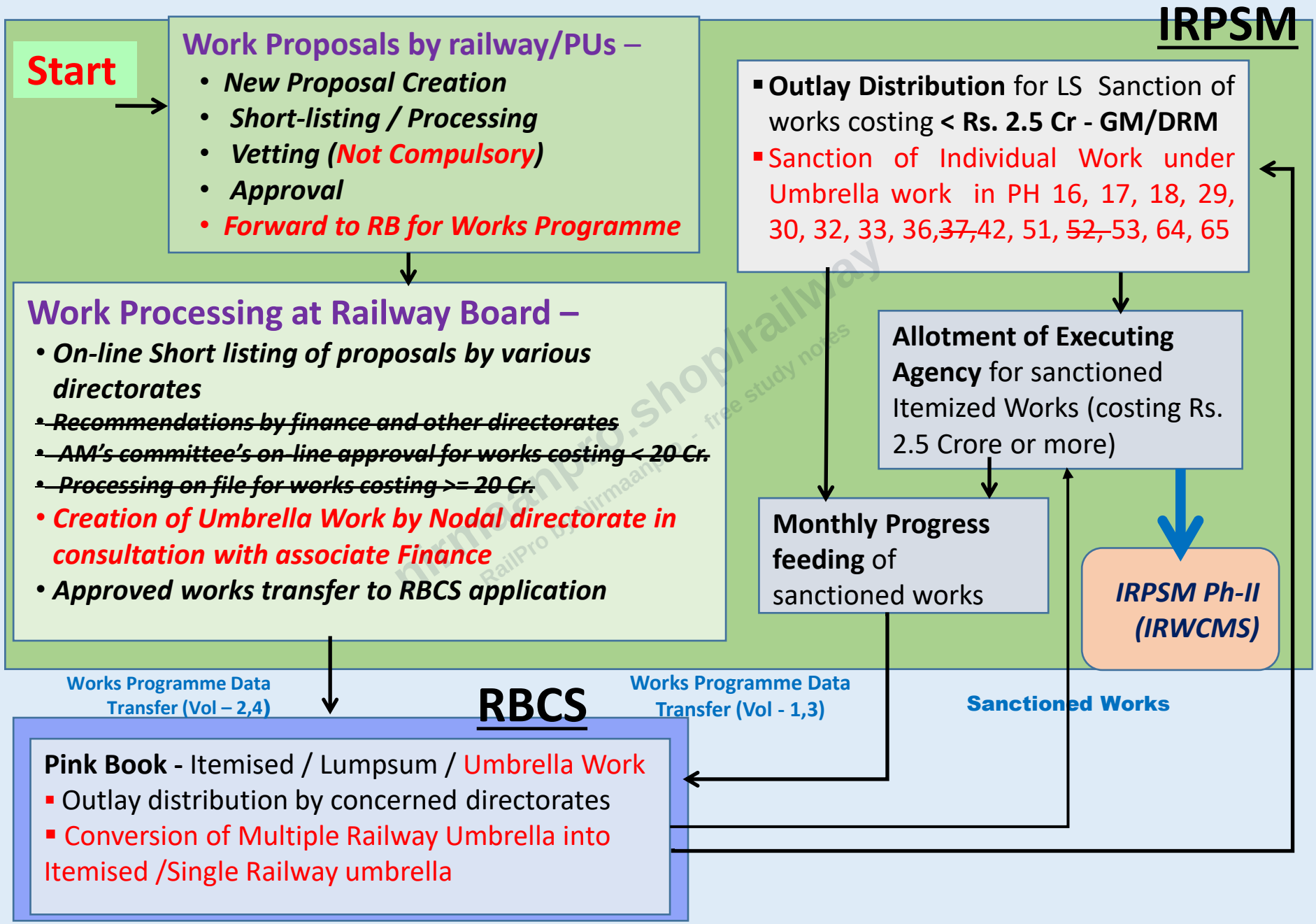
System Details – IRPSM Phase- I



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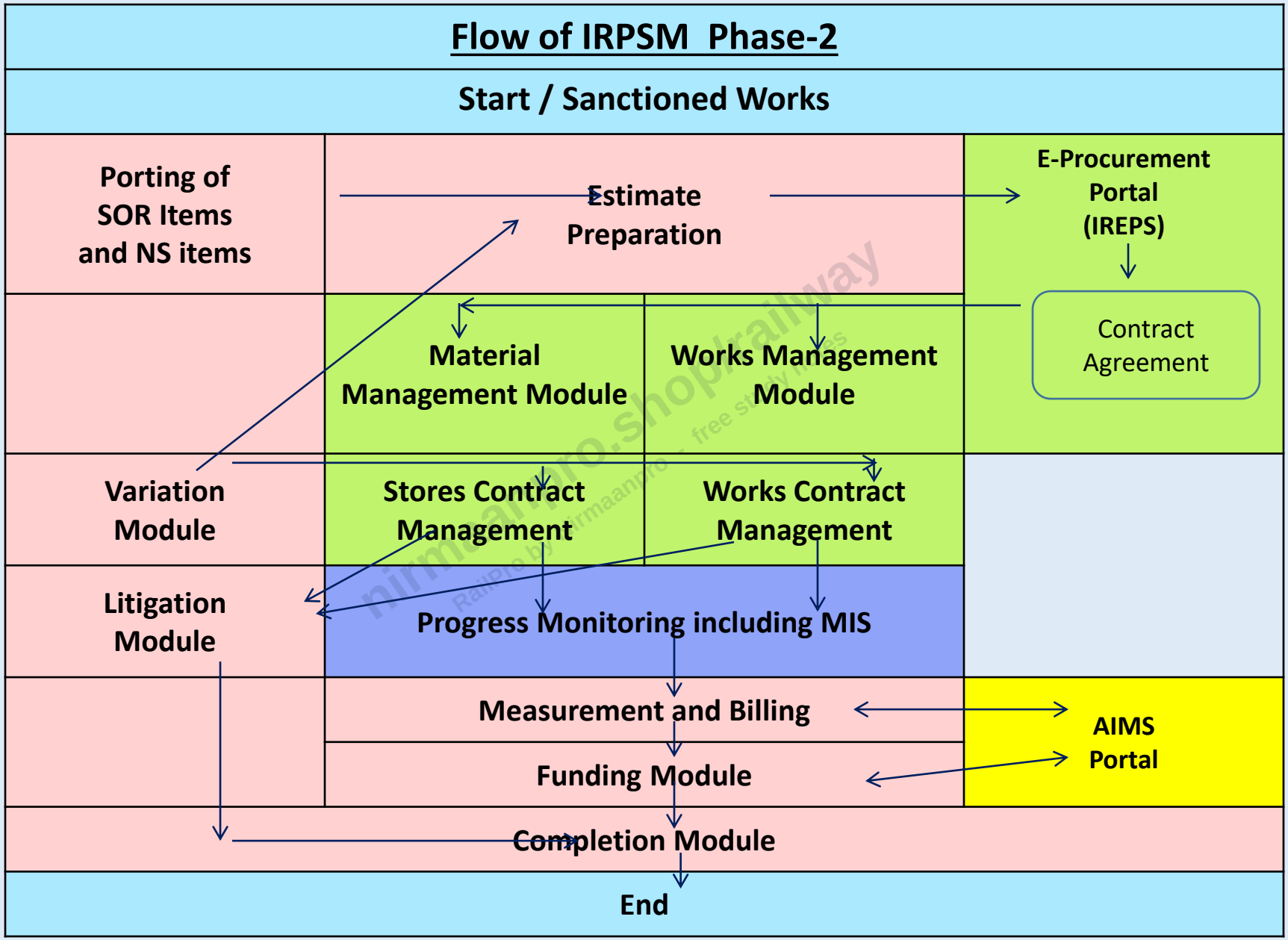
System Details – IRPSM Phase – 2 (IRWCMS)



Summary of Budget

- For Year. 2019-20

2019-20	Budget	Revised
Total earnings	216935 cr	Rs. 206269 cr
Expenditure	207900 cr	Rs. 202458 cr
Surplus	Rs. 9035 cr	Rs. 3811 cr.
Operating Ratio	95%	97.46%

- For Yr. 2020-21 Budget Estimate

2020-21	Budget
Total earnings	Rs. 225913 cr (Rs.619 cr per day)
Total Expenditure	Rs. 219413 cr
Ordinary Working Exp	Rs 162753 cr (Rs. 446 cr per day)
Surplus	Rs. 6500 cr

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BUDGET GRANT 2020-21

Fig in Crores of Rupees

Plan Head		Budget grant 2020-21	EBR	Balance to complete
11	New line	18500	14971	157363
14	Gauge conversion	2250	593	15149
15	Doubling	700	20845	207530
16	Traffic facility	1225	833	31920
29	Level xing	700		2854
30	ROB/RUB	4350	1854	61622
31	Track Renewal	10599		31869
32	Bridges	777		5111
33	S& T	1650		89311
35	Electrification project	1	6325	23749

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BUDGET GRANT 2020-21

Fig in Crores of Rupees

Plan Head		Budget grant 2020-21	EBR	Balance to complete
36	Other elect work including TRD	780	100	9404
~~37~~	~~Traction distr.~~			
42	Workshop including PU	2052	10	18085
51	Staff Welfare	681		5062
~~52~~	~~Amenity for staff~~			
53	Passenger Amen.	2726	4700	24120
64	Other specified wrk	875		9133
65	Training/HRD	148		910
	TOTAL	**48,014**	**50,231**	**6,93,192**

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THANKS

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JE/ Drg. – Induction

General procedure for Preparation of Plans

Drawings Sizes, Title, Numbering, Scale, symbols, colours on drawings, Std. drawing.

Plans Issued by CE Office, in Divisions ADENs and SSE office.

IRWM Chapter No. IX

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Para 901 General Procedure

a) All plans such as Index plans, Index sections, yard plans etc. shall be prepared in accordance with the provisions in the following chapters of the Indian Railways Code for the Engineering Department (1993).

Chapter II - "Modes of Investigations of Railway Projects".
Chapter IV - " Engineering Surveys - Reconnaissance, Preliminary and Final Location Surveys".
Chapter V - "Engineering Survey – Project Report, Techno Economic Survey Report and Feasibility Report.“

Reference may be made to IS:696-1972 'Code of Practice for General Engineering and to special publication SP46-1988 issued by Bureau of Indian Standards for engineering drawing practice.

b) Wherever drawings are prepared in computer compatible media, adequate care shall be exercised in maintaining back-up copies and installing security systems.

c) Standard drawings shall not be departed from without the specific permission of the Chief Engineer.

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d) When part of the work has to be done to a standard plan or to an existing drawing, the fact should be so stated; such drawings need not be reproduced. If part of the information necessary has to be supplied by the Chief Engineer's office or by an officer of another Department, the Divisional Engineer should obtain and incorporate the details on the drawings.

e) In general, all plans will be initiated at the Divisional level [open line or construction, as appropriate]. Chief Engineer (Open line) will issue instructions as to which category of drawings will be approved at the Divisional level and which are to be sent to the Chief Engineer (Open line or Construction) for approval. Original tracings* of drawings approved by a Division will be retained at the Divisional office with sufficient number of copies sent to the Chief Engineer's office for record and for correction of master plans. In respect of drawings to be approved

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by the Chief Engineer's office, the Divisional Engineer will prepare the tracing and send it to the Chief Engineer with copies marked "preliminary ". When the Chief Engineer has approved the tracing, the required number of copies will be taken and sent to the Division. Original tracing in such cases will be kept in the Chief Engineer's office.

f) Additions and alterations to an existing plan should be shown in red. Such additions and alterations will be approved by the authority who approved the original plan. When the additions and alterations are approved by the Division, copies will be sent to the Chief Engineer's office. After additions and alterations are approved, the original tracings will be 204 corrected by the office where they are preserved.

g) All drawings should be quoted by their number along with their alteration no.(e.g.NR. H.Q.E.PLAN No.LKO/10/09-93/R1) in the estimates and in the covering letters accompanying the estimates and in all correspondence relating thereto.

h) Reference of sanction particulars such as Works Programme item number should be shown in the plan.

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902 Plans for Other Departments

a) The Divisional Engineer may, at his discretion, prepare sketch plans for other Departments or other Government Departments, or for private parties. Detailed plans should be prepared when there is a likelihood of the schemes proposed being sanctioned or when the charges for preparation of plans and estimates have been deposited.

d) When preparing plans, the Divisional Engineer should obtain complete details from other departments. He should arrange for the plans to be signed by the representative of the department concerned or the private party in token of approval and acceptance.

The terms "tracing" includes drawings/documents which are capable of being reproduced.

903 Sizes of Drawings

a) Sizes of the trimmed sheets of all drawings, except yard plans, should be as given in Table 9.1. All plans required to be of longer length will be in the form of a roll, keeping the width as specified. The size to be used would depend on the extent of details required; broad guidelines are indicated in Table 9.1.

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b) Depending on the size of a yard, yard plans should be prepared in the trimmed widths of 841 mm or 420 mm or 210 mm. The length of the yard plans should not be more than 1189 mm when they are not intended to be kept as a roll. Yard plans can be in parts, if necessary, maintaining the scale for the drawing. c) Borders enclosed by the edges of the trimmed sheet and the frame limiting the drawing space shall be as detailed in BIS : SP - 46- 1988 and shown in Annexure 9.1.

d) A standard arrangement of drawing layout will ensure that all necessary information is included and its essential part is located easily. The title block should be placed at the bottom right hand corner. Folding marks must be made on the drawing sheet as shown in figures 1(a) to 1(d) of Annexures 9.2A & 9.2B.

904 Titles and Numbering of Drawings

a)Title block should be of size 170 mm x 65 mm as shown in Annexure 9.1. Following basic information should be given in the title block.

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TABLE 9.1 - SIZES OF DRAWING SHEETS

No	Sheet Designation	Trimmed Size W x L	Type of Plan
1	A0	841 x 1189	Index Plan and Section. General arrangement and detailed drawings for road over bridges, major/ important bridge works & important structures, building (steel and concrete) etc.
2	A1	594 x 841	General arrangement,
3	A2	420 x 594	Temporary arrangement & detailed drgs. for bridge works, steel structures, building and temporary arrangement drgs. for Sr. No .1 above.
4	A3	297 x 420	Site plans for road over/road under bridges, passenger platform coverings, buildings etc. and drawings for minor detailing.
5	A4	210 x 297	Plans for inclusion in Works Programme booklets for handy reference, PERT charts of works of limited activities etc.

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b) PREPARATION OF PLANS

2) NAME OF DIVN/CONSTN.ORGANIZATION
3) NAME OF WORK
4) REFERENCE TO SANCTION PARTICULARS
5) SCALE OF DRAWING AND REFERENCE TO STANDARD DRAWING, IF ANY
6) DRAWING NUMBER
7) COMPLETION DRAWING NUMBER
8) DATED INITIALS OF THE CONCERNED OFFICIALS

c) If a drawing cancels a previous one, a note to this effect and the number of cancelled drawing should be recorded on the drawing. Correspondingly, the cancelled drawing should have an appropriate endorsement.

d) In the case of land plans or plans where other Railways or Organisations are concerned, additional space should be provided for their signatures. In cases involving organisations other than the Railways, the designations should be written in full. e) All signatures on tracings should be in indelible ink and dated.

f) Every plan should bear in small letters at the lower left hand corner the name and initials of the Draftsman and Tracer who prepared and checked the plan. The Head Draftsman should initial below the space provided for the Divisional/District Engineer's signature.

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905 Scale of Drawings

a) All drawings except sketch plans should be drawn to scale. The scale or scales of a drawing should be indicated at the appropriate place in the title block. Where different scales are used for details, the corresponding scales should be shown under each relevant detail.

b) Plans should be prepared to scales as specified in Chapter IV of the Indian Railways Code for Engineering Department (1993Edition).

c) Details that are too small for complete dimensioning in the main representation shall be shown adjacent to the main representation in a separate detail view or section which is drawn to a larger scale. Recommended scales for details are 1:2, 1:5, 1:10, 1:20 and 1:50.

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906 Details on Drawing

a) The following information should, when applicable, be shown 207

i) The magnetic north point and true north with magnetic variation, if known and where buildings are designed to suit a particular orientation, an indication to that effect.

ii) The names of the nearest junctions or terminal stations, that on the left hand being the one from which the kilometrage starts. iii) The kilometrage from headquarters of the railway to the centre of the station, the kilometrage of all junction points, the zero of all branch lines, the centre of a station, junction point and zero of any line, when once adopted for any 'yard' or portion of the line, shall be a permanent mark for all future references and shall not vary with additions, alterations, or remodelling of yards. iv) The original centre line of the railway together with its chainages. v) The boundaries of land according to the land plans. Where it does not unduly interfere with important details of the plan, side widths from the centre line and boundary posts (and desirably their numbers) should be shown.

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vi) Any known bench mark with the datum from which its value has been reckoned.

vii) The degree, radius, total angle of deflection and the tangent points of all curves on the line, both on the plan and in the longitudinal section. Beginning and end of transitions together with their lengths should also be shown. viii) All gradients, together with the distance from which the level or gradient extends out of station.

ix) All borrow pits, rivers and pipelines, streams, sullage and sewer drains together with their direction of flow. For rivers their names and the highest known flood levels must be given.

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x) Temples, mosques and graves, roads and footpaths with the names of towns or villages they lead to.
xi) The position and block numbers of buildings. Where a building consists of two or more storeys, the number of floors shall be mentioned. Where outhouses exist, these shall be marked "O.H. to Block No. ....".

xii) In the case of foundations, the nature of the soil as determined from trial pit, and bore log details.
xiii) The clear length of all inspection pits, capacity of weigh-bridges in tonnes; diameter of turntables; capacity of high level tanks and of ground tanks; diameter and depth of all wells whether for drinking or for loco use; diameter of water columns, hydrants, taps, main and subsidiary pipe lines; the clear lengths and sizes of drains and sewers and storm-water drains; location of septic tanks.

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xiv) The length and capacity in terms of vehicles of sidings; position of fouling marks and buffer stops; distance, centre to centre of tracks; distance of all the facing points on the main line from the centre of station; the serial numbers of 208the turnouts; the angles of crossings; inclination of gathering lines; the distance from the centre of station of all signals, signal cabins with their distinguishing feature, signals being shown as viewed by the Driver and with their bases at the sites they occupy; lengths of passenger and goods platforms and their heights above rail level; telegraph posts and crossings of tele-communication and power lines over head or underground. xv) Road crossings with their class and location; road over bridges and under bridges;

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xvi) Infringements of standard dimensions, if any.

b) Drawing for a structure including building should be prepared in three parts :

i) Site plan

ii) Architectural and/or General Layout drawing

iii) Structural and/or execution drawing. In case of small buildings, all these parts can be included in one sheet but placed distinctly.

The site plan can be separate or part of an existing general plan. Site plans for new quarters should include the type drawing numbers and show the north line and direction of prevailing wind. The Architectural drawing should normally include ground plan, section through the building in such directions as are necessary to exhibit the intended form and dimensions of the various parts, and elevation of one or more faces. It should invariably indicate the number of floors for which the foundation of the building is designed. It should also include roof drainage arrangement, sanitary details, layout of bathrooms and layout of kitchen. Details of finishing items and specification should also be indicated in the Architectural drawing in the form of a note. Landscaping and developmental work involved must also be shown.

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The structural drawing will indicate foundation plan, details of R.C.C. members and a bar bending schedule as per standard I.S. bar bending specification.

c) The drawings for a bridge should include the site plan, plan and longitudinal section of the river or nala above and below the proposed site in the case of large bridges being rebuilt on account of insufficient waterway or being built at a new site and a sufficient number of cross sections showing highest flood level. If a correct survey of an important river does not exist, the river should be surveyed for a distance of 8 km upstream and 2 km down stream, all spill channels upstream being shown on the plan; these distances of 8 km and 2km are to be taken as measured at right angles to the centre line of the Railway and not along the course of the river. On these drawings, notes should be made of area of flood sections and hydraulic mean depths for each case, catchment area, velocity obtained by calculation and by experiments (preferably at high flood), waterway through bridge proposed to be allowed with a note on increase in velocity and probable highest flood level due to afflux, ground plan of foundations, sections through the bridge in such directions as are necessary to show the intended form and dimensions of the various parts, front and side

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elevation of abutments and piers, and drawings of such details as have not been standardised. The standard of loading for which the bridge is designed should be recorded in the plan and reference to the type drawing of the particular girder should also be recorded. d) Plans of water supply, pumping, storage and distribution systems should show complete dimensions and details including reduced level of salient points. The lines should be drawn in thicker lines than the rest of the plan and only sufficient buildings (with their designations) and tracks shown as are necessary to make the purpose and location of pipe-lines understood.

e) Plans of drains and sewerage should show complete dimensions and details with sufficient features of the site including gradient and reduced level of salient points.

f) The set of drawings should be complete so as to enable the work being executed as per the specifications and standards desired.

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907 Symbols and Colours on Drawings

a) Symbols to be used on site plans and plans of station yards should conform to BIS code SP46-1988. For other commonly accepted abbreviations and symbols, table 19.1 of BIS code SP46-1988 may be referred to. (reproduced in Annexure 9.3 for ready reference). b) For clarification of drawings it is sometimes necessary to shade some members/parts of members for which sections are drawn. In such cases, colour washing/ shading in broad line may be done on the back of the tracing for the affected area.

c) In regard to black and coloured lines on tracings and prints, the following conventions should be observed

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i) Existing work that is to remain should be in full line;
ii) Work that is to be dismantled should be in thin dotted lines;
iii) New additional work should be in full red lines. This does not apply to a drawing in which all the work is new;
iv) New additional work that is not to be done at the same time as the bulk of the work shown on the drawing should be in broken red lines. This does not apply to a drawing in which all the work is new;
v) Work to be relaid or rebuilt elsewhere on the same plan should be in full yellow lines.
d) When desirable to do so, coloured lines may also be used to distinguish tracks of different railways at junctions, M.G. or N.G. from B.G. tracks and buildings of different railways. If this is done, the colour used should be distinctly different from those mentioned above.

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i) Existing work that is to remain should be in full line;
ii) Work that is to be dismantled should be in thin dotted lines;
iii) New additional work should be in full red lines. This does not apply to a drawing in which all the work is new;
iv) New additional work that is not to be done
at the same time as the bulk of the work shown on the drawing should be in broken red lines. This does not apply to a drawing in which all the work is new;
v) Work to be relaid or rebuilt elsewhere on the same plan should be in full yellow lines.
d) When desirable to do so, coloured lines may also be used to distinguish tracks of different railways at junctions, M.G. or N.G. from B.G. tracks and buildings of different railways. If this is done, the colour used should be distinctly different from those mentioned above.
e) The following colours will print clearly on ferro-paper :
Black .. Indian ink
Red .. Vermilion red or scarlet lake
Yellow .. Chrome yellow
Green .. Emerald green
Blue .. Prussian blue Cobalt blue mixed with a little Chinese white.

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PREPARATION OF PLANS

908 Standard Drawings

Standard drawings issued by the RDSO such as for track and bridges and the Track Manual Drawings, shall not be traced. Copies as required should be obtained or Standard drawings should be carefully filed in each office separately from other drawings and a record thereof maintained.

909 Plans issued by the Chief Engineer's Office

Copies/Prints of plans issued by the Chief Engineer's office should be carefully maintained and recorded; copies as required may be obtained.

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910 Plans in Divisions/Dy.Chief Engineer's, Assistant Engineer's and Section Engineer's offices:

a) The Divisional/Executive Engineers and Assistant Engineers should be in possession of a set of each of the Standard Drawings, type plans, and station yard plans, land plans, plans and longitudinal sections of the line, track diagrams, plans of bridges and other structures and plans of water supply and drainage as pertain to their jurisdiction. Plans in their custody should be carefully stored. They shall ensure that the Section Engineer of Permanent Way, Works & Bridge are in possession of necessary plans as pertain to their jurisdiction and to works.

b) Plans need revision as and when renewals are carried out and additions or alterations are made. Every endeavour should be made to keep the track diagrams and plans, particularly of station yards and colonies, upto-date and the Chief Engineer's office kept advised with details. When alterations are extensive and cannot be shown on an existing plan, a fresh plan should be prepared.

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PREPARATION AND PROCESSING OF GAD AND ESP

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- Chapter no IX of IRWM gives the framework for preparation and processing of General Arrangement Drawings(GAD).
- In general all plans will be initiated at Divisional level (Open line or Construction).
- Chief Engineer(open Line) will issue instructions as to which category of drawing will be approved at the divisional Level and which are to be sent to Chief Engineer(open line/Construction) for approval.
- Original Paper tracing drawings approved by Division will be retained at Divisional level and sufficient copies will be sent to CE office for record.

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- Drawings which are to be approved by CE office will be prepared by the Division office with R Number and submitted to CE office for approval. CE office after approval will allot a P Number and original paper tracing will be kept in CE office. Sufficient number of copies will be sent to Division office.
- Addition and alteration to an existing plan should be shown in RED Colour, such addition /alteration will be approved by authority who approved the original plan.

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Sizes of Drawings

S.No.	Sheet Designation	Trimmed Size in mm	Plan
1	A0	841 x 1189	Index Plan and Section, General Arrangements and Detailed Drawings for ROB, Major and Important Bridges and Structures, Buildings etc.
2	A1	594 x 841	General Arrangement Drawings.
3	A2	420 x 594	Temporary Arrangement Drawings& Detailed drawings for bridge work, Steel Structure. Building.
4	A3	297 x 420	Site plan for ROB/RUB, Pass. Platform covering, buildings etc.
5	A4	210 x 297	Plan for inclusion of WP booklet, PERT charts etc.

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- Depending upon Size of Yard , Yard plans should be prepared in the widths of 841mm, 420mm, or 210 mm. The length of the yard plan should not be more than 1189 mm, when they are not intended to be kept as a roll.
- Yard plans can be in parts if necessary maintaining the scale for drawing.

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- STANDARD ARRANGEMENT OF DRAWING.
- The title block should be placed at bottom right hand corner of size 170 x 65 mm.
- BASIC INFORMATION IN TITLE BLOCK.
- Name of Railway
- Name of Division
- Name of Work
- Reference to sanction
- Scale of Drawing
- Drawing No.

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- Dated initials of concerned officials a with name and designation.
- Alteration if any.
- Multiple drawing sheets marked with same number should be indicated by sequential sheet Numbers.
- If the drawing cancels a previous one a note to this effect and no. of cancelled drawing should be recorded on the drawing. Correspondingly the cancelled drawing should have appropriate endorsement.
- Every plan should bear initials ,name of SSE/JE Drg who prepared and checked the drawing in space

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- **SCALES OF DRAWINGS.**
- The scale or scales to be indicated at appropriate place in title block. Where different scales are used for details the corresponding scales should be shown under each relevant detail.
- Plans should be prepared to scales as specified in chapter IV of Engineering Code.(Para No. 443 to 474)
- Index plan and section: It should be drawn to the scale of 0.5Km. To a Centimeter horizontal and 10 meters to a centimeters vertical (Plan and section on the same sheet.)

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- Detailed Plan and Sections:- It should be drawn to scale of 50 metres to a centimeter horizontal and 5 m to a centimeter Vertical.(Plan in each case should be above the section on same sheet.
- In difficult or mountainous count if Engineer consider it necessary, a plan should be made on large scale such as 25 or 10 meter to Cm.
- Cross Sections- Cross sections to be plotted to a natural scale, both the vertical and horizontal scale being the same as the vertical scale used for the main section 5 m to a Cm.

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- **Plan and Cross Section of rivers –**
- Plan should be drawn to the scale of 50 m to a cm.(Up to 2.0Kms from the center line of the track)
- **Cross Section** – To be plotted to natural scale of 5 m to a cm.
- **Plans Of Station Yards-** For stations requiring a special design, a plan of station yard to a scale of 10 m to a cm is , required showing all lines, sidings, platforms, buildings, well, tanks, water cranes, turn tables, traversers, weighbridges, signals etc.
- **Plans of Junction arrangements** –Plans of junction stations of 10 m to a cm similar to plans

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- **DETAILS ON DRAWING**
- North direction.
- Names of nearest station or junction, terminal station.
- Track centers of Rly. Lines
- Land boundaries according to land plans.
- Degree, radious, tangent points of curve.
- All gradients.
- Rivers, pipelines, Streams, sewers, Drains etc. with directions.
- Temples, mosques and graves, roads and footpaths with names & towns or villages they lead to.
- Trail Pit or Bore log details.

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Yard Plans.

- Length and capacity in terms vehicle of sidings.
- Position of fouling marks and buffer Stop.
- Distance of center to center of tracks, Distance of all facing points on main line from center line of station.
- Serial No. of Turn out and angle of crossing.
- Inclination of gathering lines.
- Distance of all signals, signal cabins from station building.
- Length of Passenger/Goods platform and height along Rail Level.

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- Telegraph Post, Crossing of telecommunication and power lines overhead or underground.
- Road crossing with their class and location , ROB and RUB.
- Infringements of SOD if any.

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Plans for Buildings and Structures.

- It consists of
- 1) Site Plan 2) General Layout 3) Structural Plan
- Site plan can be included in General Layout plan .
- General Layout also includes plan of building, Section elevation and L- section if necessary . Trial Pit details or Bore log details etc.
- BRIDGE DRAWING.
- Site Plan
- L section of River/Nalla for new bridges or where change in waterway of existing bride is involved .

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- Plan
- Sectional elevation with foundation details.
- Cross Section showing HFL.(Survey for 8 m length on UP stream and 2 Kms on Dn stream should be surveyed at right angle to Railway Line.)
- Notes-
- Area of flood section, Hydraulic mean depth, Catchment area, Velocity obtained by calculations and by experiments at high flood.
- CHFL due to increase in velocity and afflux.
- Standard of Loading for which bridge is being designed
- Reference of Standard drawing being used to be recorded.

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- Conventions.
- Existing Work to be shown in full black line.
- Work to be dismantled to be shown in black dotted line.
- New additional work to be shown in full red lines
- Future or work to be carried out under separate sanction or phase to be shown in Green lines.

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Completion Drawing.

- Completion drawing to be prepared for every completed work to approved drawing.
- Drawing should indicate the work as actually carried out. Special care should be taken to show the work below G.L.with nature of soil met with (Recorded)
- Alterations and modifications which may have been made from working plans should be marked on the prints in Red ink.

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- The Divisional engineer /Dy.CE office should prepare fresh tracing if the alterations are numerous showing the works as actually built . Such tracings will have completion Drg. No.stenciled in Red letters in the space provided in the title block and divisional Engineer’s Signature appended there to.
- If the minor alteration have been made, the OPT may be amended in Division and marked as Completion Drawing with Completion Number. Sufficient copies to be sent to Division office.

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- In case of drawings approved by CE office Completion drawing prepared by Division will be sent to CE for incorporating details on OPT and making same as Completion Drawing.
- Additional Details for Bridgeworks.
- Reduced Levels.
- RL of Bed Block, Crown, Springing Level or underside of the slab.
- RL of top and bottom of foundations. If on piles or wells RL of bottom to be shown with strata passed through with details of any test made.
- Nature of soil.

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Completion Drawing of ESP (PCE C. Rly Circula No. 194)

- Immediately after completion of work and CRS's sanction the executive agency (open line/Construction) shall submit the completion drawing on original ESP by converting RED lines into black lines .
- Changes if any during execution shall be incorporated.
- New pucca number shall be given to drawing which shall be treated as new ESP of the station Yard after obtaining the approval of CE/Planning.

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- A certificate in the following format shall be recorded on the drawing.
- “ The proposed work of -------- sanctioned vide-----No. has been completed and the ESP is based on the completion Drg. No. ----------”.
- A copy of such new ESP with revised Pucca Number shall be circulated to all concerned.

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Engineering Scale Plan (PCE Circular No. 194 C. Rly)

- Any Engineering drawing made to the scale can be termed as engineering scale plan.
- 1) Constitution of ESP: As ESP as far as Yard plan is concerned shall be a Single line latest updated drawing of station yard indicating location and dimensional details of all running lines sidings platforms, bridges in yard, buildings, well, tanks, weigh bridges, gradients, turnouts, curves, dead ends etc. Along with Railway Boundary and other important relevant structures up to the station limit.

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- **2. Preparation of ESP:**
- Size, Title block Scale – For size of title block Para No. 903 of Chapter IX of IRWM to be followed.
- The track shall be shown in single lines only.
- For Scale Para of Engineering Code Para No.449 to 472 to be followed.
- **3.Details to be incorporated in ESP-** All running lines sidings platforms, bridges in yard, buildings, well, tanks, weigh bridges, gradients, turnouts, curves, dead ends etc. Along with Railway Boundary and other important relevant structures up to the station limit.

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- The Center line of the station shall be considered as 0 change and the distances of various important structures, turnout, center line of bridges, level crossing, Km post etc shall be marked from 0 point.
- Gradient shall be marked in plane and conspicuous manner. At each change of gradient, KM post Chainages shall be marked which shall be perpendicular to track. In case of curved track change of gradient shall be shown radial to the curved track.
- Separate block adjoining the title block shall be provided for infringements in plan. Even in case of 'Nil" infringements the block shall be prepared recording 'Nil" detail

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- **COLOUR SCHEME**
- Existing details in Black
- Proposed work in Red.
- Works to be dismantled in black dotted lines.
- Future phase Workings in Green (phase II), Blue (Phase III)

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3. Approval to ESP

- An ESP once prepared by Division/Construction will have approval of Concerned Officer and DRM which shall be then submitted to CE/Planning.
- CE /Planning office will process the proposal for approval of all concerned HOD's in HQ and finally approved by CE/Planning.
- Incase of ESP developed by Construction, the same shall be countersigned by CE/planning as a token of endorsement for issuing Pucca Number and Not approval. Approval will be given by CE/Construction. After approval Pucca Number will be given and Original Paper Tracing will be in the custody of CE/Planning office.

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Periodicity of Updation.

- ESP shall be known not only by the station name but also its Month and Year of Updation. “e.g. ESP of The Butibori as on March 2010”.
- All the ESPs shall be updated at least once in 8 years incorporating all the details fresh. A fresh drawing Number will be allotted to updated drawing. The updated ESP shall invariably contain a note stipulating the supersession of previous ESP.
- Following certification shall be given in all the approved ESPs.
- “ “ This ESP supersedes the previous ESP No.---------- approved in ----------” .
- Similar certification indication the new drawing number shall also be recorded on the superseded drawing.

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- In stations where no modifications have been carried out in last 8 years updation shall be indicated by certification of updation and recording the date of updation. This certification shall be treated as Alteration and old drawing number shall be shall be allowed to continue on the drawing by suffixing ALT-1/2, etc.

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5.Modification in ESP

- All sanctioned works requiring modification in ESP shall be commenced only after approval of ESP and other necessary statutory sanctions.
- No modification shall be carried out on ES without approval of CE/Planning.
- PROCESS OF MODIFICATION.
- 1) Modification in Original ESP: Such modifications which can be conveniently incorporated in the original ESP shall be indicted in the original ESP.

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- For this ESP shall be taken from HQ record section and modifications shall be proposed strictly as per approved colour scheme on ESP.
- Modifications shown thus on ESP shall be approved by all concerned departments, Sr.DEN/Co and DRM.
- ESP will be submitted to office of CE/Planning ,who shall then process approval of HODs of Concerned departments.
- In case of changes in drawing by HOD the drawing need not to be send again to Division for approval as HQ can alter the drawing after examination..

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- After approval to modification the number of the drawing shall remain same , but added with suffix ALT-1 or ALT-2 etc.
- The corrected ESP shall then be circulated to all signatories for their record.
- 2) Modification through new ESP.
- When modifications are extensive and cannot be shown on an existing plan, the proposed modifications shall be treated as fresh updation of yard plan and new ESP shall be prepared as explained in approval process of ESP.

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Numbering Of ESP

- ESP prepared by Divisions shall be given DRM(W) number termed as R- Number. Subsequent to approval by HQ office pucca number will be accorded by CE/planning office termed as GM(W) Number or P Number.

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Processing of ESP developed by PSUs.

- The PSUs will submit the drawings to Sr. DEN/Co of Division
- The drawings received from these organizations shall be processed in time bound manner.
- After due processing of approval by Division the same shall be submitted to CE/Planning.
- In case of any modification desired by HQ, the same shall be referred to concerned organization or PSU directly and shall be carried out by concerned PSU and resubmitted to CE/planning. Thus drawing approved by divisions need not be referred back to division for changes decided by HQ unless decided by HOD concerned In exceptional cases.

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- After approval from CE/Planning office pucca Number will be allotted to drawing and copies shall be circulated to all concerned.

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PROCEDURE FOR SUBMITTING APPLICATION TO CRS.

(FOR PROPOSED CONSTRUCTION OF ROB,RUB,FOB&RFOs.)

CRS Central Circle L. No. C-8/B(9)/2018/775 Dt. 30.08.2018

- The application for works of ROB/RUB/RFO/Bridges executed by Railway should be submitted to CRS by CBE.
- In case the work is being executed by Construction Organization, the application may be submitted by CE/Construction.
- In case the work is being executed by PSU or other department, the application should be submitted by CBE.
- In case of FOB being executed by Division, the application may be submitted by DRM.

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- 1) **General.**
- Whether the GAD and other bear the PCE office Plan Numbers.
- Whether GAD has name and designation of officials with date , who has signed it ?
- Whether the application is for commencement of the work or for launching or for both? If it is for launching only reference of sanction for commencement may be given.
- Whether technical note of CBE has been attached for the proposed scheme?

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GAD

- Whether GAD has been prepared as per checklist issued by RDSO vide L. No. CBS/DBR/IMP/Policy Dtd. 02.11.2017 ?
- Whether GAD has been prepare with key plan showing existing alignment with all features like bridges, curve etc., upto the curve/stations on both side of ROB ?
- Whether Name of work, scale, Reference of Sanction has been written.
- Whether notes on right side of plan, readable dimensions with proper colour scheme , North direction etc is shown on drawing.

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- Whether directions to field engineers has been incorporated.
- In case of traffic diversion during execution the details like chainage of take off points on both the ends.
- Clear mention of speed restriction to be followed before/during the execution.
- The drawings to be referred for detailing should be mentioned clearly.

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- **Miscellaneous Details:**
- Notes should cover details like skin reinforcement, no plastering/cement wash, dry stone pitching, weep holes, back fill, inspection platform, pedestal, trolley refuges, OHE mast, safety measures, service cables, launching scheme, protective coating to reinforcement & concrete, station names with MSL, Railway boundary, modulus operandi etc.
- References of Railway codes, bridge rule, IS codes and specification to be followed should be clearly mentioned.

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- **Technical Details**
- It should in tabular form regarding latitude, longitude, track on single or double line, bridge on up/Dn line, grade, rail level, formation level on approaches, HFL, LWL, Bed Level, free Board, Vertical clearance, Linear waterway, Std, of Loading, Type of Superstructure, Type of bearing, type of sub Structure, foundation, design discharge, catchment area, seismic zone, wind zone sub zone for waterway calculation, exposure condition, clear cover to reinforcement, provision of guard rails, track on straight or on curve, Any RAT/RAW within 50 Kms on Upstream, cross slope, name of river/stream, all reduced levels w.r.t. MSL

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- **Existing details of Bridge:**
- Details of existing Rail/Road bridge to be written in tabular form i,.e. Br. No. ,location span, Type of sub Str/Foundation with all levels , any major incident happened to bridge in the past.
- Details of Trial Pit/Trial bore(Bore Log)
- The details of location with chainage, reduced level at top of Trail pit/bore log, SBC value for each stratum to be shown in tabular form.
- Details of soil classification as per IS code
- Details of GPS location of bore log.

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- **Other**
- Arrangements for protection for worksite as per provision of IRPWM and Rly Bd’s instructions to be clearly indicated on plan
- Drainage arrangement ensuring that, there will be no incidence of water fall n or near running track below clearly indicated on plan.

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- **Railway Bridge /RUB superstructure.**
- For selecting type of super structure whether Boards guidelines followed, If not, whether boards approval has been taken.
- **All Non RDSO Spans for ROB/RUB/RFO/Railway Bridge**
- In case Non standard RDSO spans have been proposed to be used, whether reasons for the same has been recorded and are to the satisfaction of CBE?
- Whether a maintenance manual has been developed giving guidelines to field Engineers for Non RDSO Spans.

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- **Clearances:**
- Whether all the clearances required as per IRSOD particularly para 7.8.10 & 11 of Chapter I has been clearly indicated on Plan in respect of ROB/RUB and RFO.
- ROB/RFO
- Whether there is any sanctioned work /Survey of additional line(s) under the ROB/RFO? If so the space below the ROB/RFO is adequate to accommodate additional lines with proposed track centres.

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- Whether the approaches of ROB/RFO have at least one span on both sides as viaduct? If not whether it is due to constraint or due to any other reason? Details to be given.
- Whether the Structure is at 90 degrees to track alignment at at skew angle? If skew the angle of skew to be mentioned.
- Width of the land strip at the location of ROB/RUM in meters.
- Whether pier(s) or abutment(s) fall on Railway land fully or partly? If yes Whether attempt has been made to keep Railway land free for future expansion to the extent possible.?

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Railway Bridges

- Whether most economical option has been considered in selection of spans? Propoer and adequate justification for selection of span to be mentioned.
- Whether overall length is more than existing bridge /water course? If so the reason there of.
- Whether overall length is lessthan existing bridge /water course? If so the reason there of.
- Whether design discharge is calculated /provided as per code. Whether discharge due to RAT/RAW in up stream has also been taken into account?

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- Whether free board and vertical clearance has been provided as per codal provision?
- Whether maximum scour depth below HFL at pier and abutment has been considered as per codal provisions?
- Whether size of pier/abutment cap has been provided as per code including inspection arrangements?
- Whether safe bearing capacity has been calculated by appropriate method?
- In case of pile foundation, whether pile cap level and foundation level has been calculated/provided as per codes?

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- In case of Well foundation, whether provisions including scour depth has been calculated/provided as per codes?
- Whether distance between existing and proposed bridge has been adequately provided? Whether location of proposed piers and abutments are in line of existing bridge ? If not reason thereof ?
- Whether GAD has been prepared with half plan at top and half plan at bottom with longitudinal section, sectional elevation and key plan?
- Whether backfill material behind abutments , wing walls , RCC boxes etc. have been shown?

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- Whether Weep holes have been provided adequately?
- Whether flooring details with drop wall/curtain wall/apron have been shown with cross section in case of Box bridges?
- Whether bearings have been provided as per requirement and details shown correctly?
- Whether proper facilities for inspection like inspection ladder, steps, inspection platform have been provided? If not reason thereof.
- Whether trolley refuges/man refuges have been provided as per guidelines?

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- Whether reference of separate drawing like protection work, pitching etc. has been mentioned at adequate place?
- Whether important reference drawings mentioned in the GAD have been attached with the application?
- Whether direction of flow has been confirmed from site and sown correctly in the plan?

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- **Railway bridges.**
- Whether river training works required? If so whether these have been provided as per bridge manual.
- In case of jacketing of abutment/pier, whether the decreased waterway is more than the required waterway? This should be certified by a suitable note in drawing.
- **ROB/RUB/FOB/RFO/Railway Bridges.**
- Whether the stipulations regarding speed restriction traffic and power block etc. have been firmed up and indicated in GAD?
- Whether the stipulation regarding closure of LC or otherwise has been clearly made in GAD for ROB/RUBs?

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- **Bridges/RFOs**
- In case of electrified section, whether, OHE arrangement on superstructure of bridges and RFO has been planned as per RDSO standard arrangement? If non standard arrangement is proposed whether same has been checked and certified ?Whether 100 % standby arrangement for OHE mast has been planned on piers?
- For ROB/RFO/Rly Bridge, Whether a copy of approved alignment plans up to adjacent stations/curve on both sides has been submitted for better appreciation?

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JE/ Drg. – Induction

Completion Drawings

(Para No. 911 and 912 of IRWM)

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Para No.911 of IRWM 2000

Completion Drawings

- a) Signed copies should be submitted by Assistant Engineer or the Engineer responsible to the Divisional/Dy. Chief Engineer for works completed to the approved drawings.
- These should indicate the work as actually carried out, special care being taken that the work below ground is correctly shown and nature of soils met with recorded.
- Alterations or modifications which may have been made from the working plans should be marked on the prints in red ink.
- When several structures are erected at the same time in the same locality and to the same drawings, one completion drawing may be submitted.
- If the structures or buildings differ only in foundations, the completion drawing should show the superstructure common to all, and separately the foundations of each building, designated in such a way that the separate foundation drawings can be identified with the different buildings.

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b)The Divisional/Dy.Chief Engineers should prepare fresh tracings if the alterations are numerous, showing the works as actually built. Such tracings will have "completion drawing number" stenciled in red letters in the space provided in Title Block and Divisional Engineer's signature appended thereto. If minor alterations have been made, the original tracing may be amended in the Divisional/Executive Engineer's office and marked "completion drawing".

c) In case of drawings approved at the divisional level, the original tracing of completion drawing will be kept at the divisional office with sufficient number of copies endorsed to Chief Engineer for record and incorporation in master plan.

In case of drawings approved by the Chief Engineer, the "Completion drawing" prepared by the division will be sent to the Chief Engineer for incorporating in the original tracing marking the same as "completion drawing"

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d) The completion drawing of a bridge should show, in addition to all dimensions, the following - i) Reduced level of rails. ii) Reduced level of bed blocks or crown and springing of arch or underside of slabs. iii) Reduced levels of top and bottom of founds. If on piles or wells, reduced level of bottom should be given and complete drawings showing the strata passed through with details of any tests made. iv) Nature of soil. When possible without undue labour and expense, these levels should be connected to a permanent bench mark, but where this is not readily available, the reduced level as given in the longitudinal section should be taken as correct. In all cases, a note must be added stating from where the datum level has been obtained.

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Para 912

Care and Filing of Tracing

a) Tracing shall not be used for reference as they are likely to get lost or damaged. Required number of prints should be supplied to Engineers and Inspectors; each particular project file should contain a print of the works relating to it.

b) Tracing should not be folded. Should it be necessary to send a tracing from one office to another, it shall be rolled and inserted in a cardboard cylinder.

c) Prints should be folded as indicated in para 903(d). Two methods of folding are shown in Annexure 9.2. When prints are rolled for dispatch, they should be rolled with the title head outwards.

d) The Records Section of each Drawing Branch may file every tracing and original drawing on the basis of the subjects classification and the index-card-filing system.

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Each drawer of the index-card-cabinet should be distinguished by a classification number, the system of classification being determined by C.E. Each card should be complete as regards title of the drawing, other connected drawings, file-reference and the drawer number in which the original is stored.

Storage drawers should have placards on the outside indicating the contents in each. The plans should be stored flat in shallow drawers of convenient dimensions. Probability of damage by moths or white ants should be guarded against.

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e) Wherever found convenient The Chief Engineer can put the original records/drawings on microfilm or they may be computerized for future records.

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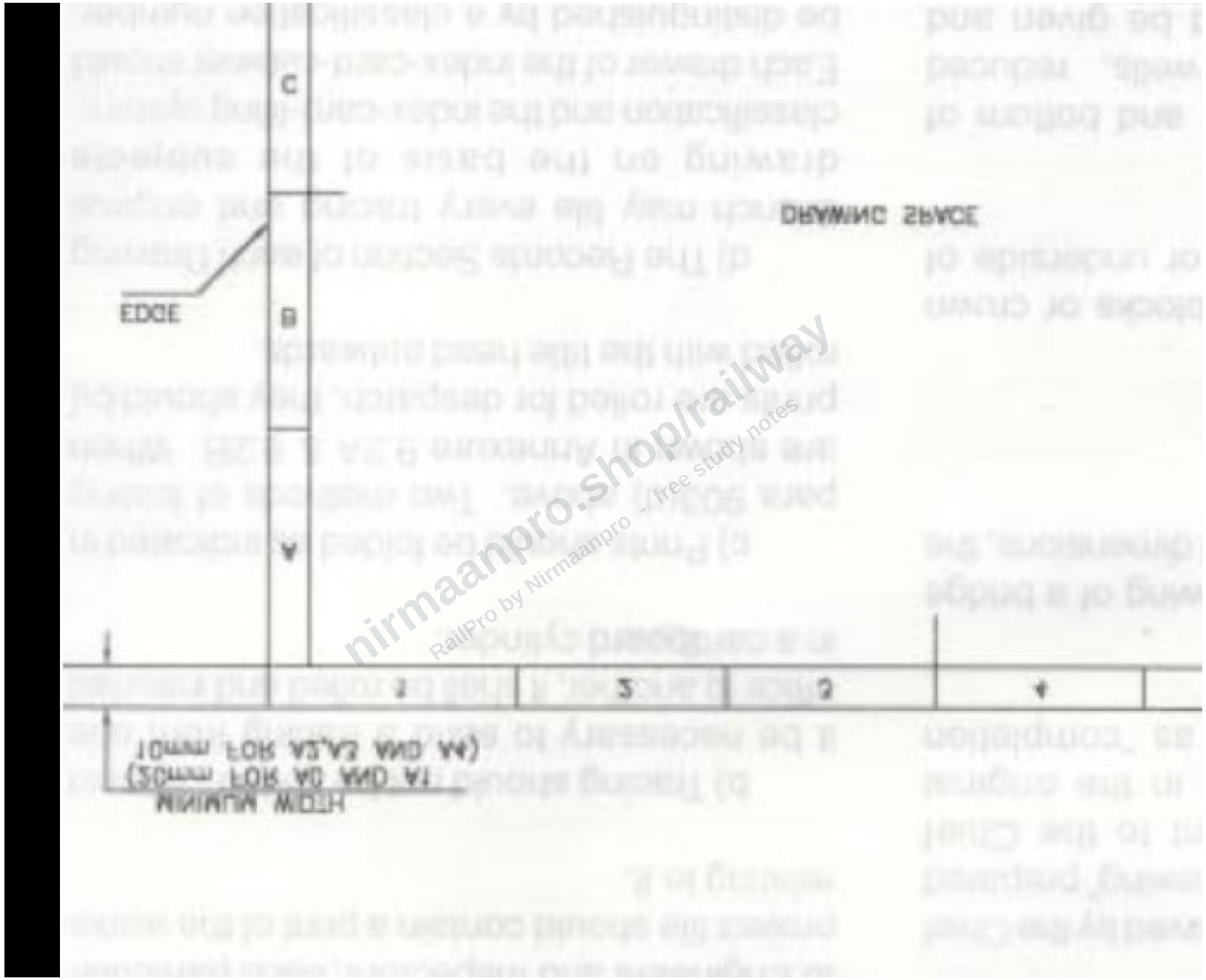

Annex.9.2

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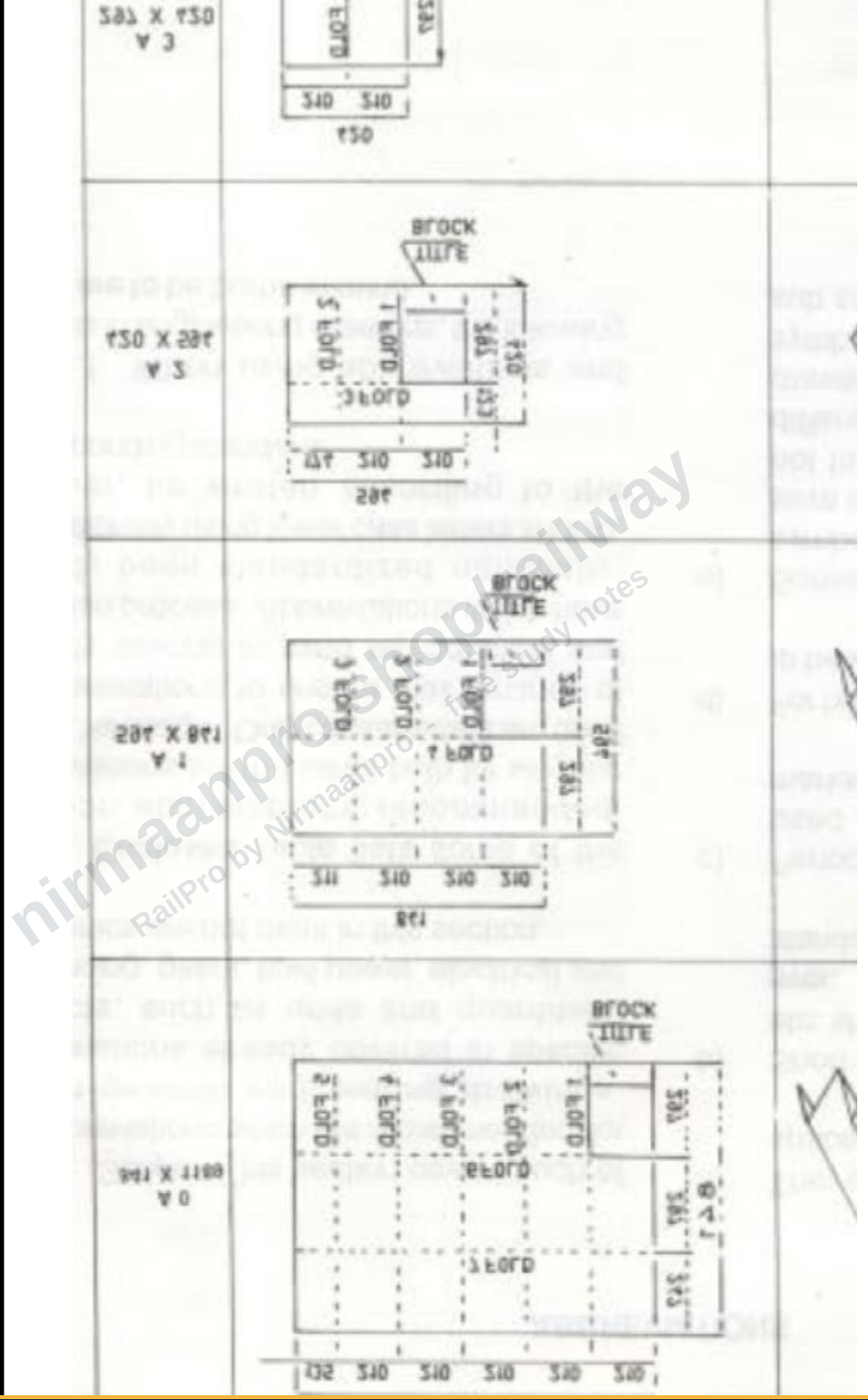
903 (d)



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COMPLTION DRAWING OF ESP (PCE C.RLY CIRCULAR NO.194)

Immediately after completion of work and CRS's sanction the executive agency (open line/Construction) shall submit the completion drawing on original ESP by converting RED lines into black lines .

Changes if any during execution shall be incorporated.

New pucca number shall be given to drawing which shall be treated as new ESP of the station Yard after obtaining the approval of CE/Planning.

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THANKS

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JE/ Drg. – Induction
Project completion report, Completion Statements

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- 1)1701 : Completion estimate.
- 2)1702 : Date of Opening.
- 3) 1704: Closing of Accounts of a Project.
- 4) 1705 : Project Completion Report.
- 5) 1706 : Form of Completion Report.
- 6) 1707 : Financial Prospectus.
- 7) 1708 : Completion of Works.
- 8) 1712 : Accounts Verification of Completion Reports.
- 9) 1713 : Completion reports of Unfinished Works.
- 10)1714 : Completion Statements.
- 11)1715; Expeditious completion of accounts Of works.
- 12)1716 : Entry in the Register of Works
- 14)1719: Completion Report of Land
- 15)1720: Docketing Investment Cost, Asset Register

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1701 Completion Estimate

- For the Railway Project costing more than Rs. 1 crore, the construction or Abstract Estimate to be closed and completion estimate to be prepared at the end of one of the first three financial half years after the date of opening of line/project.
- The completion estimate is a Stock taking estimate, to be prepared as per Para 713.
- All works not started on the date of opening are to be excluded from the scope of project and to be dealt separately.

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- The financial half year in which the project is opened should be excluded for determining the date of closing of project estimate and preparation of completion estimate.
- The completion estimate should invariably be signed by or on behalf of Financial Advisor and Chief Accounts Officer, and by or on behalf of competent Executive Authority.
- It should be indicated with Designation of sanctioning Authority of Project estimate.

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- Completion estimate which involves any material modification in a project sanctioned by Rly. Board or and excess over the estimate beyond the power of sanction of General manager should be submitted for sanction of the Rly. board after verification by accounts officer.
- Completion estimated which involve no such modifications or excess may be sanctioned by GM and to be advised to Rly. Board along with the copy of abstract of completion estimate
- The completion estimate should reach the competent authority to sanction it, within 4 months , after the close of half financial year up to which it shows actual expenditure.

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1702 :Date of Opening

- In case of new line , it is the date of opening of Passenger Traffic on whole line as included in the construction estimate .
- In case of lines justified solely for the movement of goods traffic, opening shall be the date on which the line opened to goods traffic.
- In case of open line projects , the date of opening should be the date on which project fulfills the purpose for which it was sanctioned.

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1704 :Closing of Accounts of Project

- The items of work which were in progress at the time of closing of construction estimate should be got completed and accounts of project should be closed as soon as possible.
- Executive Engineers in charges of project should take prompt action to bring all charges and credits to account pertaining to projects.
- They will take necessary steps to liquidate all outstanding liabilities , clear suspense balances, outstanding contractor claims, dispose of all surplus stores ,tools and plants return from works.
- After all charges and credits relating to the project have been booked in the account of project a completion report of the project should be prepared.

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1705 :Project completion Report

- Completion report is prepared to compare the cost of work actually constructed with those provided in the last sanctioned estimate.
- The completion report of project duly verified by Accounts officer in accordance with para 1712 should be submitted to Rly. Bd with in 18 months after the end of financial half year in which the completion estimate is submitted.
- It should state the expenditure in same detail as the abstract estimate sanctioned by the Rly Bd and should indicate any material modification thereto.

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Completion Report Form (E1706)

- Form E. 1706
- **COMPLETION REPORT FOR THE WORK**

Particular Heads of Account and Description of works	Amount of Estimate with reference to authority for sanction	Actual Expenditure	Difference		Remarks & Explanations
			Excess	Saving	

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- Remarks/Explanation should be furnished for:
- (1) Excess more than 10 % or Rs. 25000 whichever is less over the estimated provision under each sub head.
- (2) Saving more than 20% or Rs. 1.00 Lakh whichever less occurring in any sub work.
- Note: DRM/DyCE may be empowered by GM to approve the completion report in works registers if variations are within 5% of sanctioned estimate.

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1707 :Financial Prospectus

- In the case of Railway lines newly constructed the completion report should be accompanied by a comparative statement showing the financial prospects of the line as anticipated and as updated with reference to the completion cost.
- If at the time of preparation of completion report, the earnings upto that period have undergone radical changes from original anticipations, this factor should also be taken into account while working out the financial prospects

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1708. Completion of Works. -

- In General ,work should be considered as completed when it fulfils the purpose for which it when sanctioned, was intended, and when there has been no expenditure thereon for three months thereafter. All outstanding debits and credits pertaining to a completed work should as a rule be adjusted in the account of the work within three months of the date of completion. The accounts of a completed work should be closed six months after the date of completion and a completion report of the work drawn

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- In the case of works on which no expenditure is recorded for three consecutive months, the Accounts Officer should call for the completion reports. if the works are incomplete the executive officer should advise the Accounts Officer of the probable dates of completion and submission of the completion reports. Abnormal delay in the submission of reports by the executive officers should be brought to the notice of the Head of the Railway Administration by the Accounts Officer.

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1712. Accounts Verification of Completion Reports.

- Completion Reports should be checked in the Accounts Office to see that they have been prepared in the proper form and that the entries therein correspond with the particulars of the sanction and booked outlay. Special Attention should be devoted to the following points.

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- (a) Checking the correctness of postings of aII final bills relating to a work in the account of the work;
- (b) test-checking the correctness of a percentage of other items
- (c) seeing that satisfactory explanations are forthcoming for excesses and savings in the account;
- (d) seeing that all materials charged to the work or works; but. not used up, have been returned to stores or transferred elsewhere and. the account of the work credited with their value;
- (e) seeing that credit for the released materials. provided for in the estimate has been adjusted against the work concerned.
- All completion reports should be "verified" by the Accounts Officer as correct. The verification certificate of the Accounts Officer should state the authority competent to sanction the outlay shown in the report.

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1713 Completion Reports of Unfinished Works

- If for any reason a work on which expenditure incurred is stopped, and if there is no reasonable prospect of completing it in near future, the account of the work should, be closed as in the case of a completed work, and a completion report drawn and submitted to the authority which accorded the administrative approval to the work, for information.

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1714. Completion Statements

- As a general rule, completion report should be submitted in respect of each completed work.
- Form E. 1714

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Reference to estimate.	Amount of sanctioned estimate.	Actual expenditure as finally booked.	Brief explanation of excess or saving.

1715. Expeditious Closing of Accounts of Works.

- The account of a work costing rupees one crore and less should not kept open beyond three months of the date of its completion. Efforts should be made to bring to account ail liabilities and credits pertaining to the work by liquidating the former and realising the latter within that period.

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1716. Entry in the Register of Works.

- When a work is completed and its accounts closed a double red ink line should be ruled below the last entry in the Register of Works and a note made as under :
- Work completed.
- Completion report submitted on.....

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1719. Completion Report for "Land

- If, in the case of any project, there is likelihood of delay in regard to the final adjustment of charges on account of land acquisition owing to its being outside the control of railway administrations the Completion Report may be submitted in two parts, *viz.,* one showing all expenditure on the project excluding" Land" and the other dealing with "Land". For purposes of allocation and for determining the authority competent to sanction expenditure both the parts should be treated as one Completion Report.

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1720: ASSETS REGISTER

- In the case of buildings, the information will be docketed in the Building Register in form E. 1977- For all works other than buildings and costing less than Rs.20 lakhs, the sanctioned completion reports and completion estimate should be preserved for five years. The Completion Reports of other works need not be Preserved, once the information is docketed in the Assets Register or Building Register.

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- **Asset Register (Form E-1977)**
- 1. Name of work
- 2. Date of commencement
- 3. Date of completion
- 4. Completion report No. and date.
- 5. Authority sanctioning the completion report.
- 6. Completion cost.
- Note-The completion cost will indicate the break-up of cost sub-work/sub-estimate wise total.

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- 7. Investment schedule

Year	Amount of Investment			
	Capital	DRF	DF	Revenue
Total				

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Accounts Officer **Divisional Engineer.**

THANKS

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JE Works – Induction Phase I
15.4

Asset Register commissioning of Project.

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1720: ASSETS REGISTER

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Year	Amount of Investment			
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Total				

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Accounts Officer **Divisional Engineer.**

THANKS

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JE/ Drg. Induction

23.UnifiedStandardSpecification

&Unified

Standard Schedule Of Rates 2019

For Execution of Bridgeworks, Formation Works Materials & Works and P.Way Works. On Indian Railways

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Switch over From IRUSSOR 2010 to IRUSSOR 2019

Railway Board vide their letter no. 2009/LMB/01/03, dated 14.01.10 had issued Indian Railways Unified Standard Specification(Material&Works)2010,(IRUSS 2010) and Indian Railway Unified Standard Schedule of Rates (works and Material) 2010(IRUSSOR- 2010) for execution of Works.

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Now Railway board have decided vide Letter No. 2018/CE-I/USSOR/W&M/1 Dt. 26.11.2019 to adopt CPWD Delhi Schedule of Rates (DSR–Vol.I, DSR Vol.II & DSR Horticulture and Landscaping etc. for execution of all Civil Engineering works related to Building Works, Road Works and Horticultural work. The basic rates reflected in IRUSSOR-2019.xlsx are representative rates of different components to confirm consistency in “Analysis of Rates”(AOR).

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It has also been decided by Rly Bd that IRUSSOR-2019 and IRUSS-2019 to be adopted for Formation works , Bridge works,and P.way Works.with effect from 26.11.2019.

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Salient Features of IRUSS-2019 / IRUSS 2019.

a)IRUSSOR-2019 is consists of 21 chapters for execution of Formation Works, bridge Works, and P.way Works.

b)IRUSSOR -2019 software including Basic data Input, Analysis of Rates & Schedule of rates has been prepared in Excel file named IRUSSOR-2019.xlsx and uploaded on Civil engineering Directorate webpage of Railway Board for preparing and publishing Zonal SOR by Zonal railways.

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c) All Zonal Railways shall prepare their own SOR by updating the rates of all components in “Basic Rates’ sheet of IRUSSOR-2019.xlsx file. These rates shall be excusive of GST.

d) Zonal railways shall update the “:Basic Rates”sheet with concurrence of Associate Finance, at least once in two years to have duly updated USSOR of each Zonal railway every two year.

e) Zonal Railways are not authorized to make any change in the Item no., Description of Item, and Unit of Item.

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f) In case of any Railway finds any ambiguity in these fields of any item during development of their SOR, they shall refer the same to Railway board for issuing the suitable modification uniformly across the Indian railways.

g) Production Units & other organization shall adopt the SOR of nearby Zone.

h) The downloadable copy of IRUSSOR-2019 is available on Civil Engineering Directorate Webpage of Railway Board.

i) Separate tender schedule have to be prepared for IRUSSOR and CPWD DSR in case a tender is having both IRUSSOR and CPWD DRS items.

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GENERAL INSTRUCTIONS

- Cost of cement is not included in any item except where specifically mentioned in the item.
- Cost of carriage of materials up to the site of work is included in the input cost of basic items.
- In Rate Analysis, misc. expenditure has been taken care of under the heading ‘Sundries’ (indicated by Item Code 9901 in the Basic Rates Sheet).
- Rate for ‘Sundries’ has been taken as 1.00 and will remain constant for all Zonal Railways. This shall be increased @ 5% per annum, i.e. rate after one year shall be changed from 1.00 to 1.05.

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- Design Mix Cement Concrete of all grades from M-15 to M-40 will be paid at same rate irrespective of grade mentioned in the item. Grade mentioned is for guidance purpose. However, grade of RCC to be used at site shall be mentioned in the BOQ.
- Automatic digital weigh Batching, mixing and placing, preferably mobile RMC plant shall be used for design mix concrete. Concrete mixer shall be used for small quantity for nominal mix only with the permission of Engineer-in charge.Placement of concrete shall be done by concrete pump in general.
- Cost of Admixture (plasticiser / super-plasticiser) is included in the item of design mix concrete

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- Payment for cement shall be made extra wherever mentioned in the item for the quantity as per approved design mix subjected to minimum and maximum limit as prescribed in IS 456 and for nominal mix and other misc. items, it shall be as per standard consumption enclosed separately with this USSOR.
- Cost of shuttering, wherever required, shall be paid separately and is not included in the rate of item except where specifically mentioned otherwise. Shuttering shall be paid only for the shuttering area coming in contact with the concrete surface.
- Rates include all freight charges, lead and lift upto the site of the work for all materials used in the work unless specified otherwise.

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OPERATING INSTRUCTIONS

Numbering System Of SOR Items –

(i) The system of numbering SOR items has been adopted for easy identification of item and linkage between item number & description of item. Each Item number of SOR consists of 6 numeric digits, as detailed below -

(ii) First 2 digits (left side) indicate Chapter no. from 01 to 21.

(iii) Next one digit indicates Sub-Group within the Chapter. It can value from 1 to 9 only.

(iv) Next 2 digits are Main Item nos., varying from 01 to 99. Item nos. are continuous within one Sub-group; but restart from 01 with change of Subgroup.

(v) Next one digit, i.e. right-most digit indicates Sub-item within the main item. It can vary from 0 to 9. It will have value 0, if there is no Sub-item. Also, it will be 0 for main item with Sub-items, but in this case this item will not have any unit or rate, since unit & rate are associated with Sub-item.

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Procedure To Finalise 'Standard Schedule Of Rates' of all Zonal railway –

(i)The IRUSSOR-2019 software including Basic Data Input, Analysis of Rate &Schedule of Rates has been prepared in Excel file named 'IRUSSOR-2019.xlsx' and uploaded on Railway Board Civil Engineering Directorate webpage.

(ii) The rates reflected in 'IRUSSOR-2019.xlsx' are representative rates of different components to confirm consistency in 'Analysis of Rates (AOR)'.

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Zonal railways shall prepare their SOR by updating the rates of all components in ‘Basic Rates’ sheet of IRUSSOR-2019.xlsx file in consultation with associate finance. **These rates shall be Exclusive of GST**. Basic Rates shall be updated once in two years by respective Zonal railway with concurrence of associate finance, so as to have duly updated USSOR of each zonal railway every two year.

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Procedure For Banning Of Item From 'Standard Schedule Of Rates' –

PCE shall be the authority to ban execution of any particular item on the Zonal Railway, if they find that the particular item is not suitable to their Railway system due to any reason. A letter under the signature of PCE informing list of items which shall not be operated by field units shall be issued to all concerned on the Railway with a copy to EDCE(G), Railway Board for examination and its incorporation in IRUSSOR.xlsx as well as IREPS database.

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Operating Procedure of Preparation Of 'SOR' –

(i) The 'Schedule of Rates' (SOR) and 'Analysis of Rates' (AOR) are given in one excel file named 'IRUSSOR-2019.xlsx'. This file contains 43 Sheets; containing 1 Sheet for Basic Rate (Basic Rates), 21 Sheets of AOR (A-1, A-2, …., A21) and 21 Sheets of SOR(S-1, S-2, …., S21).

(ii) 'Nomenclature', 'Item', 'Rate Code', Unit and Rates of 'Basic Items' have been given in one separate sheet, named 'Basic Rates'. This sheet is noneditable except the cells containing Rates. Editing in these cells shall be password protected.

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(iii) SOR Sheets are in non-editable form and corrections to these can be done by Railway Board only duly considering the suggestion of Zonal Railways etc.

(iv) The AORs are editable except for Item and Unit of the Item. Zonal Railways may finalize the analysis with the concurrence of associate finance. However

in case Railway makes any change in analysis due to any reasons, whatsoever, the same shall be communicated to Railway Board.

(v) Since, all the sheets are mutually linked within the workbook; any attempt to modify any sheet except editable cells may distort other files. Therefore, only

the competent and authorized person allowed to access the soft file shall prepare the Railway USSOR without adding or deleting any sheet as well as without any change in non-editable cell.

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Procedure for initial preparation & subsequent updation of SOR -

(i) Open ‘IRUSSOR-2019.xlsx’. The initial password is *IRUSSOR-2019*.

(ii) Make the changes in the rate column of the "Basic Rates” Sheet. It will ask for a password for making changes. This is the most important stage and Railways
must ensure that password is suitably secured. The initial password to allow editing in rate column is *Basic Rates*.

(iii) **Both the passwords shall be changed by the competent authority before commencing any work for development of SOR to ensure authorized changes and correctness of such changes**.

(iv) As soon as change in rate of any item in ‘Basic Rates’ Sheet is made, the rates of items of SOR stands updated automatically. Changes in SOR will be effective only when ‘IRUSSOR-2019.xlsx’ file is saved & closed properly.

(v) AOR sheets are editable. However, normally AOR sheets shall not require any change.

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Analysis Of Rates (AOR)

- AOR for each item in IRUSSOR-2019 is given in the book of AOR (21 Chapters).
- Each Chapter of USSOR is covered in Sheets Named A1,A2, …..A21 (for 21 Chapters)
- AOR is prepared in format given below

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Item no.	Description	Unit	Rate Code	Rate (Rs)	Quantity	Labour Cost (Rs.)	Material Cost (Rs)	Labour & Material Cost (Rs)

Components of AOR.

1)Material
2)Labour
3)Consumables if any
4)Machinery
5)Water Charges@ 1%
6)GST @ 12%
7)Contractors Profit and Overhead @ 15%
8)Cess @ 1 %

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Thanks

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JE/ Drg. – Induction

Drawings & Specifications

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Specification and drawings

Engg. Code para 1219

- **1219. Specification and drawings.**-The execution of works and supply of materials on contract should be according to standard specifications and drawings, whenever possible rather than to sample.
- If no standard specifications exist for any item or work or supply, a complete specification of the item and of the materials to be used should be prepared and embodied to the contract documents.

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Specification and drawings

- For special works, complete sets of drawings showing the general dimensions of the proposed work, and if need be, details of the various parts should be prepared and made available for reference by intending tenderers.

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Specification

Engg. Code para 724

- **724. Specification**-The report will be followed by a specification, showing fully and clearly, but as briefly as possible the details of the work, how each portion will be done, and what materials will be used. In the case of items of works proposed to be executed in accordance with the standard specification (see paragraph 730) of the railway, it is enough if reference is made to such specifications. In all other cases detailed specifications should be furnished.

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Specification

- A general specification describing clearly the nature of construction of the various parts of the work, and of the work as a whole, will usually be necessary in addition to the detailed specifications, for each portion of the work. Such full details as are obtainable regarding land required for the project, for which compensation has to be paid, should be given.

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Drawings

Engg. Code para 741

- **741. Drawings.**—Every drawing submitted with an estimate should have a clear title, which should be shown on the back on two opposite corners, so as to shown outside whichever way the paper be rolled up. The signature of every officer, through whose hands the design passes, should be affixed.
- All drawings and plans should be registered in the offices of origin and should be referred to not only by their titles but also by their registration numbers. For the purpose of registering drawings and plans a manuscript register (form E. 741) should be kept in each drawing office, Indian Railway Standard (I. R. S.) drawing should be referred to by their standard

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Drawings

- 2. Drawings for the Work: The Drawing for the work can be seen in the office of the _____ and / or Chief Engineer, _____ Railway at any time during the office hours. The drawings are only for the guidance of Tenderer(s). Detailed working drawings (if required) based generally on the drawing mentioned above, will be given by the Engineer or his representative from time to time.

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Drawings and Specification

GCC – Clause 22

- **22.(1) Adherence to Specifications and Drawings**:
- The whole of the works shall be executed in perfect conformity with the specifications and drawings of the contract. If Contractor performs any works in a manner contrary to the specifications or drawings or any of them and without such reference to the Engineer, he shall bear all the costs arising or ensuing therefrom and shall be responsible for all loss to the Railway.

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Drawings and Specification

GCC – Clause 22

- **22.(2) Drawings and Specifications of the Works:**

- The Contractor shall keep one copy of Drawings and Specifications at the site, in good order, and such contract documents as may be necessary, available to the Engineer or the Engineer's Representative.

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Drawings and Specification

GCC – Clause 22

- **22.(3) Ownership of Drawings and Specifications:**

- All Drawings and Specifications and copies thereof furnished by the Railway to the Contractor are deemed to be the property of the Railway. They shall not be used on other works and with the exception of the signed contract set, shall be returned by the Contractor to the Railway on completion of the work or termination of the Contract.

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Drawings and Specification

GCC – Clause 22

- **22.(4) Compliance with Contractor's Request for Details:**
- The Engineer shall furnish with reasonable promptness, after receipt by him of the Contractor's request, additional instructions by means of drawings or otherwise, necessary for the proper execution of the works or any part thereof. All such drawings and instructions shall be consistent with the Contract Documents and reasonably inferable there from.

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Drawings and Specification

GCC – Clause 22

- **22.(5) Meaning and Intent of Specification and Drawings:**
- If any ambiguity arises as to the meaning and intent of any portion of the Specifications and Drawings or as to execution or quality of any work or material, or as to the measurements of the works the decision of the Engineer thereon shall be final subject to the appeal (within 7 days of such decision being intimated to the Contractor) to the Chief Engineer who shall have the power to correct any errors, omissions, or discrepancies in aforementioned items and whose decision in the matter in dispute or doubt shall be final and conclusive.

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Meaning And Intent of Specification & Drawings :

(Clause 22(5)) **(EXCEPTED MATTERS)**

If any ambiguity to the **meaning and intent** of any portion of **the Specifications and Drawings** or as to **execution or quality of any work or material**, or as to the **measurements** of the works-

- ✓ The decision of the Engineer shall be final.
- ✓ Subject to the **appeal** (**within 7 days** of such decision being intimated to the Contractor) **to the Chief Engineer,** whose decision in the matter in dispute or doubt shall be final and conclusive.

(EXCEPTED MATTERS)

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PROCESSING TENDERS

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Calling of Tenders

Calling of tenders - Powers

» *(Model SOP)*

For Open Tender of approved and sanctioned works :

By officer not lower than JAG

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- ✓ Powers by JAG is restricted to the value of tenders to be accepted at SAG level.
- ✓ Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders to be called without sanction of detail estimate.
- ✓ Pre-Vetting is also not necessary in case of Zonal works and revenue works in Open Line upto Rs.5 Lakh

Calling of tenders pending Sanction of detailed estimate

(Ref- Rly Bd lt no. 2017/Trans/01/Policy dt 08.02.2018)

With the approval of DRM/PHOD/CHODs.

However…..

LOA shall be issued only after sanction of detail estimate.

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TENDER NOTICE PERIOD

- **E-1213**
  - ✓ By public advertisement

– Minimum period of advertisement (E-1238)

(Ref 2017/CE-I/CT/10-Procurement Cycle dt 23.10.2017)

- **– Sufficient notice should be given for submission of tenders, which in the case of large works should not be less than a month.**

However…..

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TENDER NOTICE PERIOD

– Minimum period of advertisement (E-1238)

(Ref 2017/CE-I/CT/10-Procurement Cycle dt 23.10.2017)

…..However

– **For tender valued upto 1cr(including), Invited through e-tendering:**

  • **can be reduced upto 21 days by CAO/DRM without finance concurrence and upto 14 days with concurrence of Associate Finance.**

– **For tender valued > 1cr upto 2cr(including), Invited through e-tendering:**

  • **can be reduced upto 14 days by CAO/DRM upto 14 days with concurrence of Associate Finance**

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NOTICE INVITING TENDER (NIT) - NOTICE

(Bd's Lr.No. 2015/CE-I /CT/5/1 dt 31.08.16)

- **For the purpose of Corrigendum NIT is splitted as:**
  - **Advertisement period: Time during which all information pertaining to tender shall be available, but offer cannot be submitted.**
  - **Offer submission period: 15 days prior to opening date. During which tenderer can submit offer.**

No corrigendum is permitted during offer submission period and cases requiring corrigendum during this period shall be retendered.

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NOTICE INVITING TENDER (NIT) - NOTICE

- to be published in newspapers and on website (Now ireps)
- Description of work
- Approx. cost work
- Time of Completion
- Earnest Money details
- Cost of tender documents

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NOTICE INVITING TENDER (NIT) - NOTICE

- Place, date and time of submission/opening of tender
- Place and time of availability of tender documents
- Basic eligibility criteria
- Authority inviting tender

- NOW USE ***ireps*** IT WILL TAKE CARE OF ALL

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Opening of Tenders

OPENING OF TENDERS

E-1248

- Tender should be opened at ***specified time, date and place.***

- By the officer nominated for this purpose. The presence of an Accounts representative is required, if tender value is above Rs. 10,000. (Representatives of Executive and Finance Departments)

- In presence of intending tenderers.

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OPENING OF TENDERS

E-1249: Precautions to be observed while opening the tenders

- ✓ Initial (with date) the cover, front cover page of the tender and every page of the tender on which the rates or special tender conditions are quoted.

- ✓ Initial (with date) all corrections in the schedule of quantities, schedule of materials to be issued and specification and other essential parts of the contract document.

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OPENING OF TENDERS

E-1249: Precautions to be observed while opening the tenders

- ✓ Mark and initial all over writings in red ink. The corrections, over writings and omissions should be serially numbered and the total number of such corrections etc. should be clearly mentioned at the end of each page and attested with date.

- ✓ Clearly indicate any ambiguities in rates quoted by the tenderer in words or figures.

- ✓ Should specifically record whether samples have been supplied or not alongwith the tender.

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OPENING OF TENDERS

E-1250:

- ✓ The names of the tenderers and the rates quoted by each tenderer should be read out, wherever practicable, to the tenderers or the representative who may be present at the time of opening of the tenders.

- ✓ No opportunity should be given to any tenderer to repudiate, amend or explain the rate and or any condition quoted in the tender.

- ✓ No tenders should be entertained from any party in his private capacity who is directly or indirectly connected with Government service, or for which the specified earnest money has not been received

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OPENING OF TENDERS

- All the tenders (for one work) to be numbered.
- Number to be put on any loose sheets.
- All important pages to be initialed with date.
- Number of conditions quoted is counted and written on tender form.
- Rates to be recorded in Tender Opening Register and signature of tenderers' representative to be obtained.
- Samples of material to be initialed and kept in safe custody.
- Tender papers to be kept in safe custody.
- Availability of EMD to be verified and recorded.
- EMD to be kept in safe custody

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Briefing Note
Comparative Statement

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Comparative Statement

E-1252

- ✓ **A statement of comparative rates and other important tender conditions.**
- ✓ **Should be prepared by the Executive Branch and verified by Accounts Department.**
- ✓ **It must be ensured that all tenders received are tabulated in the above comparative statement and put to the TC constituted, without any screening by any other official.**

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Briefing notes

- **1253. Briefing notes for the Tender Committee—**Along with the tabulation statement a briefing note duly authenticated at an appropriate level should be submitted clearly indicating the following details :
- (i) Complete and latest information with regard to lowest contract rates for the same or similar materials or work for the particular or continguous area;
- (ii) The conditions of supply or undertaking to work with reference to information under item (i) above;

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Briefing notes

- (iii) The latest data in regard to the availability of materials and prices thereof and the working conditions etc. to co-relate the present quotation with those obtained earlier;
- (iv) Any special condition attached to the rates and works or supplies referred to in (i) above as well as technical data required for dealing with the tenders under consideration; and
- (v) Any other relevant information worthy of consideration in the contract (c f. para 612 F).

Note : Now IREPS prepare computerized Briefing Notes.

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BRIEFING NOTE E-1253

Briefing Note duly authenticated at appropriate level indicating following details:

- ✓ **Complete and latest information with regard to lowest contract rates for same/similar materials or work for the particular or contiguous area.**
- ✓ **Conditions of supply or undertaking to work with reference to information under item (i) above.**
- ✓ **Latest data in regard to availability of materials and prices thereof and the working conditions etc. to co-relate the present offers with those obtained earlier.**
- ✓ **Any special condition quoted and technical data required for dealing with tenders under consideration.**
- ✓ **Any other relevant information**

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BRIEFING NOTE

Contents :

- Name of work
- Authority for calling tender (Estimate)
- Tender notice number
- Tender opening date & time
- Tenders sold; offers received
- Tender opened by
- Earnest money details
- Validity of tenders
- Eligibility stipulated /Credentials submitted of tenderers

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BRIEFING NOTE

- Special conditions by tenderers
- Comparative Statement
- Samples submitted
- Recent/ Last accepted rates.
- Observation of Tender Opening Officials (if any).
- Tender committee nomination and accepting authority

✓ Each page of briefing note to be signed

✓ Briefing note and comparative statement to be sent to associate finance for scrutiny along with original tenders.

✓ Reply to Finance observations by executive should be put up to TC

✓ In IREPS, there is a option for blank briefing note proforma.

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BRIEFING NOTE

(Ref- Rly Bd lt no. 2017/Trans/01/Policy dt 08.02.2018)

All system generated statements from IREPS website, post tender-opening are directly seen by Tender committee and Vetting of Comparative statement and vetting of brief note is not required for Tender Committee proceedings.

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CONSTITUTION OF TENDER COMMITTEE

E-1255

- **Normally Accepting Authority nominates tender committee as per delegation of power -**When the General Manager is authority competent to accept the tender, the Head of the Department concerned should arrange to constitute the Tender Committee.

- **Generally consist of three members of** whom one should be **from the Accounts department** and one from the **concerned executive department**. The third member should be from

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CONSTITUTION OF TENDER COMMITTEE

- There can be a standing tender committee as per SOP
- In case of non- availability, higher grade officer can sit in the TC.
- If officer competent to be the accepting authority has to act as member of TC, the recommendation should be put up to next higher authority, for consideration.

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CONSTITUTION OF TENDER COMMITTEE

Two Members Tender Committee for tenders of value of Rs.20 lakh and less each

•Ref: Bd's letter2007/CE.1/CT/18dt.07.03.08(item 3)

In Partial modification of Board's letter No.72/W-I/CT/12 dated 11.3.1981, it has been decided that for Works Tenders of value upto Rs.20 lakh, the Tender Committee shall hereafter be constituted with only two Members out of which, one should essentially be from the Accounts Deptt. And the other from the concerned Executive Deptt. However, the existing practice of three member Tender Committee will continue to be applicable for tenders of value more than Rs.20 lakh each.

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CONSTITUTION OF TENDER COMMITTEE

- **For open tender invited through e-tendering:**
  - **Upto Rs.50Lakh(including)-** Direct acceptance by concerned executive in SG/JAG or SS holding independent charge.
    - LOA to be issued only with prior vetting of associate finance w.r.t items, rates & quantities accepted by AA.
    - AA to record a reasoned note with regard to tender evaluation and acceptance in the form of speaking order.
    - AA shall be responsible to ensure-
      - ✓ No splitting has been done
      - ✓ Sanctioned detailed estimate is available
      - ✓ Tender schedule has been prepared as per rates, items & quantities provided within sanctioned detail estimate.

Subject to…..

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CONSTITUTION OF TENDER COMMITTEE

- **For open tender invited through e-tendering:**
  - **Upto Rs.50 Lakh(including)- Subject to…..**

  In case tender notice period is less than 21 days or

  AA intend to accept offer other than lowest financial offer

  ✓ **Direct acceptance is not allowed**

  ✓ **Two member tender committee shall be constituted.**

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CONSTITUTION OF TENDER COMMITTEE

- **For open tender invited through e-tendering:**
  - **Above Rs.50Lakh and upto Rs 2 cr.(including)-**

    Two member tender committee - with one member should essentially be from Finance dept. and other from concerned Executive dept.
  - **Above Rs 2 cr.-** Three member tender committee

- **For tenders other than ..:**
  - **Upto Rs.20Lakh(including)-** 2 member tender committee.
  - **Above Rs 20Lakh-** Three member tender committee

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CONSTITUTION OF TENDER COMMITTEE

Rly bd lt No. 2015/CE-I/CT/O/20/1 dt 14/09/17

SN/38

भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2015/CE-I/CT/O/20/1 **New Delhi, dated 14.09 2017**

As per list attached.

Sub : Power of acceptance of Works Tender.

Ref :- (i) Board's letter No. 2015/CE-I/CT/O/20/1, dated 03.04.2017;
(ii) Board's letter No. 2017/CE-I/CT/9, dated 11.09.2017.

In supersession to Board's letter No. 2015/CE-I/CT/O/20/1, dated 03.04.2017 (Ref. (i)) above, Ministry of Railways have decided to amend the powers for acceptance of Works Tenders, in respect of sanctioned works, as tabulated below:

SL	Power of Acceptance of Works Tender (For each Tender)	Accepting Authority
1.	Upto Rs 50 lakh	Selection Grade/ JA Grade/ Sr. Scale holding independent charge, subject to stipulations mentioned in letter under reference (ii)
2.	Upto Rs 4 Crore	Selection Grade / JA Grade
3.	Above Rs 4 Crore and upto Rs 20 Crore	SAG/ DRM/ ADRM/ CWM
4.	Above Rs 20 Crore and Upto Rs 75 Crore	CHOD in SA Grade
5.	Above Rs 20 Crore and Upto Rs 100 Crore	AGM/ PHOD in HAG
6.	Above Rs 20 Crore and Upto Rs 300 Crore	CAO/RE in HAG
7.	Above Rs 20 Crore and Upto Rs 500 Crore	CAO/ Construction in HAG
8.	Full Powers	General Manager
Note: (i) Where no AGM is posted, such tenders shall also be accepted by GM. (ii) The Tender Committee for Tenders to be accepted by 'CHOD in SA Grade' shall be of SA Grade level.		

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

3. Please acknowledge receipt.

अनिल कुमार 14/9/17
(अनिल कुमार)
निदेशक/सिविल इंजीनियरिंग(सी)/रेलवे बोर्ड
[Phone : 011-23047598, e-mail address: padcegrb@gmail.com]

No. 2015/CE-I/CT/O/20/1 **New Delhi, dated dated 14.09 2017**
Copy forwarded for information to :
(i) FA&CAOs, All Indian Railways;
(ii) The Dy. Comptroller and Auditor General of India (Railways), Rail Bhawan, New Delhi.

For Financial Commissioner / Railways

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CONSTITUTION OF TENDER COMMITTEE

Rly bd lt No. 2017/CE-I/CT/9 dt 11/09/17

Rly bd lt No. 2015/CE-I/CT/O/20/1 dt 14/09/17

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Model SOP 18

Part-A: Works Matter- Annexure A&B

Standing Tender Committee (IRICEN)

NOTE

No. 530/Office Procedure/Tender **Date: 06.02.2018**

Sub: **Standing Tender Committee for consideration and acceptance of Works tender in IRICEN/PUNE**

Ref: **RB letter no. 2017/CE-I/CT/9 dated 11.09.2017 & 2017/Trans/01/Policy dt 26.10.2017**

In supersession to note dated 28.11.2017, the following standing tender committee for consideration and acceptance of works tenders in IRICEN are issued with the approval of Director/IRICEN.

#	Value of Tender (Above Rs. and up to Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
	FOR OPEN TENDERS FOR WORKS INVITED THROUGH E-TENDERING				
A	**For Civil & Electrical Maintenance (SSTW & Other than SSTW)**				
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Direct Acceptance by PW subject to note 1 to 4
2	Rs.50 lakhs to Rs.1 Cr	APW	--	AP(F&A)	PW
3	Rs.1 Cr to Rs.2 Cr.	APW	--	AP(F&A)	PW
4	Rs. 2 Cr to Rs.4 Cr.	APW	DSTE(C)	AP(F&A)	PW
B	**For Hostel & Security**				
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Direct Acceptance by PT2 & DEAN/SSTW subject to note 1 to 4
2	Rs.50 lakhs to Rs.1 Cr	APT1	--	AP(F&A)	PT2 & DEAN/SSTW
3	Rs.1 Cr to Rs.2 Cr.	APT1	--	AP(F&A)	PT2 & DEAN/SSTW
4	Rs. 2 Cr to Rs.4 Cr.	APT1	DSTE(C)	AP(F&A)	PT2 & DEAN/SSTW
C	**For Publication**				
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Direct Acceptance by PP subject to note 1 to 4
2	Rs.50 lakhs to Rs.1 Cr	APT1	--	AP(F&A)	PP
3	Rs.1 Cr to Rs.2 Cr.	APT1	--	AP(F&A)	PP
4	Rs. 2 Cr to Rs.4 Cr.	APT1	DEE(C)	AP(F&A)	PP
D	**For Computer, S&T, Green Building Housekeeping & Transport**				
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Direct Acceptance by PTM subject to note 1 to 4
2	Rs.50 lakhs to Rs.1 Cr	APT2	--	AP(F&A)	PTM
3	Rs.1 Cr to Rs.2 Cr.	APT2	--	AP(F&A)	PTM
4	Rs. 2 Cr to Rs.4 Cr.	APT2	DEE(C)	AP(F&A)	PTM
E	**For Lab, Sports Complex, Horticulture & Security**				
1	Rs 50,000 to and including Rs 50 lakhs	--	--	--	Direct Acceptance by PT2 & DEAN/SSTW subject to note 1 to 4
2	Rs.50 lakhs to Rs.1 Cr	APT2	--	AP(F&A)	PT2 & DEAN/SSTW
3	Rs.1 Cr to Rs.2 Cr.	APT2	--	AP(F&A)	PT2 & DEAN/SSTW
4	Rs. 2 Cr to Rs.4 Cr.	APT2	DEE(C)	AP(F&A)	PT2 & DEAN/SSTW
	FOR OPEN/LIMITED/SPL. LIMITED TENDERS (OTHER THAN E-TENDERING)				
	To be constituted on case to case basis duly following Model SOP of C Rly				

Note:

1. Letter of Acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities as accepted by the Accepting authority.
2. The Accepting authority while accepting the tender shall record a reasoned note with regard to tender evaluation and acceptance in the form of detailed speaking order.
3. The Accepting authority shall be responsible to ensure that:
   a. No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.
   b. Sanctioned detailed estimate is available.
   c. The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.
4. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given at Sl No.3 of the above table.

6/2/18
(A K Patel)
Professor/Tr-1

Copy for info and n a pl:

All concerned at IRICEN, DEE(C), DSTE(C), C Rly/Pune

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CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS (Model SOP) ANNEXURE – "A"

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS **ANNEXURE – "A"**

Sl. No.	Value of Tender (Above Rs. And upto Rs.)	Composition of Tender Committee			Accepting Authority
		Executive Deptt.	Sister Deptt.	Accounts Deptt.	
For Open/Limited/Spl. Limited Tenders (other than e-tendering) (For more than Rs.2 Cr., Sl. No.3 to 12 should be followed)					
1.	Upto Rs. 50 Lakhs	Jr. Scale	--	Jr. Scale	SG/JAG
2.	Above Rs. 50 Lakhs upto Rs. 2 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
For Open Tenders for Works invited through e-tendering					
3.	Upto Rs. 50 Lakhs	--	--	--	Direct acceptance by SG/JAG/ ***Sr. Scale Independent Charge***
4.	Above Rs. 50 Lakhs upto Rs. 2 Cr.	Sr. Scale	--	Sr. Scale	JAG/SG
5.	Above Rs. 2 Cr. Upto Rs. 4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
6.	Above Rs. 4 Cr. Upto Rs. 20 Cr.	JA Grade	JA Grade	JA Grade	SAG/ADRM(NFSAG)/CWM(in SAG)
7.	Above Rs. 20 Cr. Upto Rs. 50 Cr.	JA Grade	JA Grade	JA Grade	DRM/CWM(in SAG)
For Open /Limited/Spl. Limited Tenders for Works invited through e-tendering(Hd. Qters.) (For less than Rs.20 Cr. Sl. No.3 to 6 should be followed)					
8.	Above Rs. 20 Cr. Upto Rs. 50 Cr.	JA Grade	JA Grade	JA Grade	SA Grade
9.	Above Rs. 50 Cr. Upto Rs. 300 Cr.	SA Grade	SA Grade	SA Grade	PHOD/CHOD/AGM
10.	Above Rs. 300 Cr.	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	GM
For Open /Limited/Spl. Spl. Limited Tenders for Works invited through e-tendering(Construction) (For less than Rs.20 Cr. Sl. No.3 to 6 should be followed)					
11.	Above Rs. 20 Cr. Upto Rs. 50 Cr.	JA Grade	JA Grade	JA Grade	SA Grade
12.	Above Rs. 50 Cr. Upto Rs. 500 Cr.	SA Grade	SA Grade	SA Grade	CAO/Con
13.	Above Rs. 500 Cr.	HAG	HAG	HAG/SA Grade	GM

Authority:

1) **Board's letter No.2017/Trans/01/Policy dated 26/12/2017.**
2) **Board's letter No.2017/CE-I/CT/9 dated 11/9/2017.**
3) **Board's letter No.2015/CE-I/CT/O/20/1 dated 14/9/2017.**
4) **Board's letter No.2017/CE-I/CT/O/20/1 dated 03/04/2017.**
5) **Board's letter No.2017/Trans/01/Policy/Pt-S dated 02/02/2018.**
6) **Board's letter No.2018/TF/Civil Works dated 12/06/2018.**

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CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS (Model SOP – Annexure=A)

Notes for Annexure- 'A':

1 Letter of Acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities as accepted by the Accepting authority

2 The Accepting authority while accepting the tender shall record a reasoned note with regard to tender evaluation and acceptance in the form of detailed speaking order

3 The Accepting authority shall be responsible to ensure that:

a. No splitting has been done while inviting tender to bring it within the ambit of power of direct acceptance of tender.

b. Sanctioned detailed estimate is available.

c. The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.

4 In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given in the above table.

(Sr. No.1 to 4 above are applicable for direct acceptance cases up to Rs.50 lakh as per Rly. Bd's Letter No. 2017/CE-I/CT/9 dated 11-09-2017 Para 1.1)

5 The existing practice of three-member tender committee shall be applicable for works tender of value more than Rs.2 Crs each for other than open tenders and tenders not invited through 'e' tendering.

6 The two-member committee shall be constituted one from Executive Department and other from Finance Department for works up to and including Rs 20 lakhs as mentioned in the above table.

7 For tenders above Rs 20 lakhs, three members committee shall be constituted as stipulated in the above table.

8 The level of TC to be decided based on the lowest valid offer.

9 In case of Two packet system of tendering, for Packet-I Technical Bid, the level of TC to be decided based on Face value of the tender and for Packet-II Financial Bid, the level of TC to be decided based on the face value of the Tender or the lowest valid offer whichever is higher.

10 Where the department is not headed by HAG Officer, AGM shall be the Accepting Authority. Where no AGM is posted, such tenders shall be accepted by GM.

11 In case of JAG officer not being posted in workshops, WAO will be the Finance member for both Sr. Scale and JAG level Tender Committees.

12 In a particular Division/Department/Unit where Jr. Scale/Group-B post does not exist or is vacant, a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such case, the tender needs to be accepted by ADRM/SAG officer.

13 Single Tender: Constitution of Tender Committee and Accepting Authority should be at least one step (level) higher than the members nominated in case of open tender/limited tender except where GM is the accepting authority. (Authority: Rly Bd's Letter No.94/CE-1/CT/4 dt.17.09.1997).

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CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS (Model SOP – Annexure-D)

Annexure 'D'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR CONSULTANCY CONTRACT HQ & DIVISIONAL LEVEL

A. PRICE BASED SYSTEM: LEAST COST SELECTION (LCS) -

Sl. No.	Value of Tender (Above Rs. and up to Rs.)	Type of Tender	Composition of Tender Committee			Accepting Authority
			Executive Dept.	Sister Dept.	Accounts Dept.	
1	Up to Rs 10 lakhs per case with annual ceiling of Rs.1.5 Crores.	E-Tender	SG/JAG		SG/JAG	**DRM** in Division and **CWM** in Workshop as per Railway Board's letter No. 2017/Trans/01/Policy dtd. 27-11-2017.
2	Up to Rs 10 lakhs per case with annual ceiling of Rs.1.5 Crores.	E-Tender	SG/JAG		SG/JAG	**CHOD** in SAG and **SAG** officer in HQ/Construction/RE as per Railway Board's letter No. 2017/Trans/01/Policy dtd. 27-11-2017.
3	Beyond Rs. 10 lakhs and upto Rs. 20 lakhs per case with annual ceiling of Rs.1.5 Crores.	E-Tender	SAG		SAG	**PHOD** & CAO/CON in HQ, RE, Project & Construction organization as per Railway Board's letter No. 2017/Trans/01/Policy dtd. 27-11-2017.
3	Up to Rs 50 lakhs per case with annual ceiling of Rs.5.0 Crores.	E-Tender	SAG	SAG	SAG	**CAO/CON** as per Railway Board's letter No. 2017/Trans/01/Policy dtd. 27-11-2017.
4	Up to Rs 10 Crores with annual ceiling of Rs.5.0 Crores.	E-Tender	PHOD/ CHOD	PHOD/ CHOD	PHOD/ CHOD	**GM** as per Railway Board's letter No. 2017/Trans/01/Policy dtd. 27-11-2017.

1. ** Where the department is not headed by PHOD (HAG), AGM will be Accepting Authority and if AGM is also not posted then such tender shall be accepted by GM.
2. The Tender Committee for Tenders to be accepted by "CHOD in SA Grade" shall be of SA Grade level.

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CONSULTANCY CONTRACT

To incurrence of expenditure in engaging /obtaining consultancy services from outside (for calling tender)

GM	Rs. 10 Crore per case with concurrence of PFA
	Further delegate as under
CAO	Rs 50 lakh each case, with annual ceiling of Rs.5 cr.
PCE/ CHOD	Rs 20 lakh each case, with annual ceiling of Rs 1.5 cr
DRM	Rs 10 lakh each case with annual ceiling of Rs. 1.5 cr.

Minimum level of tender acceptance - SAG level

Means minimum level of TC- JAG/SG

(vide lt no. 2017/Trans/01/Policy dt 8/11/2017)

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CONSULTANCY CONTRACT

For single tender – TC shall be of SAG level

If contract is to be fixed only on single tender basis due to spl circumstances- GM' personal approval irrespective of value of contract

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CONSIDERATION OF TENDER BY TC

- Necessary sanctions / approvals
- Tender procedure
- Validity of tender : EM, Sample, Only tender, Delayed / Late tender
- Eligibility Criteria /Credentials :
  - ✓**Technical**
  - ✓**Financial**
- Works in hand and capacity of contractors.
- Reasonableness of Rates – Nature and quantum of work, Competition, Period of completion, Market conditions, Law & order situation.

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RECOMMENDATION OF TC

Recommendation can be for

- **Acceptance (unconditional or conditional)**
- **Negotiation**
- **Discharge**

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DISCHARGE of TENDERS

Reasons for Discharge:

- Exceptionally high rates
- Ring/ cartel formation
- Insufficient response
- Unacceptable Special conditions by tenderer
- If major modifications proposed in tender documents, quantities etc.
- Work may not be required.

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DISCHARGE of TENDERS

(Ref- Rly Bd lt no. 2017/Trans/01/Policy dt 08.02.2018)

Before Discharging tender due to higher rates etc, TC and TAA may examine

- ✓ **Getting lower rates as a result of retendering.**
- ✓ **Loss of transparency in re-invited tender**
- ✓ **Opportunity cost for delay in execution of work**
- ✓ **Cost of retendering**

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TC and TAA should kept in view Model cost estimate for the process of tendering, which is to be work out by Zonal railways

NEGOTIATIONS

- RB Letter No. 94/CE-1/CT/4 dated 22.10.2001
- RB Letter No. 99/RS(G)/779/2 dated 15.10.2007
- RB Letetr No. 2008/CE-I/CT/1 dated 12.092008

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✓ **Negotiation, whenever held, with L1 only.**

NEGOTIATIONS

✓ **Who is L1?**

is valid, eligible, technically acceptable tenderer having lowest value

- ✓ **Should be completed within period of validity.**
- ✓ **At the end of negotiations the tenderer should be given sufficient time to analyse and submit negotiated offer.**
- ✓ **Negotiated offer to be signed by authorised person.**
- ✓ **Negotiations should be scarcely resorted to. Not to be resorted unless substantial financial gain is expected**

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NEGOTIATIONS

✓ Declaration by Tenderer before negotiations:

I _____ do declare that in the event of failure of contemplated negotiations relating to Tender No. _____ opened on ____ ***my original tender shall remain open*** *for acceptance on its original terms and conditions.*

I also declare that I am aware that during this negotiation, I ***cannot increase originally quoted rates*** *against any of the individual items and in event of my doing so, the same would not be considered at all i.e. reduction in rates during negotiation alone would be considered and for some items if I increase the rates, the same would not be considered and* ***in lieu my originally quoted rates*** *alone would be considered and my offer would be evaluated accordingly.*

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COUNTER OFFER

RB Letter No. 94/CE-1/CT/4 datedd 17.10.2002

- When overall value of L-1 is not unreasonably high but the rate(s) for certain item(s) in a schedule or total value for a schedule happen to be higher than those quoted by other tenderers in the same tender or higher than LARs, the method of counter offering may be adopted.

- any rate(s) considered reasonable by TC may be adopted as Counter Offer rate.

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❖ **Issue :**

What will happen in case of refusal of tenderer to accept counter offer.

If L-1 Withdraw ?

If L1 withdraws before work order is placed or supply/execution takes place,

there should be re-tendering (Ref. CVC No. 98/ORD/1 dt.

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Multiple L-1 ?

(Ref- Rly Bd lt no. 2017/Trans/01/Policy dt 08.02.2018)

- ✓ **Tender may be awarded to tenderer having higher BID Capacity.**

- ✓ **In case Bid capacity is also same, tenderer having done more value of similar work in last 3 pervious financial yrs. and current financial year upto date of opening, may be selected for award.**

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ACCEPTANCE OF TENDER

- ✓ **Accepting authority has full authority to accept, modify or reject the recommendation of TC.**
- ✓ **Normally case not to be sent back to TC for reconsideration.**
- ✓ **AA to record reasons if recommendation not accepted.**
- ✓

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PART Acceptance of Tender

- **Legally and procedurally permissible, as provided in Tender documents and GCC (Part-I).**

- **However, basic nature of tender should not change, i.e. only minor changes can be made at this stage.**

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System of Verification of Tenderer's credential

(Ref 2017/Trans/01/Policy dt 08.02.2017)

- ✓ **It has been decided to adopt the affidavit based system of credential verification.**
- ✓ **Practice of verification of tenderers documents by the Railway may be dispensed with.**
- ✓ **Additional clauses to the Instructions to Bidders:**

  – The Railway reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall , when so required by the Railway, make available all such information, evidence and documents as may be necessary for such verification, Any such verification or lack of such verification, by the Railway shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of the railway thereunder.

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System of Verification of Tenderer's credential

- In case of any wrong information submitted by tenderer, the contract shall be terminated, Earnest Money Deposit (EMD), Performance Guarantee (PG) and Security Deposit (SD) of contract forfeited and agency barred for doing business on entire Indian Railways for 5 (five) years.

- the tender validity period should be reduced to 45 days for single packet and 60 days for two packet system of tendering (in place of the present limits of 90 days and 120 days) for tenderers having affidavit based system of credential verification.

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System of Verification of Tenderer's credential

- ✓ The tenderer shall submit along with the tender documents, documents in support of his/their claim to fulfil the eligibility criteria as mentioned in the tender document.
- ✓ Each page of the copy of documents/certificates in support of credentials, submitted by the tenderer, shall be self attested / digitally signed by the tenderer or authorized representative of the tendering firm.
- ✓ Self-attestation shall include signature stamp and date (on each page).
- ✓ Only those documents which are declared explicitly by the tenderer as "documents supporting the claim of qualifying the laid down eligibility criteria", will be considered for evaluating his/their tender.
- ✓

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System of Verification of Tenderer's credential

(Ref- Rly Bd lt no. 2017/Trans/01/Policy dt 08.02.2018)

- ✓ **Additional para in the section describing the qualification and eligibility criteria :**

"The tenderers shall submit a notarized affidavit on a non-judicial stamp paper stating that they are not liable to be disqualified and all their statements/documents submitted along with bid are true and factual. Standard format of the affidavit to be submitted by the bidder is enclosed as ***Annexure.*** ***Non submission of an affidavit by the bidder shall result in summary rejection*** *of his/their bid. And it shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self attested by which they/he is qualifying the Qualifying Criteria mentioned on the Tender Document. It will not be obligatory on the part of Tender Committee to scrutinized beyond the submitted document of tenderer as far as his qualification for the tender is concerned."*

Replaced by GCC – July 2020

11. Tenderer Credentials:

***

ANNEXURE – I
TENDER FORM (Second Sheet) **GCC July 2020**

- (iv) A copy of ~~**notarized affidavit**~~ **certificate** stating that they are not liable to be disqualified and all their **statements/documents** submitted alongwith bid are **true and factual**.
- Standard format of the certificate to be submitted by the bidder is enclosed as **Annexure-V**.
- Non submission of a copy of certificate by the bidder shall result in **summarily rejection of his/their bid**.

- It shall be mandatorily incumbent upon the tenderer to identify, state and submit the **supporting documents** duly **self attested** by which they/he are/is qualifying the Qualifying Criteria mentioned in the Tender Document.

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Signing of Contract Agreement

Rly bd lt No. 2015/CE-I/CT/O/20/1 dt 14/09/17

Up to Rs. 4 cr	Sr. Scale
Up to Rs. 20 cr	JAG
Up to Rs. 100 cr	SAG/DRM/ADRM/CWM
Up to Rs. 500 cr	SAG(con)
Above Rs.500 cr	CAO(c) in HAG
Full Power	PHOD/CHOD

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Acceptance of tender

Engg. Code para 1256

- **1256. Acceptance of tender.--**An unqualified acceptance of a tender constitutes a binding contract until a formal agreement is constituted and in order to ensure this fact the acceptance letter should be suitably worded.
- However, if the acceptance of the tender by the Railway is a conditional acceptance, it requires the consent of the tenderer before the binding contract takes place.

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Letter of Acceptance

- Once the Tender Accepting Authority accepted the tender the Letter of Acceptance is issued to the tenderer.
- Now the e-tendering (IREPS) LOA is generated through system (IREPS).
- Once LOA is issued and acknowledged by the contractor – Legal bonding developed between both the parties.

- GCC - 7. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between Tenderer and railway, as may be mutually agreed to between both and indicated in the letter of acceptance of tenderer's offer for this work.

- LOA will be the part of Contract Agreement.

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Letter of Acceptance

- The rates mentioned in the LOA are the **Accepted Rates**. (accepted after negotiations if any)
- Some times limits for variation is also mentioned in the LOA.

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Contract Agreements

Engg. Code para 1258

- **1258. Agreement Forms.--**The Form of Agreement may in cases the tenders are invited be the Tender Form itself; the Conditions of Contract, Specification etc. may be embodied in the Agreement Form or may be an annexure thereto; or may be provided, they are readily accessible to the contractor, be merely referred to therein. On behalf of the contractor the signature of only such person or persons as are competent to bind him legally shall be accepted on a contract. (c. f. paras 414S and 436S).

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EARNEST MONEY

GCC – Clause 5

Refund of EMD to Unsuccessful Tenderers

Ref: RB no. 2007/CE-I/CT/18(Pt.I) dt 10.09.2008

- In case of single packet: **On issue of LOA** refund EMD of all tenderers **except awarded one.**
- If Negotiation: On acceptance of TC for Negotiation, refund all except negotiation party.

- ~~**After validity: those not extending - refund**~~
- In Two Packet System : After TC acceptance of first packet refund EMD of those not found suitable.
- EMD of successful tenderer to be converted into SD.

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CONSIDERATION OF TENDERS

GCC Clause 7

- **7. Right of Railway to Deal with Tenders:** The Railway reserves the right of not to invite tenders for any of Railway work or works or to invite open or limited tenders and when tenders are called to **accept a tender in whole or in part** or **reject any tender or all tenders without assigning reasons for any such action.**
- 7A. Two Packets System of Tendering: With a view to assess the tenders technically without being influenced by the financial bids, 'Two Packets System of tendering' shall be adopted wherein tender documents provide for the same.
- 7B. Provisions of Make in India Policy 2017 issued by Govt. of India, as amended from time to time, shall be followed for consideration of tenders.

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CONTRACT DOCUMENTS

GCC - Clause 8

- **8. Execution of Contract Document:** The Tenderer whose tender is accepted shall be required to appear in person at the office of General Manager/General Manager (Construction), Chief Administrative Officer (Construction), Divisional Railway Manager or concerned Engineer, as the case may be, or if tenderer is a firm or corporation, a duly authorized representative shall appear and execute the contract agreement within seven days of notice from Railways that the Contract Agreement is ready. The Contract Agreement shall be entered into by Railway only after submission of valid Performance Guarantee by the Contractor.

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CONTRACT DOCUMENTS

GCC - Clause 8

- Failure to do so shall constitute a breach of the agreement affected by the acceptance of the tender. In such cases the Railway may determine that such tenderer has abandoned the contract and there upon his tender and acceptance thereof shall be treated as cancelled and the Railway shall be entitled to forfeit the full amount of the Earnest Money and other dues payable to the Contractor under this contract. The failed Contractor shall be debarred from participating in the re-tender for that work.

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THANKS

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भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2018/CE-I/CT/30 **New Delhi, dated 21.12.2018**

To,
As per list attached.

Sub:- Indian Railways Projects Sanctions & Management System
- **'Estimate Updation Module'**

1. In order to ensure proper upkeep of 'Register of Works' for sanctioned works under Demand No 16 (Asset Acquisition, Construction and Replacement), expansion of IRPSM is being done for digitization of all process flows involved in any work subsequent to sanctioning i.e. sanctioning of estimate to closure of work, which inter-alia includes mainly Estimate Module, Contract execution Module, Stores Module, e-Measurement & e-billing Module, Completion Module etc.

2. This digitization shall ensure seamless integration of all the existing applications dealing with sanctioned works i.e. IRPSM (Indian Railways Projects Sanction and Management), IREPS (Indian Railways e-procurement System), IPAS (Integrated Payroll and Accounting System), VPN (Virtual Private Network) & iMMIS (Integrated Material Management Information System) and accordingly capture all transactions or expenditures related to any sanctioned estimate on real time basis.

3. In first stage Estimation module is under development and all the pre-requisites to populate the different types of estimates of all the sanctioned works have been completed and is available at "Estimate Updation Module" link on IRPSM Homepage. This link shall facilitate user of IRPSM to update details of all sanctioned estimates (including Part DE, DE, RE and Completion estimate) as per authority set by the system or subsequently revised by CE/P&D, as per local requirement of the Railway/PU. **The User manual of this module is available on home page of IRPSM.**

4. The updating of details of various sanctioned estimates is required to be done for all the sanctioned works under demand no. 16 (i.e. work in progress/ completed works). The details so uploaded shall be assigned with system generated unique id for every estimate/sub-estimate of the work, which shall be

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used as primary key for all concerned portals. In near future, it shall be mandatory to link system generated unique ID (primary key) before making any expenditure through IPAS under any estimate of sanctioned works of Demand No. 16. This is to ensure e-updation of e-register of works

5. The module for online preparation and sanction of estimates is under development and shall be launched shortly. As such, presently, only the estimates already sanctioned by competent authority shall have to be updated on 'Estimate Updation Module'.

6. In view of above, Railways/PUs are requested to upload estimate details for all sanctioned works under demand no. 16 on 'Estimate Updation Module' link of 'https://www.ircep.gov.in/IRPSM' on "**Top Priority**" **latest by 31.01.19**.

अनिल कुमार 24/12/18

(अनिल कुमार)
निदेशक सिविल इंजी.(जी)/रेलवे बोर्ड
[Phone: 030-47598(Rly) : 011-23047598(MTNL)]

Copy

(i) DF(B)/ Railway Board
(ii) DF(A)/ Railway board
(iii) DRS/IC/ Railway board
(iv) GM/IPAS/CRIS
(v) GM/VMIS/CRIS

} for compatible changes in VPN, IPAS, IREPS & IMMIS

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1b. General Manager /CORE, Allahabad.
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3. Chief Administrative Officers (Con), All Indian Railways.(Except N.F. Railway)
4. FA&CAOs/ All Indian Railways.
5. Chief Vigilance Officers, All Indian Railways.

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2. CAO/CAO(R), Diesel Locomotive Works, Patiala(Punjab).
3. CAO, Rail Coach Factory/Rae Bareli Project, Kishanganj, Delhi -110007.
4. MD, CRIS, Chanakyapuri, New Delhi-110021.
5. CME, IROAF, 12th Floor, Core-1, Scope Minar, Distt. Centre, Laxmi Nagar, Delhi- 110092.
6. CAO (Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001.

(B)

1. Director General, RDSO, Manak Nagar, Lucknow.
2. Director General, Railway Staff College, Vadodara
3. Director, IRICEN, Rail Path, Pune – 411 001 (Maharashtra).

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भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2018/CE-I/CT/30 **New Delhi, dated 08.02.2019**

To,

As per list attached

Sub:- Payment of bills under Demand No-16- Linking of IRPSM's Unique Works Identification Number (UWID).

In order to ensure proper upkeep of 'Register of Works' for sanctioned works under Demand No 16 (Asset Acquisition, Construction and Replacement), expansion of Indian Railways Projects Sanctions & Management (IRPSM) is being done for digitization of all process flows involved in any work subsequent to sanctioning i.e. sanctioning of estimate to closure of work, which inter-alia includes mainly Estimate Module, Contract execution Module, Stores Module, e-Measurement & e-billing Module, Completion Module etc.

2. In the first stage, all the sanctioned capital works have been populated with unique works ID (UWID) and displayed in the 'Estimate Updation Module' of IRPSM's homepage (a sample enclosed as Annexure-I). This has also been shared with the railways bill payment portal i.e. IPAS (Integrated Payroll and Accounting System).

3. At present, work's details like Pink book/LAW book/DRM LSW item and Estimate are referred before audit and payment of bills on IPAS. Further to auto capture work wise expenditure by the IPAS, Board (ME & FC) have approved to mandatorily link IRPSM's UWID of the specific work (Sanctioned under Demand No 16) before making any expenditure in that work.

3. This shall be applicable to all type of expenditure under Demand No 16 with immediate effect.

4. This has approval of Accounts directorate of Ministry of Railways.

Encl: As above.

अनिल कुमार 8/2/19

(अनिल कुमार)
निदेशक सिविल इंजी.(जी)/रेलवे बोर्ड
[Phone: 030-47598(Rly) : 011-23047598(MTNL)]

No. 2018/CE-I/CT/30 **New Delhi, dated 08.02.2019**

Copy forwarded for information to:

1. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.
2. The PFAs, All Indian Railways

8/2/2019

For Financial Commissioner/Railways

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IRPSM

Indian Railways Projects Sanctions & Management

For any query/issue, please write to irpsm@cris.org.in or call.

Welcome CSTE (CSTE/WR)

Home | Help | Edit user | Add user | My profile | Themes | Logout

Proposal Bank | Sanctioned Works | Report

Fill Estimates

Railway	Western Railway	**Division :**	ALL
Plan Head *	29 - Road Safety - Level Crossings	**Sanctioning Authority**	ALL
Sanction Year	<= 2018-2019	**Work Status**	All Works(Active+Completed)

Search By Project ID

All figures in thousands of Rupees

S.No.	Plan Head	Railway	Division	UWID	Project Id	Book No.	Name of Work	Cost	Fill/View Estimate	Status	View Progress	Exec. Agency
1. I4	29	WR	ADI	15.01.29.09.4.001	15.01.29.09.4.50.001	DB-41	ADEN-DHG :- Improvement to visibility of LC No. 17 between ABD-SAU by cutting earth.	1400				DRM/ADI-(drmadi)
2. I4	29	WR	ADI	15.01.29.09.4.002	15.01.29.09.4.50.002	DB-40	ADEN-DHG :- Provision of duty bunk at LC No. 25, 73, 79, 80, 14 under ADEN/DHG.	1100				DRM/ADI-(drmadi)
3. I4	29	WR	ADI	15.01.29.09.4.003	15.01.29.09.4.50.003	DB-39	ADEN-DHG :- Provision of interconnecting roads between LCNo. 94 & 93 for closure of LC No. 94.	1400				DRM/ADI-(drmadi)
4. I4	29	WR	ADI	15.01.29.09.4.004	15.01.29.09.4.50.004	DB-37	ADEN/NW/ADI :- Improvement to visibility of LC No. 6 bet. VG-JN by dismantling of 3 unit type I and construction of 3 units type II qtrs.	1350				DRM/ADI-(drmadi)
5. I4	29	WR	ADI	15.01.29.09.4.005	15.01.29.09.4.50.005	DB-35	ADEN/NW/ADI :- Provision of standard height gauge for LC No 3.	1400				DRM/ADI-(drmadi)
6. I4	29	WR	ADI	15.01.29.09.4.006	15.01.29.09.4.50.006	DB-32	ADEN/NW/ADI :- Provision of standard height gauge for LC No 305.	1400				DRM/ADI-(drmadi)
7. I4	29	WR	ADI	15.01.29.09.4.007	15.01.29.09.4.50.007	DB-31	ADEN/NW/ADI :- Provision of standard height gauge for LC No 307.	1400				DRM/ADI-(drmadi)
8. I4	29	WR	ADI	15.01.29.09.4.008	15.01.29.09.4.50.008	DB-30	ADEN/NW/ADI :- Provision of standard height gauge for LC No 308.	1400				DRM/ADI-(drmadi)
9. I4	29	WR	ADI	15.01.29.09.4.009	15.01.29.09.4.50.009	DB-33	ADEN/NW/ADI :- Provision of standard height gauge for LC No 4A.	1400				DRM/ADI-(drmadi)

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4. Chief Vigilance Officers, All Indian Railways.
6. Director/Finance, CRIS.

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PART IV

Land, Licensing & Permissions

JE/ Drg. – Induction

Lease and License to Govt. department, oil companies etc., Sample Lease Agreement(enclosed Seperately)

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Management of Land

- Railway land should be managed on commercial lines.
- Efforts should be made to develop the resources from available land and put to profitable use.
- Any areas which are not eligible for disposal can be put to profitable use.

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- **Available Land.**
- Any area of Railway land in its occupation not eligible for disposal are lying idle and can be put to profitable use.
- **Land eligible for disposal.**
- It is the policy of Railway Board to limit the holding to actual requirement, present and perspective. Every Railway administration should therefore should be in a position to justify the retention of land occupied by them and where unable to do so be classified as eligible for disposal.

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- **Management of Land by LEASING & LICENSING OF LAND –IRWM PROVISION**

PARA 819(b) OF IRWM

- All leases and licenses should be covered by agreements in the approved form.

PARA 820 OF IRWM

- Railway land is to be given out on license only.(R.B. Letter No.82/W2/LM/18/116 dt.22.11.82) and Request of Government Departments for lease may be considered on merit.
- Leasing of land is not permitted except in cases where it is approved by Railway Board.

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LEASING AND LICENSING OF LAND

PARA 1020 OF ENGG CODE: LEASE AND LICENSE

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- A lease presents certain difficulties in that there is a danger of accrual of occupancy rights.

- A license, on the other hand, merely confers on the licensee the right subject to certain restrictions, to use the allotted land for the purpose of operations specified

Leasing & Licensing

▪ In Leasing there is danger of accrual of occupancy right.	▪ No such danger in licensing cases.
▪ In leasing of land duration is long i.e. 35 yr. , 99 years or more.	▪ In licensing duration is small and under revision of rent annually.
▪ In lease 99% of land cost already obtained and leasee is free to use land.	▪ Licensee can not use land for the purpose other than it is granted.
▪ Leasee can create tenancy resulting in higher return and earning.	▪ No such right is permissible.

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LEASING OF LAND

- Leasing of Land to Government departments with Board's approval permitted.(Board's.L.No.2001/LML/13/53.Dt. 04.10.2001 and 2001/LML/13/53 Dt. 30.07.2003.)

PARA 819 OF IRWM

- Basic principles of management of railway land are contained in paras 1008 to 1034 of the Indian Railways code for the engineering department.

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LEASING OF LAND

- Enhancement of power to GM for long term leasing of railway land/relinquishment of railway in exchange (increase limit from 5 lakhs to 25 lakhs) to Govt.Dept /PSUs

  RAILWAY BOARD LETTER NO.2001/LML/13/15 DT.11.09.2014

- **Check list of leasing/relinquishment**

  RAILWAY BOARD LETTER NO.2014/LML-II/13/15 DT.08.07.2014

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LICENSING/LEASING OF RAILWAY LAND TO OTHER GOVERNMENT DEPARTMENTS

PARA 823(a) OF IRWM and Para 1028 of ENGG CODE

- For Railway land licensed/leased to other government departments, the rent should be 6% of the market value of land as assessed by local authorities is to be levied.
- However, where structures are raised by departments, the rate of license fee for actual covered area should be enhanced to 12% of the market value.
- In cases of long term leases, provisions should be made for periodical revision of rent with retrospective effect.

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LEASING OF RAILWAY LAND TO DEFENCE DEPARTMENTS

PARA 1029 OF ENGINEERING CODE

- In the case of Railway land leased to Defence Department the rent for the first 10 years of occupation will be fixed on the basis of 6 percent of the market value of the land, as assessed by local revenue authorities.

- If the total period of occupation extends beyond 10years, the rent will be subject to revision after every 10 years period of occupation on the same basis of 6 percent of the market value as assessed by revenue authorities.

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LAND FOR HOUSING SOCIETIES

- Railway land should not be given to any housing society including Indian railway welfare organisation(IRWO)as per extant policy.

RAILWAY BOARD LETTERS NO.88/LML/13/64 DT.27.12.1990

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CHAPTER X OF ENGG CODE

PARA 1017 OF ENGINEERING CODE

- The leasing or licensing of Railway land for religious or education purposes or the granting of permission for the erection on Railway land of praying platforms or of new structures to be used for religious or the modification or extension of existing structures, will require the sanction of the Railway Board.

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LICENSING OF RAILWAY LANDS FOR RELIGIOUS PURPOSES

PARA 818 OF IRWM:

- There is a total ban on licensing land for religious purposes.
- Zonal Railways will ensure that no requests for further licensing of Railway land for religious purposes are entertained by them.
- Existing licenses for prayer platforms, shrines, temples, mosques etc on Railway land, the Assistant Engineers should maintain registers showing therein full particulars

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LICENSING OF RAILWAY LANDS FOR RELIGIOUS PURPOSES

- The SSE/JE should keep a constant look out for un-authorised extension of existing structure or construction of new structures and report such occurrences at once to the Assistant Engineer.

- In unavoidable circumstances, only individual cases may be referred to the Railway Board for regularisation of the encroachments.

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LICENSING OF RAILWAY LANDS FOR RELIGIOUS PURPOSES

- Licensing of the area or regularisation of the religious structures may be limited to **maximum of 500 sq.metre in each individual case.**
- Nominal license fee fixed for the purpose will be charged in respect of religious and welfare organisations, as decided by the railway administration from time to time.

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LICENSING OF RAILWAY LAND TO WELFARE ORGANISATIONS, PRIVATE SCHOOLS ETC.

PARA 824 OF IRWM

- For Railway land licensed to temple committees, Railway Co-operative stores/Cooperative societies, handicrafts centers and other welfare organisations, a nominal fee as per extant rules should be recovered.

- Such proposals duly concurred by F.A & C.A.O and recommended by the General Manager would require the prior sanction of Railway Board.

- The licensing of Railway land to all schools (Govt./Private) will require prior sanction of the railway board.

RAILWAY BOARD LETTER NO.2001/LML/21/14 DT.5.11.01

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LICENSING OF RAILWAY LAND TO WELFARE ORGANISATIONS, PRIVATE SCHOOLS ETC

- In areas, where educational institutions are not available or existing school facilities are not adequate to cater to the needs of wards of Railway employees, railway land if it is separable, may also be licensed to privately run schools on payment of annual license fee at 6% of the present market value of land.
- Admission of children/wards of Railway staff in such institutions to the extent of 75% of their intake.
- The period of lease for Railway land in such cases should not exceed 30 years.
- In the case of railway land leased to Kendriya Vidyalaya, the lease period may be 99 years.

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REVISION OF NOMINAL LICENCE FEE SCHOOL/WELFARE ORGANISATIONS

Revision of nominal licence fee of railway land leased/licensed to Kendriya vidyalays, all other schools and Welfare Organisations.(10.04.03)

Sl.no.	Schools/Welfare Organisations	Revision of nominal Licence fee
1)	K.V.S/Govt.Schools	Rs.1000/- per acre subject to a minimum of Rs.5000/- per annum
2)	Other Schools	6% of the market value of land in terms of Board's letter dt.5.11.01. For old cases of licenses where license period has not expired. The fee may be revised to Rs.1000/-per acre subject to minimum of Rs.5000/- per annum for remaining period or 10 years whichever is earlier. At the time of renewal the fee may be revised in terms of Board's letter dt.5.11.01.

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LICENSING OF RAILWAY LAND TO WELFARE ORGANISATIONS, PRIVATE SCHOOLS ETC

Sl.no.	Schools/Welfare Organisations	Revision of nominal Licence fee
3	Religious institutions/Staff Welfare Organisations(except Handicraft centres, social welfare centres and Bharat scouts & Guides)	Rs.1000 per annum
4	Handicraft Centres, social welfare centres and Bharat scouts & Guides	Rs.500/- per annum
Railway Boards circulars No.2002/LML/21/16 dt.10.04.03.		

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EXTENSION OF LICENCES FOR SCHOOLS/RELIGIOUS INSTITUTIONS

- The Powers for extension of licenses of schools and religious institutions has been delegated to General Managers of Zonal Railways/Production units who will exercise these powers in consultation with the FA & CAOs.
- These powers however, not be further delegated.

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(Railway Board Circulars No.2003/LML/21/20 dt. 29.09.03)

LICENSING OF RAILWAY LAND FOR OPENING OF BANKS

- Leasing/licensing of Railway land to banks for setting up of branches in Railway areas other than station area.
- Licensing will be considered in the interest of Railway Staff.
- License period 25 years with a provision for renewal for another 25 years
- Annual license fee as a percentage of the current market value of the land subject to a minimum of 7.5% of current market value of land.
- Railway Board letter No.2005/LML/18/22 dt. 24.11.2008

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LICENSING OF LAND FOR SHORT DURATION

PARA 821 (k) OF IRWM

- Temporary licensing of land for conducting exhibitions, melas, carnivals and such other cultural activities including temporary shops on such festive occasions, should be permitted subject to a **maximum of three months with the personal approval of GM.**

- The rate of license fee should be fixed at 20% of the market value of land for shopping etc.

- When more than one party is involved, open auction may be done to fetch better value.

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TEMPORARY LICENSING OF LAND FOR SHORT DURATION

RB Lr.No.2004/LML/18/30 dt.13.04.2006

- For Temporary Licensing : Delegation of power given to DRM [upto 15 (fifteen) days.]
- illustration:
- In connection with activities including Cultural and sports activities, commercial activities concerning Railway, melas and carnivals for holding cultural function.

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LICENSING OF LAND AT STATION

PARA 821 OF IRWM

- **Licensing of land to traders at station** : Licensing of land is done by the commercial or Engineering department. Where land is licensed for stacking materials received or dispatched by train, the licensing will be done by the commercial department.
- In all other cases and also where temporary structures are to be erected on licensed land, licensing will be done by the engineering department.

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RENEWAL OF LICENSES FOR SHOPPING/TEH BAZARI

PARA 821 (l) OF IRWM

- Licensing of fresh and additional land for shopping/teh bazari has been banned.(Rly.Bd. Letter No.80/W2/18/O/A Dt. 08/06/1984)
- Renewal of old cases has been permitted.(L. No. 97/LML/18/67 Dt. 25.06.98, and Dt. 26.07.2004)
- However , specific cases for licensing of land, for purposes not connected with Railway working but concerning welfare to staff, such as providing shops in areas where adequate shopping facilities do not exists, may be accepted on merits, with the concurrence of the FA &CAO and personal approval of the GM.
- The licence fee should be fixed at 20% of the market value of land.(R.B.Latter No. 83/W2/LM/18/87 Dt.29.08.1995)

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LICENCE FEE FOR RAILWAY BUILT SHOPS

- Licence fee for Railway Built Shops on the basis of **10% of Current market value of land plus 6% of the present day cost of construction of shop**)
- These Instruction come into force from the **financial year 2006-2007**.
- Licence fee of the land value shall be increased by 7% every year in accordance with the provisions of Master Circulars no.2005/LML/18/8 dt.10.02.2005.

(Railway Board Circulars No.2001/LML/18/31 dt.26.04.2006)

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LICENSING OF LAND TO IRCTC LTD

- Land Licence Fee for setting up of Rail Neer water Bottling plant may be fixed in terms of letters no.2005/LML/18/8 dt.10.02.2005 and 08.06.2005 which envisage @ 6% of current market value of land with an increase 7%annually.

(Railway Board letters no.2002/LML/13/14 dt.28.05.2002)

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LAND FOR UNIONS

- Leasing of land to the recognized unions for construction of offices is not permitted.

- However, improvement/modification to the existing Railway building can be done up to Rs.10000 on an individual building, subject to a total of Rs.50000 in a year.

- RAILWAY BOARD LETTER NO.89/LM(L)/18/108 DT.8.1.92
- RB Lr.No.2001/LMB/3/41 dt. 17.10.2001. GM may authorise appropriate improvements in union offices under their power in consultation with FA&CAO in phases.

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PARA 826(a(i)& b) OF IRWM

- No oil pipe line for conveyance of petrol or other oil is permitted on Railway land without the special sanction of the Chief Engineer/ Chief general engineer.(In view of Safety Rly Admin consultation with CRS before the work on the project is permitted)
- Licensing of land for laying of pipe line, sewer line etc. to state Government and Local bodies can be approved by GM. With FA&CAO's concurrence.
- However, for other agencies, permission of Railway board would be required.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Item No.	Types of plots	Annual Licence Fee as a Percentage of Land value(from 1.4.04 onwards)
a)	Railway related activities such as City Booking offices, Out Agencies etc.	6.00 %
b)	Ordinary Commercial Plots – without structures	6.00 %
c)	Ordinary Commercial plots – with temporary structures for stacking/storing i) Covered area ii) Open area	 i) 7 .50 % ii) 6.00 %
(d)	Steel Yards /Coal Dumps. Bulk Oil Installations etc	7.5%
(e)	i) Land used to lay private sidings	6.00%
(f)	i) Shops / Retails Depots etc.	10.00%

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Formation of a Standing Committee:

- A Standing Committee of three HODs will be set up at the Headquarters of each zonal Railway and other Production units. The Standing Committee consisting of CE,CCM and FA &CAO shall examine fresh cases connected with Railway working and submit its recommendations to G.M. for approval.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

- Licensing of ordinary commercial plots connected with Railway working will be done with the personal approval of General Manager in consultation with FA& CAO
- In each case of licensing, proper agreement must be executed between Railway administration and the licensees before the licensee is given possession of the land/plot.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Fixing land value

- A market value be required to be taken to serve as a base value for working out rental fee payable. This shall be fixed on the basis of the land value of the surrounding area as on 1.1.1985 as determined from the Revenue authorities and/or from the following:
- Evaluation of Town Planning Department
- Actual rates as per PWD and CPWD transactions
- Actual transactions, as per documents filed in the office of the Sub- Registrar.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

- **Value of land as assessed by professional evaluators of the State and Central Governments. (Deleted as per recent Railway board circulars No.2014/LML-II/18/5 dt.29.02.2016)**
- In Metropolitan towns of Mumbai,Kolkata, Delhi and Chennai if the HODs'Committee feel that the land rates are widely varying within the City. Two or more rates can be utilised for that city.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Minimum License fee:

- The minimum license fee is respect of plots covered under this letter should be Rs.1000/-per annum.
- For the purpose of determining the minimum license fee, the maximum size of a plot shall be taken as 100 Sq. meters.
- In case of licensing of a plot measuring 250 Sq. metres is involved, the minimum license fee chargeable shall be relevant to three plots of 100 sq.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Revision of license fee:

- As the notional land value will increase by 7% over the previous year's land value.
- The license fee will automatically go up by 7% over the previous year's fee from the first of April every year.

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LICENSING OF RAILWAY LAND FOR COMMERCIAL PLOTS (MASTER CIRCULAR)

Powers of licensing and Renewal:

- Fresh cases of licensing of plots connected with Railway working will be approved by GM on recommendation of the HOD's Committee.
- For Shops, retail oil depots etc. the existing ban on fresh licensing for purposes unconnected with Railway working, will continue.
- Renewal of licenses of Railway land not connected with Railway working can be done G.M's level with Finance concurrence. (RAILWAY BOARD LETTER NO.2005/LML/18/8 DT.08.06.05)(Master Circular)

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LICENSING OF RAILWAY LAND TO CONCOR

- Land licensing to CONCOR for setting up of Rail Terminal (ICD) is given as per directives circulated through various letters.
- The rate of Licensing is based on TEU. This rate of licensing is to be increased every year or for group of years which is given in the Railway Boards letters itself circulated time to time.
- As per policy given under L.No. 2015/LML/II/13/4 Dt. 21.07.2016 rate of Licensing of Railway land to be charged to CONCOR is Rs. 920/TEU with effect from 01.04.2016 for the year 2016-17 i.e. up to 31.03.2017.
- As per L. No. 2015/LML-II/13/4 Dt. 03.03.2017 the Rate of Licensing to be kept same i.e. Rs. 920/TEU which will be revised automatically from 01.04.2017 by corresponding increase in PAT (Profit after TAX) over the previous year.

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LICENSING OF RAILWAY LAND TO CONCOR

- This formula will be applicable for next 3 years i.e. up to 31.03.2020.or till Ministry of Railways remains majority stake holder in CONCOR which is earlier.

- As per L. No. 2015/LML-II/13/4 Dt. 19.03.2020, It is decided that license fee for the CONCOR for ICDs shall be charged as per extent policy of R.B. Letter No. 2008/LML/18/15 Dt. 17.03.2008 as per industrial land use read with para No. 3.1(b) of Boards Letter No. 2005/LML/18/8 Dt. 10.02.2005.

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SECURITY DEPOSIT

PARA NO.1025 of Engg Code :Security Deposit in case of Railway Land Licensed to Outsiders:

- Recovery of occupation fees monthly in advance.
- Payment of security deposit, equivalent to 12 months occupation fee.
- When the duration of license is one year or more, 12 months occupation fees should be recovered in advance every year with a grace period of one month.
- In case of advance of occupation fees is not paid by the party within the stipulated period of one month the occupant shall also pay liquidated damages at the rate of one percent per month or part thereof to be reckoned from the due date to the date of actual payment.

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SECURITY DEPOSIT

- When the duration of license is less than a year, the occupation fees for the full period should be recovered in advance.
- In case payment of occupation fees is not made within a further period of 3months the Government shall be entitled to:-
- Forfeit the Security Deposit referred to above.
- Initiate Eviction proceedings for getting the Railway premises vacated and take action for recovery of occupation fee and liquidated damages up to the date of actual vacation.

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SECURITY DEPOSIT

PARA 1026 of Engg Code:

- Licenses could be permitted to make the Security Deposit not necessarily in cash but also in other forms as approved in the case of other contracts.

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Thank you

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APPENDIX VI

(See paragraph 1032)

Licence Form for use of Railway Land for Oil Companies and other outside parties.

Memorandum of Agreement made this.....day of.....20.....

Between the President of India acting through the.....of.....Railway (hereinafter called "the Administration") of the One Part and M/s.....hereinafter called "the Licensee" of the Other Part.

Whereby it is agreed as follows : --

1. The licensee shall have the use of the piece of Railway land described in the schedule hereunder written and delineated on the Plan No.....attached hereto and thereon coloured (hereinafter called the "said land") for the purpose of constructing and maintaining thereon subject to Petroleum Act, 1934 and rules framed thereunder and such other rules, regulations an byelaws as may from time to time be made by or on behalf of the Administration or by or on behalf of any competent authority in relation to the.....and subject to further conditions herein mentioned.

It is an essential condition of this agreement that the license is given on the express understanding that the said land and the.....

Which the Licensee shall construct thereon shall be used solely for.....and that the use of the said land or the.....or conveniences constructed thereon for .....which have been carried by means other than a railway shall constitute a breach of this agreement and render it liable to immediate cancellation without notice, provided that in case of Strikes, Railway tie-ups breaches and the like and in case when the Administration is not in position to carry traffic for and from the Licensee's.....Installation of.....the licensee shall be at liberty with the previous permission of the Chief Operating Superintendent of.....Railway obtained in writing to carry his supplies for and from.....Installation by any other means available so long as the contingencies aforesaid shall continue.

2. The licensee shall within.....months from the date hereof erect on a part of the said land.....Installation at his cost. The said.....Installation shall be constructed in full accordance with the specifications and plans approved of and sanctioned by the Chief Inspector of Explosives in India and in accordance with the relative.....regulations in the State concerned.

3. Should the Licensee find it necessary to lay down sump pipe line for the conveyance of.....Between the Railway wagon siding and the area of the said land licensed for the.....installation the Railway land required for the said pipe line will be demised to the Licensee

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under the same terms and conditions as these for the installation, a nominal width of.....being taken when calculating the area occupied by such pipe line which area shall be entered in the schedule and shown separately from the installation area and charged at the same rate for .....sft. per annum Licensees pipes must be laid under ground and in such manner that wheeled vehicles can pass over them and no claim will be made by the licensee for any damage which may occur owing to vehicles passing over them.

The surface land may be used by the Administration or may be permitted to be used for any purpose and the licensee shall not be entitled to made any objection or claim any compensation on that account.

In the event of the licensee being terminated the conditions embodied in clause to hereof shall apply to the Licensee's.....thereto.

4. The licensee before proceeding to construct any..... Installation as aforesaid or any building or other structure or works in connection with the said and shall apply to the Administration with a detailed plan and elevation and full specification thereof signed by the Chief Inspector of Explosives in India in token of his approval of the proposed construction and conforming to all the requirements of the Indian Petroleum Act (xxx of 1934) and Petroleum Rules 1937 and its modifications or amendments and the rules made thereunder. The licensee shall further give any further information that the General Manager of the.....Railway may require and shall not construct such Petroleum Installation or any construction save and in accordance with such plan elevation and specifications or modifications thereof as have first been approved by the Administration or the office thereof authorised in this behalf.

5. The Licensee shall allow the General Manager or other Officers of the.....Railway. authorised in that behalf free access at all times to the said land to all tanks, buildings, works and conveniences of the Licensee thereon whether completed or in course of construction and the licensee shall whenever so requested by the said General Manager or the aforementioned officer forth with pull down, rebuild, replace or repair any part or parts of such tanks, buildings, works or conveniences which the said General Manager of the authorised officer may consider to be improperly situated or of defective design construction or materials or in want of repair. All such alterations, repairs and the like must not in any way infringe the requirements of the Petroleum Rules 1937.

6. To prevent detention of loaded bulk oil wagons at destinations the receptacle at a depot station must invariably be sufficiently emptied to be capable of receiving the equivalent of the capacity a Railway tank wagon before further supplies of bulk oil are booked to that department. No petroleum in

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bulk will be booked to any station unless a receptacle or tank is provided as in this clause provided.

7. The licensee shall pay to the Administration through Financial Adviser & Chief Accounts Officer.....Railway a license fee of Rs.....per annum in advance for the period extending from January to December provided that in the first instance, the Licensee shall pay the license fee at above mentioned rate from the date of the license enters on the said land pursuant to this agreement till the end of the calendar year and shall also duly pay a proportionate part of the yearly license fee for the broken period in the event of this license being terminated otherwise than at the end of the year land shall further duly pay all Cesses, rates and taxes payable as from the same date in respect of the said land and tanks buildings, works and conveniences of the licensee thereon for the time being and the proportion of all the cesses, rates and taxes of the station premises applicable to the said land, tanks, works and conveniences of the same be not separately assessed in respect thereof.

8. The Licensee shall not be entitled to assign mortgage sublet or transfer otherwise the privileges mentioned in clause. I thereof without previously obtaining the Consent in writing of the Administration.

No Petroleum shall be stored or placed in the said land except in tanks or other receptacles in conformity with the Petroleum rules.

No sale of Petroleum shall take place at any Depot without the consent of prescribed authorities in all cases where such consent is in law necessary. Such consent must be obtained by and at the cost of the licensee.

The licensee shall not use the said land or any part thereof or permit the same to be used for worship or religious or educational purposes or for any other purpose not specified in Clause I hereof.

In the event of a breach by the licensee of any of the terms or conditions herein contained all privileges conferred under this license shall absolutely cease and determine immediately and the Licensee shall not be entitled to any compensation whatsoever.

9. The licensee shall in particular strictly observe the following rules.

(1) No discharging of oil shall take place between sunset and sunrise.

(2) No smoking shall be allowed or naked flame permitted in the vicinity of discharging operations.

10. The said privileges mentioned in clause I hereof are granted on the express condition that either party will be at liberty to determine and put an end to this license without assigning any reasons by giving to the other party at any time three calendar month's notice in writing and after the expiry of the said period such privileges may be so determined by Administration without any claim for compensation whatsoever by the Licensee and the Licensee shall discontinue to use and shall yield and

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deliver up to the Administration the said land. The Petroleum Installation, buildings and other works erected by the Licensee, except such portion of the installation, building, and other works as may be taken over by the Administration on the terms to be mutually agreed upon between the Administration and the licensee, shall be pulled down and removed from the said land by the licensees at their own expense within two calendar months after the determination of this license. The Licensee shall within the said period two calendar months at their own expense restore to its former condition the said land forming the site thereof and if default be made therein the Administration will be entitled, after the expiry of the said period to carry out much of such pulling down, removal and restoration as the Licensee shall have failed to complete and to sell any materials and things so removed and in such a case all expenses incurred therein shall be paid by the Licensee to the Administration on demand and the proceeds of sale of any materials and things as aforesaid shall be retained by the Administration for satisfaction towards all sums that may be payable by the Licensee to the Administration in respect of this or any other agreement between the administration and the Licensee or otherwise.

11. Nothing herein contained shall be construed to create a tenancy in favour of the Licensee of the said land or to prejudice or affect the rights and powers of the Administration in and over and in relation to the said land and the use and enjoyment thereof and the exercise by the licensee of the liberties and license hereby granted shall in all respects be subject to the Control of the Administration which shall have full and absolute power from time to time to direct in what manner such liberties and licenses shall be exercised and enjoyed by the Licensees and as the Administration shall from time to time direct not to do or suffer or cause to be done or suffered in relation to the exercise of the said liberties and licence any thing that may be nuisance to the neighbourhood, or dangerous to the adjoining premises or to the servants or agents of the Administration or to any other person. All instructions given by the Administration under this Clause will be carried out by the Licensee.

12. The Administration may upon the determination of this license re-enter upon and retake and absolutely retain possession of the said land.

The licensee shall at all times keep the Administration indemnified against and shall reimburse to the Administration all claims, demands, suits, losses, damages, costs, charges and expenses whatsoever which the administration may sustain or incur by reason or in consequence of any injury to any person or to any property resulting directly or indirectly from the explosion, combustion or leakage of any petroleum kept or placed by the licensee upon the said land or by reason or in consequence of the exercise by the licensee or his servant or agent of any of the liberties and license hereby granted or the non-observance or non-compliance on the part of the licensee, his servant and agent with any rule, regulation or bye-law referred to in clause I hereof. Further the Licensee shall not be entitled to any

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claim from the Administration in respect of any damage which he might sustain on account of fire or other causes howsoever arising.

13. The Licensee shall bear and pay all the cost of and incidental to be preparation, stamping, executing and registration of this agreement.

14. The licensee shall follow all rules and regulations of Municipal Law and all Other Laws, rules or regulations applicable to the constructions, maintenance of petrol pump or stores and for public safety. All taxes in respect of the said land or the petrol pump stores, buildings under the control of the licensee shall be paid by the Licensee.

15. Any notice to be served on the licensee shall be deemed to be sufficiently served if delivered at or sent by registered post addressed to the Licensee at their registered office or last known place of business.

Any notice to be served by the Licensee on the Administration shall be deemed to be sufficiently served if delivered at the office or sent by registered post addressed to..... Railway.

Subject as otherwise provided in these presents all notices to be given on behalf of the Administration and all other actions to be taken on his behalf may be given or taken by.....Railway.

16. That the licensee shall forth with deposit with the Administration rupees.....security either in cash or furnish a guarantee in the form approved by the Administration of the State Bank of India or of a first class Bank of repute authorised by the Reserve Bank of India to issue guarantees for the due observance of the conditions of the license. The Administration shall be entitled to recover its unpaid dues from the said security deposit and the amount so recovered shall on demand be deposited by the licensee to complete the total amount of the security money. Any expense incurred in restoring the said land to its formal condition after the termination of this license shall also be recoverable from the security deposit and if the said security money is not sufficient to cover the expenses incurred by the Administration the balance amount shall be recoverable from the licensee through court or otherwise. No interest will be payable by the Administration on the security money.

17. That the license fee stipulated in this agreement is liable to be revised at any time at the discretion of the Administration after the service of six month's notice on the licensee of the Administration's intention to revise the license fee. The licensee shall be bound to pay the license fee at the revised rate, from the date mentioned in the above said notice.

18. That in case any dues of the Administration remain unpaid or are recovered from the security

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money, the Licensee shall be liable to pay interest to the Administration at the rate of ten per cent per annum for the period during which the money remains unpaid of the security remains below the stipulated amount, inspite of demand.

19. In the event of any question, dispute or difference arising under these presents or in connection therewith except as to any matters the decision on which is specially provided for by these presents, the same shall be referred to the sole arbitration of an officer appointed to be the arbitrator by the General Manager.....Railway. It will be no objection that the arbitrator is a Government servant, that he had to deal with the matters to which these presents relate or that in the course of this duties as a government servant he has expressed views on all or any of the matters in dispute of difference. The award of the arbitrator shall be final and binding on the parties to these presents.

In the event of the arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, it shall be lawful for.....to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

The arbitrator may, from time to time, with the consent of the parties to these presents enlarge time for making and publishing the award.

Upon every and any such reference, the assessment of the costs of an incidental to the reference and the award respectively shall be in the discretion of the arbitrator. Subject as aforesaid, the Arbitration Act, 1940 and the rules thereunder and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Schedule of.....Railway Land Licensed for use by M/s.....at.....Plan No.....Area of land licenced for use.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands hereunto the day and year first above written.

Signed for and on behalf of the President of India by For and on behalf of the President of India

Shri.....

(name and designation)

in the presence of : --

1.....

2.....

Signed for and on behalf of..... For and on behalf of.....

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The Licensee' by Shri..... (Licensee)

(name and designation)

in the presence of : --

1.....

2.....

****

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JE/ Drg. – Induction
Maint. Of Right of Way, responsibility of various Deptt.
RLDA

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Way Leave Facilities / Easement Rights on Railway Land

- It involve occasional or limited use of land by a party for a specified purpose like passage, etc., without conferring upon the party any right of possession or occupation of the land and without in any way affecting the Railways title, possession, control and use of the land.

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Provision of Act

Sections 16 of the Railway Act 1989:

- It enjoins upon the railways to make and maintain specified works for the accommodation of the owners and occupiers of the lands adjoining the railway, for the purpose of making good any interruptions caused by the railway to the use of the lands through which the railway is made.

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Types of works

- Such works include crossings, passages, drains, water courses, etc.,
- Requests are often received for provision of way leave / easement on railway land in the form passage / access to private houses and establishments, underground pipelines for water supply and sewerage , electrical and telecommunications lines, etc.,
- These are unavoidable in view of the very nature and extent of the railway alignment.(in many cases).

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Circumstances

Circumstances may be:

i. Non-availability of any other means of access to properties/houses.

ii. Non - feasibility of provision of water supply, electricity, sewerage, etc., from any other direction.

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Permit under Conditions

- In genuine and unavoidable cases, way leave facility / easement right **may be allowed after execution of proper agreements.**
- The land is not licensed, but permission is to be granted for a limited use which is to be specified in detail in agreement.
- To avoid any misunderstanding on this score, the agreement **should not** use terms like **'Licence' &'Licence fee'** , **but only 'permission' & way leave charges'.**

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Permit under Conditions

- The agreement clearly stipulate that the Railway Administration retains full rights to enter upon , pass through or use the land, at any time, without any notice to the party.
- In the event of the way leave facility being discontinued with, the Railway will not be liable to pay any compensation or reimburse any amount to the party, nor to provide any alternative arrangement for access . etc.,
- In such cases, any installations, like underground pipelines, etc., put up by the party are liable to be removed/ shifted by the party at its own cost.

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Conditions

- It should not be used to transverse and use Railway land along the track.
- In case of oblique crossing, unavoidable and bare minimum railway land parallel to the track should be used.

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Rates (Para No:6)

I. a)Passage/ pathway on / across railway land (up to 1 m. Wide) for pedestrians, cyclists, etc.,	One time recovery of Rs.6400/- (Way Leave agreement for 35 years renewable for another 35 years)
b) Water pipeline xing for cultivation by individual farmers.	One time recovery of Rs. 12800/- (Way Leave agreement for 35 years renewable for another 35 years)
c) Electric lines xing for individual houses shops, etc., (both underground and overhead)	-do-
d) Water /sewage pipelines xings for individual upto 300 mm dia.	-do-
e) Electrical crossings by state electricity boards & central agencies	-do-

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Rates

f) In case of ROB/RUB which are undertaken on deposit terms and do not involve closure of level crossing – for the portion of ROB/RUB lying over/below the Railway track as case may be.	Rs. 6000 /- p.a. Upto two lane road crossing two tracks and Rs.12,000/- p.a in case the Bridges is wider than two lane and /or crossing more than two tracks.
II. a)Passage /road for vehicles , scooters etc., (i.e. Between 1m. to 3m. Wide) by individuals , housing societies, private firms , organizations etc.,	6% of the market value of land p.a subject to a minimum of Rs.5000/- p.a.
b) Public roads by local bodies/ State Govt./ Govt. & Autonomous bodies, charitable / welfare organizations.	6% of the market value of land p.a subject to a minimum of Rs.10000/- p.a.
c)Underground water / sewage/ effluent pipelines.	-do-
d) Underground/ overhead electrical crossing other than covered under 1(c) above and other than for cable TV/OFC.	-do-

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Rates

III. a)Open drains and over ground water/sewage /oil/gas /effluents pipelines by private parties (including Public Sector Undertakings)	10% of the market value of land p.a. subject to a minimum of Rs.20000/- p.a.
b)Underground Oil/gas/pipelines	-do-

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Rates

IV. Underground/overhead cables and alignments including track crossings in favour of Department of Telecommunications / Bharat Sanchar Nigam Limited/ Mahanagar Telephone Nigam Limited / Videsh Sanchar Nigam Limited. This includes laying of Optic Fibre Cable(OFC).	6% of the market value of land per annum subject to a minimum of Rs. 10,000/- per annum per crossing. <u>Optic Fibre Cable:</u> a) 6% of the market value of land per annum subject to a minimum of Rs.10,000/- per annum per crossing. b) For purpose of laying OFC along the length of bridge, 6% of market value of land in approaches, subject to a minimum of Rs. 25,000/- per annum per bridge , would be charged. In addition, an Amount of Rs.100 per metre for the length of cable under the bridge would also be recovered as bridge surcharge. c) For the purpose of laying OFC through ROBs, 6% of market value of land in approaches, subject to a minimum of Rs.10,000/- per annum per crossing through ROB would be charged.

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Rates

- Note – (i)In cases of I(a) to (e) and II(a) , the length of land involved normally should not exceed 50m.

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General

- Openings of any kind into Railway land/ air space should not be permitted.
- This includes drops and sprouts from buildings , supports for buildings, wires , poles and other such needs of permanent nature.
- **Any proposal for passage/ roads for width more than 3m should be treated under licensing** as per extant circulars on the subject of licensing.
- For calculating these charges, in case of Electrical crossings , the width of land may be decided in consultation with Divisional Electrical Engineer locally.

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General

- In case of any crossing , minimum width of land is to be taken as 1m for the purpose of assessment of way leave charges.
- Regarding facilities specified in Paras 6.1(f) , 6.II to 6.IV, it has been decided that these charges shall be payable in advance in block of 10 years.
- Discounting of future cash inflows at prevailing interest rates announced by RBI for Govt. Securities would be permissible.

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General

- While calculating the advance equivalent to 10 years annual charges, annual increase of 7% in land value would be assumed.
- Adjustments needed because of variation vis-a-vis actual increase as per rates notified by local development authority or as obtained from District Collector , would be carried out at the time of payment of the installment of way leave charges for the next 10 years.

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General

- In all the above cases of way leave facilities (except ROBs/RUBs, and underground pipelines), no construction(whether permanent, quasi permanent or temporary), other than a kuchcha or pucca road in cases the facility is expressly given for the same, is to be permitted on railway land.
- If any construction comes up subsequently, the same should be immediately removed as soon as noticed , and the way leave facility discontinued with.

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General

- In view of the large number of cases involved, decision for granting way leave facilities may be taken by the D.R.M (without any further redelegation) in consultation with Divisional Associate Finance.
- Way leave facilities involving stretch of railway land more than 100 meters, can be permitted only by the General Manager in consultations with the FA&CAO.(**Recent Railway Board Circulars Land more than 100 metre may also be delegated to DRM)**

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General

- a)All way leave proposals should be processed by the Sr.DEN(Co-ord) at the Divisional level, and the Chief Engineer at the Head quarters level.
- Way leave facilities should not be granted as a matter of routine, but only after consideration of each case on merits based on a site inspection.
- Special care should be taken to see that the way leave facility does not in any way impinge on the safety and security of railway operations and railway property.

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General

- b)Way leave permission in respect of open drainage and surface/overhead pipelines should be allowed only in unavoidable cases.
- In any cases, fresh permission for this in favour of private should not be given.
- All efforts may also be made to have the existing open drainage and surface/overhead pipelines replaced by underground installations at the earliest.

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General

- In all cases of way leave facility granted, proper agreement should be executed.
- The agreement should provide for revision of way leave charges from time to time.
- Way leave permission should be accorded only after ensuring that Railways financial interests are not affected in any manner, i.e., by way of loss of traffic, loss of revenue etc., by granting such permission.

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General

- Suitable clause securing railways' financial interests may be provided in the agreement to be executed with the party, whenever necessary.
- Provisions of para 6.I(a) to e shall be applied prospectively. i.e. For fresh cases.
- Cases already decided shall be continued with earlier provisions.
- One time recovery as per present guidelines can be applied in old cases too if the other party accords consent to the same.
- Fresh agreement needs to be executed in such cases.

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General

- The calculation of annual increase should be on the basis of the actual way leave charge and not on the minimum charge specified in Paras from 6.II to 6.IV.
- In case such proposals envisage crossing of track in the form of road, pipelines etc., the extant rules and procedures relating to safety, provision of level crossings , pipeline crossings ,etc. Will govern and the provisions of this Para would be limited to the use of railway land only.

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Board's Letters

- Authority Board's Letters No: 97/LML/24/3 dated:27.11.2001,3.10.2002,18.05.2005, 16.11.2005,
- No:2001/LML/24/20 dated 16.08.2005 & No:2011/LML/24/44 dated 05.02.2013,12.09.17,11.07.2018)

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Registration Fee

Registration fee for Way leave proposals

- Large percentage of way leave proposals received in Zonal Railways appear to be non-serious.
- In order to check the non-serious cases, to make a provision of **deposit of Rs.2000/- as registration fee along with the application for way leave permission.**
- This fee would be adjusted against the survey and detailed estimate charges/Way leave charges.

  (No.2011/LML/24/44 dt.26.08.2014)

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DRM Power

- Power of granting approval for way leave facilities involving stretch of railway land more than 100 metre may also be delegated to DRM

(No.97/LML/24/3 dt.01.09.2014)

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Electrical crossings

- The para 6, Item No.I(e) of circulars No.97/LML/24/3 dt. 27.11.2001 as charges may be levied for Electrical crossings by State Electricity Board & Central agencies as one time recovery of Rs.12,800/- (Way leave agreement for 35 years renewable for another 35 years.)
- **The rates levied vide para 6 I(e) would not be applicable where Electricity Boards have been privatised.**

  (Lr. No.2013/LML-I/24/41 dt.30.07.2014)

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Check List & Time Schedule

- Expeditious finalization of Way leave cases.

  (Lr. No.2014/LML-I/24/3 dt. 07.07.2014)

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CHECK-LIST FOR THE WAY LEAVE PROPOSAL

1.	Whether letter of party requesting for way leave permission giving details of proposed crossing available in file	Yes / No
1.1	Serial number at which letter of party requesting for way leave facility is available.	SN-
2.	**Details of proposed crossing**	
2.1	Location: (i) Block Section (ii) Kilometre	
2.2	Type (Pipe etc.) of crossing and size	
2.3	Length of crossing	
2.4	Purpose of crossing	
2.5	Whether underground/ overhead/ surface	
2.6	Crossing required by.	Individual , Govt.deptt./ PSU/ Local body/ Private organization

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CHECK-LIST FOR THE WAY LEAVE PROPOSAL

2.7	Particulars of party (name, address , etc.,) requesting for crossing	
3.	Whether site verification done and proposed crossing found feasible	Yes / No
3.1	If yes, serial number at which feasibility report is available	SN-
4.	Abstract cost estimate prepared	Rs.
5.	Party advised for deposition of 2% plan and estimate preparation charges	Yes / No
6 .	Whether party has deposited 2% of abstract cost for preparation of detailed plan and estimate	Yes / No
7.	Whether way leave charges are on lump sum basis or based on percentage of market value	-lump sum basis/ based on market value

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CHECK-LIST FOR THE WAY LEAVE PROPOSAL

7.1	If based on percentage of market value then whether latest and rate have been obtained	Yes / No
7.2	Serial number at which latest land rate are available	SN-
8.	Detailed plan prepared by division is available at	SN-
9.	Detailed estimate prepared by division is available at	SN-
10.	Detailed estimate vetted by Finance	Yes/ No
11.	Approval of competent authority taken for Way Leave facility	Yes/ No
12.	As per detailed estimate vetted by Finance, amount to be deposited by party	Rs.
13.	Party advised for depositing the amount	SN-

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CHECK-LIST FOR THE WAY LEAVE PROPOSAL

14.	**Details of amount deposited by party**	
14.1	Total amount deposited	Rs.
14.2	Instrument through which amount was deposited	
14.3	Date when amount was deposited	
15.	Date of execution of agreement	
16.	Date of issuing permission for crossing	
17.	Whether details of case entered in the register of way leave cases maintained in Division	Yes / No

Note: Check list should be signed by Sectional DEN/ Sr. DEN also before putting up the case to DRM for approval or sending to headquarters whenever required.

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TIME SCHEDULE FOR CROSSING PERMISSION

1.	Receipt of request from party containing location and rough details of proposed crossing	D
2.	Joint site verification	D+7
3.	Preparation of abstract estimate	D+12
4.	Advice to party for depositing 2% cost of abstract estimate towards preparation of detailed plan and estimate (Party to be advised to submit the charges within 7 days)	D+13
5.	Receipt of plan and estimate charges from party	D1(~D+23)*
6.	Preparation of detailed plan by Executive Department (including signature on plan by ADEN & party)	D1+7(~D+30)
7.	Approval of plan by all concerned in Division	D1+14(~D+37)
8.	Preparation of detailed estimate	D1+19(~D+42)

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TIME SCHEDULE FOR CROSSING PERMISSION

9.	Vetting of estimate by Finance department	D1+26(~D+49)
10.	Approval of way leave facility	D1+29(~D+52)
11.	Advice to party for depositing requisite charges (party to be advised to submit the charges within 7 days)	D1+30(~D+53)
12.	Receipt of charges from party in reference to item no.11	D2(~D+63)*
13.	Execution of agreement and granting permission for crossing	D2+5(~D+68)
Note: *3 days for intimation to reach the party.		

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TIME SCHEDULE FOR CROSSING PERMISSION

- The above time schedule is for the cases where plan is to be approved at divisional level and permission for track crossing can be granted by DRM.
- Additional 7 days may be taken where land rates are required to be obtained from revenue department.

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TIME SCHEDULE FOR CROSSING PERMISSION

- DRM should monitor status of pending requests for permission for track crossings on a nominated day every week.

- Execution of work in some cases may require speed restriction/ traffic block which may be ensured by DRM.

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TIME SCHEDULE FOR CROSSING PERMISSION

Some cases may be required to be sent to headquarters such as:-

- Where length of way leave facility within railway land is more than 100 meters.
- When estimated cost of work in railway land exceeds the power of division for approval/ permission of deposit work.

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TIME SCHEDULE FOR CROSSING PERMISSION

- Plans which require approval of headquarters.
- Additional 10 days may be taken where only approval of plan is required at headquarters level.
- Where approval of GM is also required, additional 20 days (including 10 days for approval of plan) may be taken.

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On line application

- For more details about online application, application status, Agreement etc https://ircep.gov.in/WLRMS/

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THANKS

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RB/L&A/002/2015

No.2012/LM (PA)/03/08/Policy **New Delhi, Dated: 21 .10.2015**

The General Manager(s),
All Zonal Railways.

Sub: Grant of 'No Objection Certificate' (NOC) to local bodies / State Govts. for major repairs/improvement of roads and footpaths at their own cost in Railway land/premises.

The matter regarding issue of guidelines for grant of 'No Objection Certificate' (NOC) to Local Bodies/State Govts. for major repairs/improvement of roads, footpaths at their own cost in Railway premises/portions, has been under consideration of Board for some time.

2. The matter has been examined and approval of Ministry of Railways is hereby communicated to issue 'No Objection Certificate' (NOC) to Local Bodies/State Govts. for undertaking major repairs/ improvement of roads (including drainage), footpaths at their own cost in Railway premises/portions on case to case basis by Principal Chief Engineer/Zonal Railways with the concurrence of FA&CAO, if following conditions are met with:

(i) No encumbrance in any manner is caused/created by the agency in railway land.

(ii) The entire cost of major repairs/improvement of road/footpath is borne by the concerned Local bodies/State Government authorities/other agencies.

(iii) No additional / new access rights / right of way to be created.

3. Site specific conditions can be added by the Railway to safeguard Railway's interest.

4. Before giving physical access to commence the work, Railway shall satisfy itself about the availability of funds and contractual agency for the entire work including mobilization of adequate men and material for the work. Railway shall also satisfy itself about standards of materials & works being adopted by executing agency.

5. No D&G and supervision charges may be levied for such works.

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

(Gaurav Puri)
Deputy Director, Land Management
Railway Board

o/c please

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड/Railway Board
अनुलग्नक सहित जारी
Issue with Enclosure
हस्ताक्षर/Signature 3/10/15
जारी की तिथि
Date of Issue

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No.2012/LM (PA)/03/08/Policy **New Delhi, Dated: 21 .10.2015**

Copy to:-

1. FA&CAOs, All Indian Railways.
2. Deputy Comptroller and Auditor General of India (Railways), Room No.224, Rail Bhavan, New Delhi.

For Financial Commissioner/Railways

No.2012/LM (PA)/03/08/Policy **New Delhi, Dated: 21 .10.2015**

Copy to:-

1. Principal Chief Engineer(s). All Indian Railways.
2. Chief Commercial Manager(s), All Indian Railways.
3. EDPM, EDCE(B&S)-II, EDW(P), EDCE(G), ED/TD & EDEE(M), ED(W), ED/WP, EDCE(P), EDF(X)-II, Railway Board.
4. F(X)-II, TG-IV and Budget Branches of Railway Board.

(Gaurav Puri)
Deputy Director, Land Management
Railway Board

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o/c
Pl. issue

Ministry of Railways
रेल बोर्ड Railway Board
अनुलग्नक सहित जारी
Issue with Enclosure
हस्ताक्षर Signature
जारी की तिथि Date of Issue 23/10/15

CENTRAL RAILWAY

HEADQUARTERS OFFICE
ENGINEERING BRANCH
MUMBAI C.S.T.

NO: W.419.L.NOC.Genl.

Date :- 03/11/2008

Sr. DEN (CO) BB, BSL, NGP, SUR & PA

Sub :- Application / Processing fee of proposals for grant of 'No Objection Certificate' for errection / construction of buildings / structures in the vicinity of Railway land by the private party.

It is seen that lot of man power is engaged in processing the NOC proposal at division as well as HQ level. This is in addition to stationary consumed in letters and preparation of copy of plan etc. Keeping minimum actual expense in view, it has been decided to levy following application charges for processing NOC cases with immediate effect

(A) For Buildings / Structures (in vertical direction)

SR.NO.	DESCRIPTION	APPLICATION FEES
1.	The building up to G + 2 storey	Rs. 2,000 /-
2.	G + 2 To G + 9 Storey	Rs. 5,000 /-
3.	Above G + 9 Storey	Rs. 10,000 /-

(B) For Buildings / Structures (in lateral direction for row houses type having numbers of units)

SR.NO	DESCRIPTION	APPLICATION FEES
1	Up to 5 Units	Rs. 2,000 /-
2	06 to 20 Units	Rs. 5,000 /-
3	Above 20 Units	Rs. 10,000 /-

In the combined case of (A) & (B) the charges whichever higher of the above shall be applicable

It may please be further ensured that letters of NOC being issued by Division should incorporate the particulars mentioned in the letter of even number dated 01/09/1992. All the other terms and conditions will remain same as mentioned in this office letter No.W.419.G.39/VII dated 26/05/1988 and Railway Board's letter No 2007/LML/19/4 dated 16/05/2008 & 26/05/2008.

In the cases which are in process at present and NOC is not yet communicated applicant may be advised to deposit application fees before issuing NOC.

Please acknowledge the receipt

(A. K. Singh)
Dy CE(Genl.)

मु. रे. प्र. (कार्य) का कार्यालय
समन्वय
(दक्षिण)
आयु: लिपीक
06 11 08

मंडल रेल प्रबंधक कार्यालय
दिनांक 6 NOV 2008
मंडल रेल भुसावल

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CENTRAL RAILWAY

HEADQUARTER OFFICE
ENGINEERING BRANCH
MUMBAI C.S.T.

NO. W.419.L.NOC (Genl) III

Date: 28/05/2014

Sr.DEN (Co) BB , BSL, NGP, PA & SUR

Sub: Issue of No Objection Certificate for the Proposed Construction of Residential/ Commercial buildings within 30 m. from Railway Boundary.

.....

Railways NOCs are required for construction of building within 30 m from railway boundary as per para 827of IRWM and notifications issued by Govt. of Maharashtra. While scrutinising / processing proposals for NOC, provisions contained in para 827 of IRWM and instructions issued by Railway Board vide following letters should be followed:

i) Letter No. 94/LML/14/22 dt. 29/8/95
ii) Letter No. 2007/LML/19/4 dt. 16/5/2008
iii) Letter No. 2007/LML/19/4 dt. 26/5/2008
iv) Letter No. 2008/LML/19/17 dt. 16/2/2010

1. Clear title of land in favour of the applicant supported by all related documents shall be ensured.

2. Field officials should check and certify the width of railway land and distance of plot from Railway boundary. Rail level, ground level etc. shall be taken and necessary sketches should be prepared by field staff after verification of site. Minimum clearance of 3.00 m between Railway boundary and nearest edge of building shall be ensured. Plot should be marked in the sketch with reference to KM post and permanent structures. Railway land width shall be verified with the certified land plan / Roll diagram.

3. Original Paper Tracing (OPT) should clearly show the site plan with details, Location of plot, floor plans, drainage arrangements, directions, detailed sectional drawing of building indicating height and distance between Railway boundary and nearest edge of building in various stages.

4. The drawing should be signed by all branch officers and DRM. Construction organisation or respective PSU having planning of any work at that location should also be consulted whether the land is required in foreseeable future. Following certificates in this regard should be given in the plan itself:

"It is certified based on the sanctioned Plans / Works for new line and surveys available with the Division that the land is not required for Railways own development in the foreseeable future".

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5. Structural stability certificate should be signed by Structural Engineer/ Architect and owner/ applicant.

6. Status of proposals should be updated in Railways website in the prescribed format. after receipt of application along with requisite fees from party at Divisional level as instructed vide letter No. W.419.L.NOC.Genl.Web Site.BB dt. 2/8/2013 and application should be processed on First come First serve basis.

7. Following Conditions are to be drawn in Original Paper Tracing (OPT) drawing while processing the case in the division and before submission to HQ for approval of NOC:

1.	The height of the proposed building structures varying in different stages with minimum different clear horizontal distances between railway land boundary/ track boundary to nearest edge of the proposed building structures as under as shown in the drawing bearing No. **DRM/W/**

Stages 1,2,3,4,5 ...	Maximum height of the proposed building from Ground level to top of : -	Maximum height of the proposed building from Rail level to top of: -	The minimum clear horizontal distance provided between railway land boundary /track boundary to nearest edge of the proposed building in m.

2.	The parameters/dimensions mentioned vide Sr. No. 1 above should be strictly followed/adhered at site.
3.	No construction material is allowed to store/stack on the railway land by the builder during construction of buildings/structures.
4.	In no case encroachment on railway land should be allowed during the construction of these proposed building/structure.
5.	No access will be provided to the proposed building/structures from railway land or proposed building/structures to railway land.
6.	Sewer and drain should be connected to the municipal sewer line and drain should not be directed towards railway track.
7.	Drainage and storm water from railway land should not be obstructed. Proper drainage arrangement along with arrangement of discharge is shown in the drawing.
8.	Responsibility for the safety of the proposed buildings will rest with the owner/developer.
9.	The design and construction work of the proposed buildings should be followed as per relevant I.S. codes.
10	No foundation of any structure, whatsoever, should come under the railway land and not affect track stability.
11	Signal visibility to the train drivers is not obstructed due to construction of proposed buildings.
12	Adequate precaution/safety should be taken for excavation work, so that it may not cause any damage to railway boundary wall and railway track.
13	The excavation work should not be carried out in rainy/monsoon season.
14	If buildings/structures are not constructed as per approved drawing by railway or detection of any deviations to drawing will lead to cancellation of NOC granted by railway and necessary action will be taken immediately.
15	The applicant/Party will inform to concerned AEN of railways about commencement of work within 60 days, giving reference of NOC issued by Railways.
16	Complete safety should strictly be ensured in respect of any crane working towards railway land involved during the construction work. The builder/owner will be fully responsible for any loss caused to the railway or any one during the course of constructions as well as after constructions.
17	Railways has right to inspect the worksite during construction stage as well as during lifetime of building/structure to ensure safety of railway assets and train operation.

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18	NOC should be given to get necessary clearance from state Govt. /municipality etc. It is no way authorize the applicant, the ownership of said land .The Railway land boundary shown is for indicative purpose.
19	All the data/ documents related with ownership of land is rest with the Applicant to prove. Railway NOC does not mean the Ownership of land.
20	The Party will construct the common boundary wall at its own cost as per Drawing/ directions of railway wherever feasible restricting to the stretch of common boundary between railways and party. The Demarcation would be done by railways.
21	It is certified based on the sanctioned Plans / Works for new line and surveys available with the Division that the land is not required for Railways own development in the foreseeable future.
22	The Protection System- Phased Implementation of excavation should be ensured while excavation is being carried out for Basement, Deep foundation etc and proper protection for nallah should be ensured.

8. After receiving the approval of NOC from HQ, conditions mentioned in the letter and plan should be conveyed to all concerned field officials and concerned local bodies / revenue authorities to ensure compliance of the conditions at site by them.

This has the approval of PCE.

28/5/14

(S.M. Maheshwari)
Chief Engineer (General)

Copy to: **DRM BB, BSL, NGP, PA & SUR** for kind information please.

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नगर परिषद, फाटोल.

Maharashtra Regional and Town Planning Act, 1966.
Direction under section 154 of the ... Permitting construction of building in proximity to Railway Track.

GOVERNMENT OF MAHARASHTRA
URBAN DEVELOPMENT DEPARTMENT
Mantralaya, Mumbai 400.032.
Dated the 23.. May, 2003.

ORDER

No. TPB 4302/1318/CR-23/03/UD-11:

The permission for construction of building on land adjoining the railway track is invariably given by the Local Body concerned viz, Corporation, Municipal Council as the case may be. Any work being undertaken in the proximity of the railway track can have serious effect on the safety of the track, it is felt necessary that "No Objection Certificate" be obtained from the Railway Authority before the Local Authority grants permission to the construction of such building. In this regard, it is desirable that a vacant space of 30 mt. be kept between the Railway Boundary and the face of any construction.

Now therefore, I am directed to issue the suitable direction under section 154 of the all Planning Authorities to the effect that they have duly insist on "No Objection Certificate" from the concerned Railway before granting permission for the building plans.

DIRECTION

All the Planning Authorities are hereby directed to incorporate the following regulation in their building bye-laws by following the procedure laid under section 37 of the Maharashtra Regional and Town Planning Act -

"No objection Certificate" from the concerned railway shall be insisted before granting permission for the building plans between the Railway boundary and the distance 30 mt. from it.

By order and in the name of the Governor of Maharashtra

(Abhiraj Girkar)
Under Secretary to Government.

Copy to -

1) All the Municipal Commissioners of Corporation.
2) All the Chief Officer, Municipal Councils.

Nirmaanpro Shop/railway Railway Engineering Study Notes

45/c (5)

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Maharashtra Regional & Town Planning Act, 1966.

Sanction to modification under section 37(2) of the ... Modifications to Regulation 29(8)(ii) of Development Control Regulation for Gr. Mumbai 1991.

GOVERNMENT OF MAHARASHTRA
Urban Development Department
Mantralaya, Mumbai 400 032.
Date: 5th July, 2005.

NOTIFICATION

No. TPB 4302/1318/CR-23/03/UD-11.

Whereas, Government of Maharashtra vide Notification of Urban Development Department No. DCR 1090/RDP/UD-11, dated 20th February, 1991 has sanctioned the Development Control Regulations for Gr. Mumbai, 1991 (hereinafter referred to as "the said Regulations") under section 31 of the Maharashtra Regional and Town Planning Act, 1966 (hereinafter referred to as "the said Act") which came into force with effect from 25th March, 1991;

And whereas, the permission for construction of building on land adjoining the railway track is invariably given by the Local Body concerned viz., Corporation, Municipal Council as the case may be. Any work being undertaken in the proximity of the railway track can have serious effect on the safety of the track, it is felt necessary that "No Objection Certificate" be obtained from the Railway Authority before the Local Authority grants permission to the construction of such building. In this regard, it is desirable that a vacant space of 30 mt. be kept between the Railway Boundary and the face of any construction.

And whereas, the Government of Maharashtra in Urban Development Department, vide order No. TPB 4302/1318/CR-23/2003/UD-11, dated 23/5/2003 has directed Municipal Corporation of Gr. Mumbai (hereinafter referred to as "the said Corporation") to amend the relevant provisions in D.C. Regulations by following the procedure laid-down under section 37 of the said Act, so as to insist NOC from concerned Railway Authorities before granting permission for the buildings within a distance of 30 mt. from Railway boundary;

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And whereas, the Government of Maharashtra has further directed under section 154 of the said Act to insist such NOC from Railway Authorities, pending modification to development control regulations;

And whereas, the said Corporation has been empowered to initiate the modification of any part of or any proposal made in the final Development Plan under the provisions of sub-section (1) of section 37 of the said Act and submit the same to the Govt. for final sanction;

And whereas, The said Corporation after completing the legal procedure laid under section 37 of the said Act has initiated modification proposal and accordingly submitted the modification proposal to the Govt. for final sanction vide its letter No. CHE/GEN-346/DPC/GEN dated 8th October, 2004;

And whereas, after consulting the Director of Town Planning, Maharashtra State, Pune, Govt. find it necessary to sanction the said modification proposal;

Now, therefore, in exercise of the powers vested under section 37(2) of the said Act Govt. hereby –

A) sanctions the modification proposal as described below:

Modification to Regulation No.29(8)(ii) – Building sites situated within 30 mt. from railway boundary :
No objection certificate from the concerned railway shall be insisted before granting permission for the building plans between the Railway boundary and the distance of 30 mt. from it. The development of such plot shall be carried out as per terms and conditions stipulated by the Railway Authority.

B) fixes the date of publication of this notification in the official gazette as the date of coming into force of this proposal.

C) Directs the said Corporation in the schedule of modification sanctioning the said modification appended to the said notification after the last entry, the above referred (A) shall be added.

By order and in the name of the Governor of Maharashtra,

(S.R. Kini)
Under Secretary to Government.

Note:- This notification is also available on Government web site **www.urban.maharashtra.gov.in**

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Government of Maharashtra

No.TPB 4395/497/UD-11
Urban Development Departmen
Mantralaya, Bombay-400 032.

Dated 28 June, 1995.

To,
The Director (ES&P),
Municipal Corporation of Greater Bombay,
Bombay-400 001.

Sub: Redevelopment of property bearing C.S.No. 26, 27, 28 etc. of Sion Division

Ref: Your letter No.CHE/426/DPC dated 8.5.95

Sir,

Please refer to your letter mentioned above where advice of the Government under Development Control Regulation No. 62 (3) of the Development Control Rules of Greater Bombay, 1991 regarding whether distance to the left as per provisions of Regulation No. 29 (8)(ii) should be measured from the Railway track boundary or the Railway property boundary was sought for.

Development Control Regulation No. 29 (8)(ii) is reproduced herebelow.:-

29 (8)(ii) - Building sites abutting railway track boundary; Subject to the requirements of set backs from roads and side and rear marginal open spaces under the relevant Regulations, no new construction of a building or reconstruction of an existing building shall be allowed within a distance of half the height of the said building from the railway track boundary, and in any case at least 3 mtr. away from such boundary.

From merely reading of the regulation, it is clear that the distance of the building shall be measured from the Railway track boundary and not from property boundaries of Railway.

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42/C (8) 4/2

Considering the opinion expressed above, I am directed to clarify under Development Control Regulation No. 62 (3) of Development Control Regulations of Greater Bombay, 1991 is as under.

Clarification - The marginal distance required to be left from the Railway track boundary as per the provisions of Regulation No. 29 (8) (ii) shall be measured from the Railway track boundary and not from the Railway property boundary.

Yours faithfully,

(N. V. Kulkarni)
Under Secretary to Government

Copy to -
Secretary, Public Works Department, Mantralaya, Bombay-400 032.
Chief Engineer (Development Plan), Municipal Corporation of Greater Bombay, Bombay-400 001.
Director of Town Planning, M.S., Pune.
Deputy Director of Town Planning, Greater Bombay, EN3A Hutments, Azad Maidan, Bombay-400 001.
PEATA, 306, Vikas, Bank Street, Bombay-400 023.
M/s. Nadkarni & Company, 106, Gundecha Chambers, 18, Nagindas Master Road, Fort, Bombay-400 001.
Select File.
Maharashtra Chamber of Housing Industry, 514, Dalamal Tower, 211, F.P.J. Marg, Nariman Point, Bombay-400 021.
Chief Engineer (Construction), Central Railway, V.T., Bombay-400 001.
Chief Engineer (Construction), Western Railway, Churchgate, Bombay.
Chief Architect, Public Works Department, Marzban, near V.T. Estate, Bombay.

CENTRAL RAILWAY
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18/c (9) (151) 5/1

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No. 94/LM(L)/14/22 New Delhi, dated 29.8.95

The General Manager,
All Indian Railways & Production Units.

Sub: Construction of private buildings near Railway Land.

Cases have come to the notice of the Board wherein private parties have been denied the grant of a 'No Objection Certificate' for undertaking construction on their properties which adjoin the railway land, on the plea that such construction would restrict future development needs of the Railway, and would result in land acquisition complexities at the time of actual acquisition.

2. The construction of private buildings near the Railway land is governed by Para 3728 of the Indian Railway Way & Works Manual. The basic intention behind the stipulations of the Para is to safeguard Railway's interests in such a manner that no future encroachments take place, and there is no accrual of 'easement rights' such as right of way and right to discharge sullage & storm water, etc. on railway land over a period of time. Although it has been mentioned that an open space of approximately 30m between the railway land boundary and the nearest edge of the building (the exact space to be left being governed by the local conditions) should suffice, it is also stipulated that in cities & towns, where land is valuable, 'it is not expected of the land owner of a plot to leave a large vacant space between his building and the railway boundary'; and it is deemed that Railway's interests will be adequately safeguarded if sufficient vacant space is left so as to ensure development of any future road access and drainage outside the Railway land and to avoid requests for surrender of railway land for such facility at a future date.

3. Furthermore, the provisions of the Para 3728 of the Indian Railway Way & Works Manual are not meant to unnecessarily restrict the utilisation of the land adjoining railway land on the plea that such land may be required for future development of the Railway System. In case land is required by the Railway at a future date, it is only fair that the same is acquired after paying due compensation for the land and the built-up property thereon.

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Government of India
Ministry of Railways
(Railway Board)

No.2007/LML/19/4 New Delhi Dated: 16.5.2008

General Manager (Engg),
Western Railway, Churchgate , Mumbai

General Manager (Engg),
Central Railway
Mumbai.

Sub: Grant of 'No Objection Certificate' for construction of private buildings in private lands in vicinity of Railway Land in Mumbai Area.

Number of representations have been received by the Board due to denial of issue of 'No Objection Certificate' by the railways to construction of private buildings in private lands in vicinity of Railway Land in Mumbai area including some of the cases where the nearest track is at a considerable distance from the proposed building.

2. It is observed that extant rules on the subject in Mumbai area are governed by provisions in regulation No.29 (8) (ii) of the *'Govt. of Maharashtra, Urban Development Department Development Control Regulations for Greater Bombay-1991'* which provides that "*....no new construction of any building or reconstruction of an existing building shall be* ***allowed within a distance of half the height*** *of the said building from the* ***Railway track boundary, and in any case at least 3m away from such boundary." Further a 'No objection Certificate' from the concerned railway is required to be submitted by the party to the local authorities for granting permission for the building plans if proposed structure lies between the railway boundary and the distance of 30 m from it.***

3. *Because the 'Railway Track Boundary'* is not defined, problems are arising due to reckoning of horizontal clearance from railway boundary instead of *'Railway Track Boundary'* as provided in the regulation No. 29(8)(ii) mentioned above.

4. Matter has been examined and it has been decided by the Board (ME) that for the purpose of regulation No.29 (8) (ii) of the 'Govt. of Maharashtra, Urban Development Department Development Control Regulations for Greater Bombay-1991' "Railway Track Boundary" be considered to be ***a horizontal distance of '6m plus height of railway embankment at the point of consideration' from the centre line of the railway track nearest to the proposed building or the actual railway land boundary from the centre line of the railway track nearest to the proposed building whichever is less.***

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4.1 The nearest track here will mean the existing track or the proposed track in future if contemplated to be constructed in the near future, nearest to the proposed building. While considering allowance for future track, the railway should not unduly keep such allowance for individual sites when future track is not feasible on that side in view of already existing buildings or structures on either side of the proposed site. Instructions issued under Railway Board letter No.94.LM(L)/14/22 dated 29.8.95 may also be referred to in this regard.

5. It is ,therefore, advised that all such cases regarding issue of grant of 'No Objection Certificate' to construction of private buildings in private lands in vicinity of Railway Land in Mumbai area may kindly be dealt with accordingly. While granting 'NOC' railway may ensure that the provisions of para 827(b) of IRWM-2000 are complied with.

.6. This is for your kind information and further neoessary action. Fresh remarks in the cases earlier referred by Board to railways for comments, may be advised to the Board in view of above directions for further disposal of the same at this end.

(P.D.Sharma)
Executive Director/L&A-I
16.5.08

महाप्रबन्धक कार्यालय, मध्य रेल
General Manager's Office, C. Rly.
प्राप्त / RECEIVED
दिनांक: 23 MAY 2008
Dated:
मुंबई सी. एस. टी. 400 001.
Central Rly. Mumbai C.S.T. 400 001.

Government of India

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Government of India
Ministry of Railways
(Railway Board)

No.2007/LML/19/4

New Delhi Dated: 26 .5.2008

General Manager (Engg),
Western Railway, Churchgate , Mumbai

Sub: Grant of 'No Objection Certificate' for construction of private buildings in private lands in vicinity of Railway Land in Mumbai Area.

Ref: 1. Railway Board Letter No even dated 16.5.2008.

2. W. Railway letter No W 73/0 (Policy) (W5), dated 20.05.2008.

In reference to points raised for consideration of the railway vide its letter dated 20.05.2008 referred above, following clarifications are issued:

1. As the railway track boundary can not be considered to be existing beyond the physical railway land boundary, the provisions in para -4 of Railway Board letter dated 16.05.2008 providing as *"Railway Track Boundary be considered to be a* **horizontal distance of** *'6m plus height of railway embankment at the point of consideration' from the centre line of the railway track nearest to the proposed building or the actual railway land boundary from the centre line of the railway track nearest to the proposed building whichever is less"* are correct.

2. The directions issued under Railway Board letter dated 16-5-08 apply to all cases pending with the Railways on the subject whether received before issue of railway Board's letter dated 16.05.08 or after, to cases where parties have represented to Railway Board against the decision of the Railways and to all such past cases where NOC has been denied or granted as per then existing instructions but the applicant(s) requests for reconsideration of their proposals.

To be circulated to all division, CTPM.

Executive Director (L & A)
26.5.08

Copy to:
General Manager (Engg), Central Railway, Mumbai for information and similar action in respect of cases under Central Railway.

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RB/L&A No. 091/2010

No. 2008/LML/19/17 New Delhi, dt.16.02.2010.

General Managers
Principal Chief Engineers
CR All Zonal Railways

Sub:- Issue of No Objection Certificate for construction / redevelopment of Government and Private building on land adjoining Railway boundary.

1. A number of representations have been received regarding granting of No Objection Certificate for undertaking construction/redevelopment of buildings in land adjoining Railway land.

(62)

2. Instructions have already been issued in this regard in the past vide Board's letter No. 94/LML/14/22 dated 29.08.1995; stating that as the land in urban area has become very valuable, Railways should adopt a pragmatic approach, examine building plans ensuring that layout of the building should not result into accrual of various easement rights.

3. The issue has again been examined in Board. The duties and role of Railway officials regarding dealing with utilization of land adjoining Railway land boundary have been clearly defined in Para 827 of IRWM 2000.Railways need to examine the proposal for construction/redevelopment of buildings/structures on adjoining land in an objective and pragmatic manner in terms of Railway rules/instructions accordingly. If after examining the proposal, Railway is of the opinion that the proposed structure will not lead to accrual of any easement rights, issuance of NOC can be considered. As regards compliance of provisions of development control regulations or other rules issued by State Govt,/Local Authorities in this regard, it is for the State Govt./local Authority to examine and ensure compliance of the same.

Circulation to all divisions

4 In case of high rise buildings or buildings with basements or where deep digging is involved in close proximity to Railway track, Railway should examine the drawings and construction methodology and ensure that under no circumstances safety of Railway track is affected during or after construction. If necessary, Railway may consider stipulations of site supervision, inspection, etc., by Railway during construction stage as well as inspection, during lifetime of the building to ensure that building / basements do not affect Railway's train operations.

OS(LM)/Shri Mitra
For n/a. Pl. file.
24/02

Please acknowledge receipt.

(M. K. Panda)
Dy. Director (Land & Amenities)
Railway Board.

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GM	मु प्र प्र
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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2008/LML/19/13

New Delhi, dt. 06.06.2008

96

Under Secretary,
Urban Development Department'
Mantralaya
Mumbai – 400032.

Sub:- NOC for slum rehabilitation scheme on bearing FP No.616(Pt.) of TPS – IV Mahim division.

Ref:- i) Your letter No. TPB 4306/2230/CR-303/07/UD 11 dated 21.2.2008 addressed to PCE/Western Railway.

ii) Your letter No. TPB 4306/2230/CR-303/07/UD 11 dated 21.5.2008 addressed to PCE/WR and copy to Railway Board.

Reference above, it is advised that in view of representation from certain affected parties regarding non issue of 'No Objection Certificate' by Railways for construction of buildings in the vicinity of railway land in Mumbai area, guidelines have been issued to the Western and Central Railways clarifying as to what should be considered to be "Railway Track Boundary" in terms of regulation No.29 (8) (ii) of Government of Maharashtra, Urban Development Department, Development Control Regulation for Greater Bombay -1991. A copy of the guideline issued under Railway Board letter No. 2007/LML/19/4 dated 16.5.2008 is enclosed herewith for ready reference.

CE(G)

The above guidelines take care of the problem raised in your above referred letters. As regards, whether a margin of H/2 is required to be kept from railway track boundary, it is advised that the same is as per the rules laid down by the State Government.

(P. D. Sharma)
Executive Director/Land & Amenities-I
Railway Board.

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Encl: As above.

Copy for information to:
i. PCE/Churchgate, Mumbai/Western Railway
ii. PCE/Central Railway/ Mumbai.

ADEN/LM

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OS(LM)

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JE/ Drg. – Induction

EARNING FROM RLY LAND, DISPOSAL OF SURPLUS LAND

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EARNING FROM LAND RESOURCES

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- Licensing of land
- Leasing
- Property Development
- Way Leave
- Grow More Food

LEASING OF LAND

- **Leasing of Land without Board's approval banned (Board's circular no.82/W2/LM/18/116 dt.22.11.82).**

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LEASING OF LAND

Leasing of land can be done as under

• To Govt. Organisations/ undertakings	• Vide Bd's letter no. 2001/LML/13/53 30.07.03 (35 years, 99%, Rs 1000/- p.a. (30.07.2003)
• Defence	• As per para No. 1029 Engg code
• To CONCOR	• Old Ref: Bd's letter no 88/LM(L)/13/63 dt. 13.3.90, 25.9.91 and 26.12.94. Bd's letter no.2001/LML/13/55 dt. 24.09.03, 24.08.05 & 01.12.05, • Latest letters No. 2008/LML/18/15Dt.17.03.2008, L.No.2015/LML/-II/13/4Dt.03.03.17, 19.03.2020
• To Kendriya Vidyalaya Organization	• Vide Bd's letter no Board's circular no.90/LM(L)/18/7, dt.14.7.92,No.2001/LML/21/14 05.11.2001 Dt.,10.04.2003.&Para 824 of IRWM

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LICENSING OF LAND
Guided by Board's Circular (Master Circular) No.2005/LML/18/8 dt.10.02.2005and 08.06.2005

- For plots connecting With Rly. Working — By Engineering Deptt.
- For shops - By Engineering Deptt.
- For Cycle stand - By Commercial Deptt
- Plots where material received and dispatched by trains — By Commercial Deptt.

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LICENSING OF LAND

- Not connected with Rly. working banned. (Bd's circular No.80W2/18/0/A dt.7.6.1984).

- Licensing for ordinary commercial plots connected with Railway working can be given with GM's personal approval in consultation with FA & CAO (Bd.'s Cir.No.83/W2/LM/18/87 24-03-04 & Master circular dt 10-02-2005)
- Agreement signing with Licensee is a must (Bd's Circular No.82/W2(LM)/18/116, dt. 22.11.82, dt 10.02.05, dated 04.12.2009 and dated 01.04.2010 latest letter No. 2019/LML/20/01 Dtd. 20.11.2019).

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LICENSING OF LAND

- **Existing Licensee (Ordinary commercial licensing not connecting with Rly working) may continue. Change of Licensee permitted. (Bd's circular No.97LML/18/67, dt.25.6.98 and dt 26.07.2004).**

- **Land under licensing can be given to Schools and Welfare Organisations. (Bd's circular No.90/LML/18/7, Dt. 14.07.92. & 2001/LML/21/14 dt. 5.11.01 & letter No. 2002LML21/16 dt.10-04-03).**

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LICENSING OF LAND

- Land under licensing can be given to Private Schools also.

  (Bd's circular no.2001/LML Dt. 05.11.2001.)

- Extension of License for School & Religious Institutions

  (Bd's Letter No.2003/LML/21/20 Dt.29.09.2003.)

- Land under licensing can not be given to Housing Societies (Board's circular no.88/LML/13/64 dated 27.12.90).

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Licensing of Land Contd.

- Land under licensing can not be given for construction of Union offices. (Board's circular no.89/LML/18/108 dt.8.1.92).
- Licensing of land to Oil companies (Board's Letter No.2001/LML/18/161 dt. 21-02-2002 Board's circular no.2001/LML18/58 dt. 23.09.02 & Board's circular no.2001/LML/13/53 dt. 25.02.04).Policy will not be applicable for setting up retail outlets (Petrol Pump) as per RB Letter no:2005/LMD/18/8 Dt.20.09.2005.

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Licensing of Land Contd.

- Short Term Temporary Licensing for Circus Show etc. (Board's circular no.98/LML/18/28 dt.20.01.2002 & 22.03.02 & 27.04.04, by DRMs up to 15 days).
- Temporary Licensing for Cultural sports activities commercial activities connected with Railway, Mela, carnival, cultural function etc. GM Power for 3 months and DRM up to 15 Days.(Lette No.2004/LML/18/30 2Dt.27.04.2004 and 13.042006.)

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WAY LEAVE FACILITY

- Section 16 & 17 of the Railway Act 1989 enjoins upon the Railway to make and maintain specified works for accommodation of the owners & occupiers of the land adjoining the Railway for the purpose of making good any interruptions caused by Railway.

- Involves limited or occasional use of land by a party for a specified purpose without conferring upon the party any right of possession

EMPOWERMENT:

- **DRM HAS GIVEN NOW FULL POWER** to grant way leave facilities

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WAY LEAVE FACILITY

- General Policy guidelines for levying charges for way leave facility.
- Way leave facilities for underground laying of cables of cable T.V.
- Way leave facility for laying Electrical Crossings
- Way leave facilities to Bharat Net Project guidelines.
- Delegation of Powers to DRM for approval of Way leave cases

- 97/LML/24/3 dt. 27.11.01No.2017/LML-I/24/23 Dt. 12.09.2017
- 2000/LML/24/20 dt. 13.11.2001
- 2013/LML-I/24/41 Dt. 30.07.2014.
- 2017/LML-I/24/13 Dt. 07.06.2018
- 97/LML/24/3 Dt. 01.09.2014

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PROPERTY DEVELOPMENT

It is one of the new areas identified to enhance earning from non-conventional sources. Broadly includes : 1)Commercial Development 2) Shopping Purposes

Circulars on Property Developments

Delegation of powers to GMs for engagement of consultants (generally PSUs) for Property Development cases and also to take up schemes having less than 1000 sqm in other than four metros with or without PSU consultant	No:2000/LM(L)/2/21 Dt.18.5.2000
Procedure regarding Commercial Development	No:2000/LML/2/58 Dt. 01.02.2001
Re-imbursement of the expenses to nodal agency	No:2000/LML/2/51 Dt.30.11.2000,23.02.2001, 31.07.2001, 28.01.2002

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GROW MORE FOOD

- RB's policy issued vide ME's letter no.98/LML/16/9 of Feb 2000, further revised vide letter dt 16-07-2010
- It is for licensing of Railway land in urban areas for cultivation, now extended in rural areas also
- Licensing to only Railway employees in group C or D category. Only to permanent employee having min 5 years of service
- Take back land at least 1 year before retirement

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GROW MORE FOOD

- Licensed for a period of 5 years
- Size of plot to be generally 2 Ha
- Licensing fees to fixed based upon the expected annual revenue. Generally it is 1/4rth to 1/3rd of this and should be decided by DRM. Minimum license fee to be Rs 1 per sq m per annum

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GROW MORE FOOD

- Initial licensing for 2 years is done by Division and subsequent done by AEN's office
- Details of plot maintained by IOW/AEN for their jurisdiction
- No permanent structure to be allowed on such land
- Not to be given to same employee after completion of 5 years
- Main thrust of this scheme is prevention of encroachments

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- **Available Land.**
- Any area of Railway land in its occupation not eligible for disposal are lying idle and can be put to profitable use.
- **Land eligible for disposal.**
- It is the policy of Railway Board to limit the holding to actual requirement, present and perspective. Every Railway administration should therefore should be in a position to justify the retention of land occupied by them and where unable to do so be classified as eligible for disposal.

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DISPOSAL OF SURPLUS LAND (Para NO.1035 to 1044)

- **1035. Disposal of Land not required by Railways. --In** regard to all railway land the policy of the Railway Board is to limit holdings to actual requirements, present and prospective. Every Railway Administration should, therefore, be in a position to justify the retention of land occupied by them and where unable to do so, should classify it as "eligible for disposal" and arrange for its disposal agreeably to the rules in the following paragraphs.
- **1036.** While land is not to be retained unreasonably, it is equally not to be disposed of at prices incommensurate with its value nor surrendered free of cost.

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- **1037. Land Eligible for Disposal.-**In deciding whether or not a certain area is eligible for disposal Railway Administrations should be guided by the consideration that land may be said to be required for the effective discharge of the duties of the Ministry of Railways, if it falls within one or the other of the following categories :
- (a) Land in the active occupation of a railway, i. e., land actually occupied by the permanent works of the railway, or acquired for their construction, maintenance or repair.

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- (b) Land not so occupied but to the permanent alien control of which specific objection exist, i. e., land in the midst of or adjoining that in active occupation and to separate which from such area would be detrimental to railway interests.
- (c) Land required in the interest of the health or welfare of the staff, or for the safety of railway property (e. g., sanitary or fire zones, etc.)

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- **1038. Disposal of Land eligible for Disposal.-**When it has been decided that a certain area of land is no longer required by any department of the railway and that it is, therefore, eligible for disposal the following procedure should be observed.
- (1) If the land adjoins or is in the near vicinity belonging to any other railway or department of the Central Government it should first be offered to such railway or department. If one of these desires to acquire it, a formal record of transfer should be made and the State Government advised; or if willing, the latter may be entrusted with the work of transfer.

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- (2) If the land is surplus to the requirements of the Central Government, the Government of the State in which it is situated will be given the option of assuming possession of the whole or portion thereof subject to the following conditions :--
- (a) the Central Government themselves shall be the judge of whether they require to retain any particular land or not;
- (b) if the State Government desires to assume possession of the land, the option to do
- so shall be exercised within six months of the date on which the Central Government signify their intention of surrendering their land;

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- (c) the amount payable for the land will in all cases be its market value at the date of transfer;
- (d) when the State Government desire to assume possession of only a portion of the land surrendered, they shall be entitled to do so only if the value of land as a whole is not materially reduced by the division; and
- (e) if the State Govt. do not desire to assume possession of any land on the foregoing terms, the Central Govt. will be free to dispose it of to a third party. Before, however, so disposing of the land, the Central Govt. will consult the State Government as to the levy of ground rent or assessment and the conditions, if any, subject to which it should be sold and they will, as far as possible dispose of the land subject to the conditions which the State Govt. may desire to impose.

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the concurrence of the State Govt in all cases and in case of disagreement the Central Govt. shall be the sole judge of the terms and conditions to be imposed.

- (3) If the State Govt. is unwilling to assume possession as indicated in sub-para (2) above, the land should be disposed of to the best advantage possible.
- (4) If neither another railway nor a department of Central Govt. nor the State Govt. desire to acquire the land, and if there has been a request from the Railwaymen's Co-op Housing Society for the same the Railway Admin. can relinquish the land to them after obtaining necessary clearance from the respective State Govt., with the prior approval of the Board. The sale value of the land in all these cases should be market value prevailing at the time of transfer.

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- (5) If neither another railway nor a department of the Central Government nor the State Government desire to acquire the land, and if no reasonable offer is forthcoming from other parties, the land should be retained by the Railway Administration and managed in accordance with the procedure laid down in paragraphs XX 1008 et seq until such time as one or the other of the above contingencies eventuate.

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- **1039. Procedure for Disposal.-**In the disposal of land under clause (3) of the preceding paragraph the following procedure should be adopted :--
- (a) The State Government may be asked to undertake the whole process of disposal, the Rail way Administration merely concurring in the terms.
- (b) If the State Government is unwilling to undertake negotiations for sale, these should be carried out by the Railway Administration, and the State Government requested to carry out the final transaction on the terms arranged.

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- (c) If the State Government is unwilling to effect even the actual transfer, a formal deed of conveyance should be drawn up by the Railway Administration (ordinarily at the expense of the purchaser), submitted to the authority competent to execute it for signature, and registered, the land being thereafter made over, by the responsible authority, to the purchaser.
- (d) In any case the State Government should be consulted as to the manner of disposal, the conditions (if any) that should be laid down for the use of the land after sale, and the extent to which (if at all) the principles of the Resolution of the Government of India in the Department of Revenue and Agriculture No. 13/44-13, dated 30th October, 1896, reproduced below, should be applied.

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- **Resolution No. 13/44-13, dated 30th October, 1896 of the Government of India in the Department of Revenue and Agriculture.-**
- The Government of India desire that whenever agricultural or pastoral land has been acquired for public purposes, whether by private purchase or by compulsory acquisition, and is no longer required for such purpose, the disposal of it may be guided by the following general consideration :--
- "In the first place all proprietory rights and all rights of occupancy which were extinguished by the acquisition should be first offered to the persons from whom they were acquired, or to their heirs if discoverable; the former where both kinds of rights co-existed being made subject to the latter under the provisions of the Crown Grants (Act XV of 1895)."

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- "In the second place the price at which these rights are offered should be the amount of compensation originally paid for them less the 15 percent in excess of the value which will have been paid if the acquisition was compulsory. This price may be reduced, if necessary, on account of any deterioration that may have taken place in the fitness of the land for agricultural or pastoral purposes while it was in the occupation of Government but it should not be increased, except in the case stated below on account of any rise in its market value during that period."

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- "In the case of plots which by reasons of their size or shape are practically of no value to any one but the owners of the adjoining land if those owners are nor entitled to the first offer as above, they ought nevertheless to receive the first offer; but in that case there is no objection to asking the market value, though the reasonable offer of a neighbouring holder should always have the preference over that of an outsider."
- "The Superior Revenue authority will, of course always retain and exercise discretion in the application of the general rule about the charge of cost price. Special cases will occur, and exceptions will be justifiable,

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- as for example, when the persons first entitled are remote descendant of relations of the original holders, or when the rise in the market value of the land has been so exceptionally great as to take the case out of the general rule. the government of India lay down no hard and fast rule, but only a principle for general guidance."
- "It will be observed that the above principles apply to agricultural and pastoral land only, and not to building sites or town land."

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- 2. It will be for Local Government and Administrations to issue instructions adapted to local circumstances, in general conformity with the above considerations. Those instructions will be mere executive instructions; and the greatest care should be taken to avoid anything which might have the semblance of conferring a right, or affording a basis for any claim either as against Government or as between Private parties, and to make it clear that the concession are made as an act of grace, and are wholly within the pleasure of Government to grant or to refuse in any particular case.

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- **1040.** In the case of disposal of land to Department of the Central Government the amount payable will be the market value of the land and the buildings thereon. In all other cases land will be disposed of at the highest offer which is considered reasonable.
- **1041. Powers of Sanction**-In all cases of disposals whether under paragraph 1038 or 1040 conditions of restriction of uses agreed upon by both parties may be embodied in the transfer of sale deeds. Where the estimated value of the land exceeds Rs. 1,00,000 a prior reference should be made to Railway Board.

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- **1042. Refund of Capitalized value of Land Revenue.**-In cases where railway land is transferred to a State Government and where the capitalized value of the land revenue had been paid to the Local Government on acquisition, the amount payable by the State Government for the land should include the refund of the capitalized value. In the case of land disposed of to private parties the refund of the capitalized value of land revenue by the State Government will not, however, be necessary.

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- **1043. Adjustment of Sale Proceeds.-**The proceeds of all railway land disposed of less any charges properly incurred in their disposal, will be credited to the Capital account of the railway. As in the case of acquisition, a State Government may be reimbursed the cost of special establishment employed in connection with disposal proceedings.
- **1044. Completion of Sale or Transfer.** As in acquisition, the process of disposal is not completed until possession of the land is made over (and in no circumstances should this be done until the terms of sale or transfer have been settled); and until the sale or transfer is complete all rights in the land continue to vest in the Central Government, Ministry of Railways. After sale or transfer is complete, the railway boundary marks, land plans & c., should be adjusted accordingly.

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THANK YOU

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PART V

Finance, Stores & Materials

FINANCE AND BUDGET

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JE Bridge – Induction - Phase-II

Topic 2- Revenue and works budget. Maintenance of accounts, control over expenditure, completion reports. Works programme – PWP, FWP. Allocation and heads of expenditure, CF, DF, DRF,SF etc.

Outline

- INTRODUCTION
- GENERAL
- FINANCE
- ACCOUNT
- RAILWAY ACCOUNTS AS COMMERCIAL CONCERNED
- RAILWAY ACCOUNTS AS GOVERNMENT DEPARTMENT
- CANNONS OF FINANCIAL PROPRIETY
- BUDGETING ON RAILWAYS
- VOTTED AND CHARGED EXPENDITURE
- GROUP NO AND DEMANDS
- BUDGETORY REVIEW
- APPROPRIATION ACCOUNT

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INTRODUCTION

RAILWAY FINANCE AND EXPENDITURE IS VERY IMPORTANT SUBJECT SPECIALY FROM THE POINT OF VIEW OF RAILWAY ENGEENERING DEPATEMENT .

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GENERAL

- RAILWAY IS A GOVERNMENT ORGANISATION
- RAILWAY IS A COMMERCIAL ORGANISATION
- CAPITAL SUPPLIED BY CENTRAL GOVERNMENT
- CONSOLIDATED FUND OF INDIA
- RAILWAY PRODUCE TRANSPORTATION SERVICES

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RAILWAY SALES THE TRANSPORTATION SERVICES TO THE PUBLIC AND EARN PROFIT.

FINANCE

- The science of the management of money and other assets.
- The management of money, banking, investments, and credit.
- Finances Monetary resources; funds, especially those of a government or corporate body.
- The supplying of funds or capital.

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ACCOUNT

An account is summarized record of transactions, affecting one person, one kind of property or one class of gain or losses.

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RAILWAY ACCOUNTS AS A COMMERCIAL ENTERPRISE

- Capital and revenue transactions
- Capital and revenue accounts
- Profit and loss account and balance sheet prepared at close of financial year

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RAILWAYS ACCOUNTS AS A GOVT. ENTERPRISE

Govt. accounts are maintained in 3 parts

- **Consolidated Fund of India (Part I) Article 266**
- **Contingency Fund of India (Part II) Article 267**
- **Public Accounts of India (Part III) Article 268**

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CANONS OF FINANCIAL PROPRIETY

- Expenditure should not prima facie be more than the occasion demands and every Govt. servant should exercise the same vigilance as man of ordinary prudence.
- No authority should exercise its powers of sanctioning expenditure to pass an order directly or indirectly to its own advantage
- Public money should not be utilized for benefit of a particular person or section of community.
- Amount of allowances such as TA to be regularized so as to not to become a source of profit to the recipient.

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BUDGETING ON RAILWAYS:

Budget is a statement of the estimated annual receipts and expenditure both on capital as well as Revenue transactions of an organisation.

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VOTTED AND CHARGED EXPENDITURE

- The expenditure on Railways may be either voted or charged
- The expenditure covered under the former category requires the approval of Parliament.
- In respect of charged expenditure, the sanction of the President is conveyed without the budget being submitted for the vote of parliament.

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Railway Budget

- 301 of IRFC volume I –
- The estimated receipts and expenditure of the Government of India for that year’ referred to as the "annual financial statement" and popularly called the "Annual Budget".

Every budget contains three elements-

- a review of the preceding year, including the actual receipts and expenditure in that year ;
- an estimate of the receipts and expenditure of the coming year; and
- proposals, if any, for meeting the requirements of the coming year.

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Railway Budget

Railway budget merged with Annual budget W.E.F. 21.09.16 as item no. 80/81/82/83

Financial Code (I) - Ch. III :

Annual Budget estimates are prepared for :

a. Earnings Estimates;
b. Expenditure Estimates
    1. Revenue Budget (Demand 1 to 15)
    2. Capital Budget (Demand 16) includes
        i. Works Programme
        ii. Rolling Stock Programme
        iii. Stores Budget (Stores Transactions)

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Railway Budget

- Demands for Grants: The proposal of Govt. in respect of sums required to meet the expenditure from the Consolidated Fund of India submitted to the Parliament.
- The Demands shall be for gross expenditure ; the credits or recoveries being shown in the form of footnotes to Demands.

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DEMANDS

- **Demand of Grants:** (Para: 625 of Engg. Code & Para. 305 of Fin. Code Vol.- I)
- **The demand should represent a homogeneous activity controlled by a single departmental authority;**
- **The Demand should equally correlate costs to results duly bringing out the variable and fixed items of costs, to the extent possible; and**
- **The Demand should be equally balanced from the point of view of total expenditure. The above considerations could not be fully met due to certain practical restrictions.**
- **Demands for Grants: The proposal of Govt. in respect of sums required to meet the expenditure from the Consolidated Fund of India submitted to the Parliament.**

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GROUP NO. and DEMANDS

I Policy Formulations and services common to all Railways

1 Railway Board

2 Miscellaneous expenditure(General)

II General Superintendence and services on Railways

3 General Superintendence and service on Railways

III Repairs and Maintenance

4 Repairs and Maintenance of Way & Works

5 Repairs and Maintenance of Motive Power

6 Repairs and maintenance carriage & Wagons

7 Repairs and Maintenance Plant and equipment

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GROUP NO. and DEMANDS

IV Operations

- **8 Operating expenses - Rolling stock and equipment**
- **9 Operating Expenses – Traffic**
- **10 Operating expenses - fuel**

V Staff Welfare and Retirement benefits and Misc

- **11 Staff Welfare and Amenities**
- **12 Misc. Working expenses**
- **13 P.F., Pension and other retirement benefits**

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GROUP NO. and DEMANDS

VI Railway funds Payments to General Revenues

14 Appropriation to Fund

15 Dividend Loan repayment and amortisation of over capitalisation

VII Works expenditure

16 Assets Acquisition construction and replacement

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Demand No.1 Revenue Railway Board:

This grant is for expenditure on Railway Board. This grant is supported by details of expenditure on Group A & B establishments, Group C and D establishments and other contingent charges together with the primary unit wise distribution. The amount received from the CPWD (Ministry of works Housing and supply) towards maintenance of Rail Bhavan are taken as Credits under this grant and are outside the scope of the demand

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Grant No.2 Miscellaneous expenditure(General)

This grant will cover expenditure on Surveys, RDSO, Railway Inspectorate attached to CBI, Statutory Audit, Share of net earnings payable to Branch lines, Railway Recruitment Board, Railway Claims, tribunal, Publicity for tourism promotion, Institutes Like IRICEN PA and other misc. expenditure (Genl) etc. Survey expenses though accommodated initially under this grant are, however, written back to the appropriate head of account on sanction of the project (under Minor Head preliminary Expenses)

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Demand No.3: General Superintendence and Services:

This grant covers expenditure on the zonal Headquarters and Divisional Offices of the Railway Administration. Each Department of the Railway system such as General Management/Financial Management/Material Management Rolling stock Management and other departments are detailed as minor heads of this grant. Commission charges recovered from the defence department for audit of warrants and credit notes connected with military traffic are taken as Credit outside the scope of the grant.

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Demand No.4: Repairs and Maintenance of permanent way and Works:

This grant covers expenditure on repairs and maintenance of permanent way assets such as track, other building and structures, as detailed in abstract B.

The credits under this grant are for materials released from works charged to revenue and share of freight charges of Railway materials.

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Demand No.5: Repairs and Maintenance of Motive Power:

This grant corresponds to Abstract C of the Revenue classification and covers expenditure on steam locomotives, Diesel locomotives, Electric Locomotives rail car etc.

Denand No.6: Repairs and Maintenance of carriages and wagons:

This grant corresponds to Revenue Abstract D and covers expenditure on repairs and maintenance of carriage and wagons and EMU coaches.

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Demand No.7: Repairs and Maintenance of plant and equipment

This corresponds to abstract E covering maintenance of all plant and equipment owned by all the branches of Railways such as Civil, Mechanical and Electrical and signalling staff statement and also the performance unit are shown as annexure.

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Demand No.8: Operating expenses-rolling stock and equipment

This grant covers expenditure on the operating expenses of Mechanical, Signalling, Electrical and Tele-communication equipments including rolling stock.

Demand No.9: Operating expenses: Traffic:

This grant caters for expenditure on traffic operating and traffic commercial departments.

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Demand No.10 Operating Expenses Fuel :

This demand covers expenditure on coal, fuel oil for loco purposes and electric energy charges for traction purposes.

Demand No. 11. : Staff welfare and Amenities:

This demand covers the expenditure on educational, medical facilities, health and welfare services, other staff amenities such as canteens etc.,

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Demand No. 12 : Misc. Working Expenses:

This demand caters to expenditure on security branch and compensation claims for goods loss or damaged and also payments arising out of Workmen's Compensation Act and catering.

Demand No. 13 : Provident Fund, Pension and Other Retirement Benefits:

Retirement benefits covered under this demand may be categorised as

- **items met out of pension fund and**
- **payments of gratuities and other contribution to provident fund.**

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Demand No. 14 : Appropriation to DRF, Pension Fund, Development Fund, and Capital fund:

Demand No. 15 : Dividends to General revenue, repayment of loan taken from general revenue and amortization of over capitalisation:

Demand No. 16 : Assets : Acquisition, construction and replacement:

This grant is otherwise known as "Works Grant". This grant caters to the expenditure on acquisition of new assets, construction of new lines, replacements and renewals of the existing assets.

The finances for these assets are met either through "Capital" otherwise known as loans obtained from the General Exchequer or internal resources of Railway system namely the Depreciation, Reserve fund, Development fund and capital fund.

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Compilation Levels

- Department Wise
- Divisions/workshops
- Zonal HQs
- Railway Board

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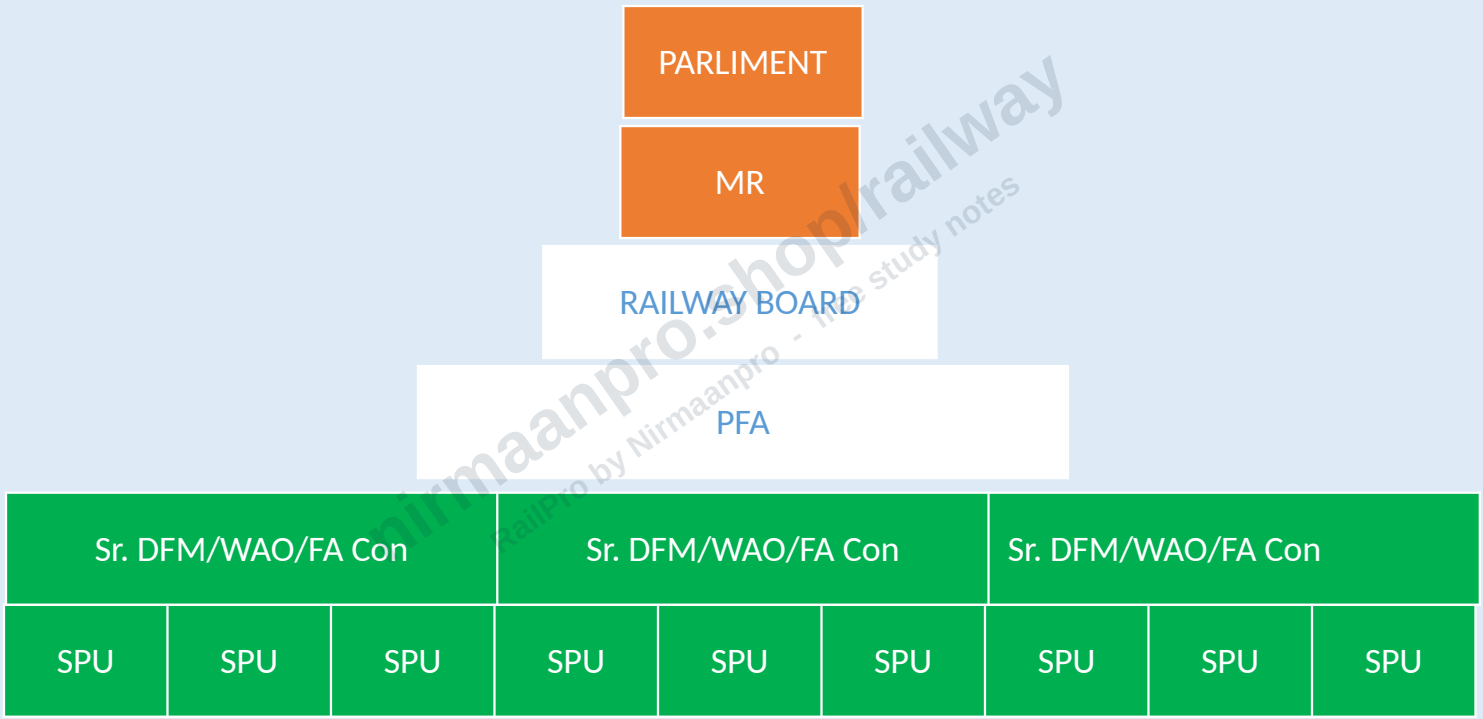
Budget Process



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Budget Cycle Time ?

Para. 307 of IRFC-

ZR/PUs required to submit to the Railway Board their revised estimates for the current year and budget estimates for the following year on the dates prescribed below :-

- Estimate of Earnings -20th Dec
- Revenue Demands 2 to 15 -1 st Dec
- Civil Estimates - 15th Dec
- Works Demand 16 -23rd Dec

Budget - 2020-21

- Budget estimate - Nov./ Dec. 2019
- Budget presentation - Feb. 2020
- Budget orders - Apr. 2020
- August review - Aug. 2020
- RE 19-20/ BE 20-21 - Nov./Dec. 2020
- Revised Grant - Feb. 2021
- Final Modification - Mar. 2021
- Cash book close - 31.03.2021
- Closure of Mar. Accounts - Jun. 2021
- Appropriation Accounts - Aug./ Sep. 2021
- Total - 18-21 Months

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Budget- Revenue & Capital (Works)

- Revenue Budget
  - For maintenance and operation of services
  - Short term, the benefit of which is within the Financial Year
    Works Expenditure
    Demand no 1 to 15

- Capital Budget
  - New Assets/Replacement
  - Works Programme, M&P and RSP, the benefit of which lasts for many years and may result in increase in earnings and/or reduce expenditure for many years
  - Demand no 16-Assets- acquisition, construction and replacement

- Works Budget: (Para: 624 of Engg.Code)
  - The revised and Budget estimate for construction, acquisition and replacement of assets are briefly known as Works Budget. (based on Works Programme approved by Rly. Bd.)

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Revenue Budget-Group & Demands

SN	Group	Number & Name of demand		Abstract
I.	Policy Formulation and Services Common to all Railways	1.	Railway Board	
		2.	Miscellaneous Expenditure (General)	
II.	General Superintendence and Services on Railways	3	General Superintendence and Services on Railways.	A
III.	Repairs and Maintenance	4.	Repairs and Maintenance of Permanent Way and Works.	B
		5	Repairs and Maintenance of Motive Power.	C
		6	Repairs and Maintenance of Carriages and Wagons.	D
		7	Repairs and Maintenance of plant and Equipment	E
IV.	Operation	8.	Operating Expenses-Rolling Stock and Equipment.	F
		9	Operating Expenses-Traffic.	G
		10.	Operating Expenses-Fuel.	H
V.	Staff Welfare, Retirement Benefits and Miscellaneous	11.	Staff Welfare and Amenities.	I
		12	Miscellaneous Working Expenses.	J
		13.	Provident Fund, Pension and other Retirement Benefits.	K
VI.	Railway Funds and payment to General Revenues.	14	Appropriation to Funds {DRF, DF, Capital, Pension, OLWR}.	L
		~~15~~	~~Dividend to General Revenues, Repayment of loans taken from General Revenues and Amortization of over Capitalisation.~~	~~M~~

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Budget- Demands

Sub- Major Heads	Minor Heads	Sub- Heads	**Detailed Heads**
Demand No. in Demand for Grants i.e demand no. 1 to 16	Categorisation based on Spending organisation i.e. 100, 200, 300, …….	Categorisation based on establishments/ type of assets etc. i.e. 110, 120,130, …….	Further categorisation indicating actual spending unit

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Railway Budget (Pre Merger)

REVENUE BUDGET		
EARNINGS/RECEIPTS		EXPENDITURE
Abstract X	Passenger, Other Coaching	Demand No. 1 to 15 – All revenue expenditure
Abstract Y	GOODS	
Abstract Z	SUNDRY	
Demand No.14 (RLY FUNDS)		
CAPITAL BUDGET		
		Demand No.16 - Works, M&P, RSP Budget under different Plan Heads (11 to 81)

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Railway Budget (Post merger)

REVENUE BUDGET		
EARNINGS/RECEIPTS		EXPENDITURE
Major Head 1001, 1002 & 1003		Major Head 3001, 3002, 3003, 3005, 3006 & 3075
Abstract X	Passenger, Other Coaching	
Abstract Y	GOODS	Major Head 3001, 3002, 3003, & 3006 (Appropriation to RLY FUNDS)
Abstract Z	SUNDRY	
CAPITAL BUDGET		
		Major Head 5002 & 5003- Works, M&P, RSP Budget under different Plan Heads (11 to 82)

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EXPENDITURE

- RULES OF ALLOCATION
- DEMANDS
- SUB MAJOR HEADS VIZ ABSTRACTS
- MINOR, SUB AND DETAILED HEADS
- PRIMARY UNIT

- **AT THE END OF THE FINANCIAL YEAR APPROPRIATION ACCOUNT IS PREPARED AND SUBMITTED TO THE PARLIAMENT DULY AUDITED BY C & AG TO SHOW THAT THE FUNDS DEMANDED AT THE BEGINNING OF THE YEAR THROUGH BUDGET WAS ACTUALY UTILISED FOR THE PURPOSE FOR WHICH IT WAS DEMANDED.**

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RULES OF ALLOCATION

- DEMAND NUMBER
- DETAIL HEAD
- SUB HEAD
- PRIMARY UNIT

- ***FOR DETAIL AND SUB HEAD INDIAN RAILWAY FINANCE CODE IS TO BE REFFERED.***

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ALLOCATION

PRIMARY UNIT (REVENUE)

- 01 SALARY
- 02 D.A.
- 03 P.L.B.
- O4 H.R.A.
- 05 C.C.A.
- 99 OTHER EXPENSES

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ALLOCATION

P.U. (CAPITAL)

- 01 WAGES
- 02 CASUAL LABOUR
- 03 CONTRACTORS PAYMENT
- 04 DIRECT PURCHASES OF STORES
- 05 STORES FROM STOCK
- 06 FREIGHT FOR STORES
- 07 CREDIT FOR RELEASED MATERIAL
- 08 OTHER
- 09 ADJUSTMENT FOR DEBIT CREDIT TRRANSFER
- 10 P.L.B.
- 11 EXCISE DUTY
- 12 OCTROY
- 13 SALES TAX

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ALLOCATION

A few examples of complete classification of expenditure are given below:

- **Revenue Expenditure- In Open Line payment to staff**
  - **Wages of Permanent Gang : B-04 22101**
  - **DA of Permanent Gangs : B-04 22102**
  - **TA of Permanent Gangs : B-04 22116**

- **Capital Expenditure- In a new line construction project earth work in formation will be classified as**
  - **Payment to contractor: p 20 1131 -03**
  - **Wages to departmental establishment : p 20 1131 01**

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For further Detail – Pl refer Finance Code I&II

Thanks

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JE Bridge – Induction – Phase- II

3.1DBR, DBI, DMTR, Ledger, requisition for stock and non-stock items. Local purchase.DS-8 etc

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1. Objectives Of Materials Management :

For running any industry or business, we need a number of resources. These resources are popularly known as 5 M's of any Industrial activity i.e.

Men,
Machines,
Materials,
Money and
Management.

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- The objectives of integrated materials management can be classified in two categories ;
  - Primary and
  - Secondary.

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These are discussed below ;

Primary Objectives : Following may be identified as primary objectives which are to be achieved.

(a) To purchase the required materials at minimum possible prices

(b) To achieve high inventory turnover i.e. to meet materials requirement of the organization by keeping low average stocks

(c) To incur minimum possible expenditure

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Secondary Objectives :

(a) To assist technical/design department in developing new materials and products which may be more profitable to the organization.
(b) To make economic 'make or buy' decisions.
(c) To ensure standardization of materials
(d) To contribute in the product improvement.
(e) To contribute in the development of inter departmental harmony.
(f) To follow scientific methods of forecasting prices and future consumption of materials.

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Materials Management Organization in Zonal Railways :

In Railways an integrated concept of Materials Management is already existing. The Zonal Railway organization of stores Department is at three levels ;

- Headquarters level
- Divisional level and
- Extra Divisional or District level in the form of Stores Depots and Printing Presses.

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Organization at Head-quarter level :-

At headquarters level, office of Controller of Stores is responsible for both coordinating various activities of stores depots and divisional controller of stores and also purchases.

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b. *Organization at Divisional level :-*

Divisions have a Sr. Div. Controller of Stores or Div. Controller of Stores who is to coordinate with Controller of Stores to meet the material requirements of his Division.

c. *Organization at Depot level :-*

The problems on Railways are more complex than those of a manufacturing organizations. There are thousands of indentors spread over a large geographical area. The Railways therefore, have to plan locations of the various stores depots with

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The work in a Stores Depot consists of ;

(i) Receipt and inspection of stores

(ii) Storage and issue of materials

(iii) Dispatch of materials

(iv) Disposal of surplus stores and scrap materials

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D. - Printing Press :

Requirement of forms, books, time-tables, all type of tickets like card tickets, platform tickets, coupons etc., is met by Railway Printing Presses. These process are under the Supervision of Suptd. of Printing and Stationery.

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(b) *Procurement of Stores :-*

This includes purchase of materials of required quality and quantity at reasonable prices.

- This activity also includes development of sources of supply with due emphasis to development of ancillary industries, small scale industries and indigenous sources for imported items (import substitution). This also includes, maintaining constant touch with the market to ensure steady flow of materials.

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(c) *Receipt & Inspection of Stores :-*

(d) *Store Keeping :-*

(e) *Distribution of Stores :-*

(f) *Collection, accountal and disposal of scrap :-*

(g) *Inventory Control :-*

(h) *Cost Reduction :-*

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Functions of Stores Department :

Functions of Stores Department can be classified as under ;

(a)Material Planning :-

(b) *Procurement of Stores :-*

(c) *Receipt & Inspection of Stores :-*

(d) *Store Keeping :-*

(e) *Distribution of Stores :-*

(f) *Collection, accountal and disposal of scrap :-*

(g) *Inventory Control :-*

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(h) *Cost Reduction :-*

As already explained, Materials. Management Department can contribute a lot on cost reduction. Some of the techniques used for this purpose are ;

1)Variety Reduction

2) Standardization

3) Value Analysis

4) Forecasting.

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4. General Classification Of Stores :

These items are purchased as and when required to meet specific demands and are called as `Non-stock items'. The stock items are further classified as under :

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STORES DEPOT MATERIALS

STOCK Items

Frequently & regularly required, usually in large quantities

Unit cost justifies incurring inventory carrying cost

Stocked in Depots and distributed

NON-STOCK Items

- Not purchased very often
- Can be converted as Stock Item (to reduce the cost) when often purchased.
- Directly sent to the consignees/users.

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Ordinary Stores : These are generally such items of stores for which there is a regular turnover caused by a constant demand. These may be further subdivided as

- New,
- Second hand
- Serviceable and
- Second hand repairable.

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Emergency Stores :

- These items are not readily available in the market and as such would require a long time for procurement in case they are not stocked. These are generally components of imported machines and Rolling Stock.

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SURPLUS STORES

Surplus stores are those items which have NOT been issued for the past 24 months and arise due to :

Changes in design/specification etc. of the Stock Items

Return of special items or stock items of stores which are no longer required by the consuming departments, to the Depots.

Surplus Stores are classified as **:**

(1) MOVABLE SURPLUS

(2) DEAD SURPLUS

Stores Depot should take steps for their **suitable and speedy disposal.**

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SURPLUS STORES

MOVABLE SURPLUS STORES

Stores items which have **NOT** been issued for 24 months but **are EXPECTED to be issued in the *near future.***

DEAD SURPLUS STORES

Stores items which have **NOT** been issued for 24 months and **are NOT likely to be utilised on any Railway *within the next two years.***

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Special Stores :

The items of stores arranged and stocked for works and other special purposes i.e. other than for operation or ordinary maintenance and repairs are called "Special Stores".

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Other Classification Of Stores :

Apart from above some other classifications as under are also prevalent on Indian Railways.

Custody Stores :

These are stores which have been purchased for special works and charged to such works but due to inadequate stocking facilities available with

Imprest Stores :

Certain important units like loco sheds, train examining depots etc. require a large number of items for day to day repairs, maintenance and operation of rolling stock.

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- Imprest stores are standing advance of materials to meet the day to day requirement of repairs maintenance and operation of rolling stock etc. On most Railways the Imprest stores are charged off to the final head of Account under revenue working expenses. However, detailed A/c are maintained by these units and monthly Imprest recoupment schedules are sent by the Imprest holders to the nominated stores depots for bringing their stocks to the Imprest level sanctioned.

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Standard And Non-Standard Items :

Most of the items used on Indian Railways have been standardized i.e. their description, dimensions and specifications have been made standard and also a standard code no. has been allotted for easy identification.

However, still there may be few items which have not been standardized and therefore obviously no code no. has been allotted for them. Such items are known as Non- Standard items.

- A non-standard item will necessarily be a non-stock item but all standard items are not stock items i.e. an item which has been allotted a code no. may still be a non- stock item.

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Codification Of Stores :

- We can have three types of codification systems ;
  - Fully significant,
  - Semi-significant and
  - Non-significant.

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All the Railway materials have been classified in 76 `Major Groups' or 'Main Groups' or groups. Each Major/main group (or groups) has been further classified into several sub-groups. Great care has been taken to ensure that groups and sub-groups do not overlap and the numbers have been allotted in a meaningful order and also they are unique.

Each PL No. is sub-divided into 4 parts as under ;

90 35 058 3

Part A -- First Two Digits

Part B -- Third and fourth digit

Part C-- Fifth , Sixth and seventh digit

Part D-- Last digit

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*Part `A'* consists of two digits representing the main group of stores example main group is `90' which is for steel items.

*Part `B'* consists of two digits representing sub-group. sub-groups. Here `35' is the sub-group which is for various sizes of Mild Steel Flats.

Part `C' consists of 3 digits and is the serial number of the item example serial number is 58.

Part `D' consists of one digit which has a special significance with reference to computerization. his is the check digit. This digit is unique to a given number and is intended to check the integrity of the code number.

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Sample Check digit calculation :

2 5 1 6 1 0 4 ?
X X X X X X X
8 7 6 5 4 3 2 -
16 + 35 + 6 + 30 + 4 + 8 = 99
99/11 = 11*9 + 0 ,
i.e. Remainder = 0
Therefore, Check digit = 0

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STORES PROCEDURES OF STOCKING

When a proposal for stocking a **NEW** item is received from the **Indentor,** the following aspects are to be considered, **before STOCKING SANCTION is given.**

If the item to be stocked is **ALREADY a 'stock' item in other Depots**	If the item to be stocked is **NOT STOCKED in other Depots**
PL No., Unit of Accountal, AAC and loco holding/yearly outturn should be available, so that the same PL No. & Unit of Accountal can be used in the NEW Depot and AAC asked by the Indentor can be compared with the AAC of the Depot already stocking this item.	The reason for stocking the NEW item is to be gone through in detail and also why other Workshops/ Sheds ***do not*** require that item is to be looked into. The AAC asked should also be linked with the **actual consumption** in the past, to be furnished by the Indentor.

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- In case, if the item to be stocked is in view of **other item to be discontinued,** in such case, the AAC asked should be linked with AAC of the existing item and the disposal of the stock and dues of the existing item should also be indicated by the **Indentor.**

- Once the stocking proposal is **approved,** the stocking approval will be issued by the **NOMENCLATURE SECTION** to the Depot with a copy to the concerned Purchase Section, along with the likely sources of supply for opening the case and issue of tender. Hence, the stocking proposal should also contain the details of the likely sources for them.

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MINIMUM LIMIT FOR STOCKING MATERIALS

- The minimum limit for each “Stock” Item is the quantity of stock issued in a week **(Average) X** the number of weeks (known from past experience) required for fresh supplies to arrive in the Depot from the date of placing the order. It is the **STOCK ORDER POINT.**
- The minimum limit is also defined as the requirement of an item, during the **LEAD TIME and Buffer Stocks,** if any, permitted for that item.
- **LEAD TIME** means the time taken from the date of submission of Recoupment Voucher till stock is received in the Depot.

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MAXIMUM LIMIT FOR STOCKING MATERIALS

- The maximum quantity should **NOT ORDINARILY EXCEED TWICE** the minimum limit prescribed for an item.
- **The maximum limit is fixed after considering :**

(i) **The Economic size of Each Order** *(which the lowest quantity that may be ordered for, at any time after providing that, stores are* ***never less than*** *the MINIMUM LIMIT, since purchase orders for small quantities at frequent intervals increases cost of supplies)*

(ii) **The increased lock-up of capital**

Over-stocking of materials, gives rise to deterioration of stores, extra storage & protection arrangements, increased labour charges etc.

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STORES PROCEDURES OF STOCKING

As regards (a), we may take simple average of true issues which took place during past 3 years or we may take weighted average by giving more weightage to most recent consumption. *Some of the Railways give weightage of*

- 3 to the consumption of last year (YR-1),
- 2 to the year before last year (YR-2) and
- 1 to the consumption during further previous year (Yr-3).

- While working out weighted average consumption, we may also take into account current consumption by giving it a weightage of 3. Thus weighted average can be worked out as under:

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$$\text{weighted average consumption} = \frac{[(\text{Cons. in Yr-3} \times 1) + (\text{Cons. in Yr-2} \times 2) + (\text{Cons. in Yr-1} \times 3) + (\text{Consumption from 1st April of current year to the current month}) \times 3]}{72 + \text{no. of months from April to current month} \times 3}$$

By this method, we get forecast of monthly consumption. This can be suitably modified in view of factors mentioned at (b) & (c) above to get a reasonably accurate figure known as Monthly Usage Factor (MUF)

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PL No., Unit of Accountal, AAC and loco holding/yearly outturn should be available, so that the same PL No. & Unit of Accountal can be used in the NEW Depot and AAC asked by the Indentor can be compared with the AAC of the Depot already stocking this item.	The reason for stocking the NEW item is to be gone through in detail and also why other Workshops/ Sheds ***do not*** require that item is to be looked into. The AAC asked should also be linked with the **actual consumption** in the past, to be furnished by the Indentor.

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CHECK LIST FOR CORRECT PREPARATION & SUBMISSION OF NON STOCK INDENTS:

No	Particulars	Compliance details		
		Yes	No	NA
A	**Preparation of indent**			
1	Whether essentiality and consolidation certificate attached as per DGM circular?			
2	Whether all columns in indent filled up ie main, P.L. group, sub group, demandno&Date etc?			
3	Whether the indentor/consignee details are correctly given along with code?			
4	Whether allocation is furnished correctly?			
5	Whether quantity, rate, unit of purchase and value indicated both in figures & words?			
6	Whether the correct and full description is furnished for tendering purposes with the details of latest specification and drawing including amendments if any?			
7	Whether sufficient copies of drawing /specification enclosed to enable floating of e-tender?			
8	Whether purpose of purchase with office seal of indentor is furnished?			
9	Whether justification for non-stock indent is enclosed wherever necessary?			
10	Whether the indented description matches with the budgetary offer			
11	Whether last purchase details like LPR,firm's name & PO nos /likely suppliers are furnished along with full and latest postal address, email, fax etc?			
12	Whether Non stock certification issued by depot officer?			
13	Whether Special conditions like delivery schedule, packing, shelf life etc if any indicated?			
14	Whether Bill Passing / Bill Paying Officer clearly indicated in the indent?			

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Finance vetting, funds provision and competent authority sanction							
Whether associate finance vetting is obtained as per latest SOP (for safety items > 2 lakhs and other items > 1 lakhs)?							
Whether funds provided and certified in the current financial year?							
Whether copy of A/c check note on vetting and compliance there of furnished?							
Whether budgetary offer received from manufacturers, authorized dealers or agents enclosed (in case of first time purchase)?							
Whether sanction of competent authority is enclosed as per latest SOP of Stores matters?							
Whether indent is signed by competent authority as per SOP of Stores Matters (in Rs.)							
Jr.Scale	**Sr.Scale**	**JAG**	**CWM/SAG/ ADRM**	**CHOD/ PHOD of user Dept in HQ**			
Upto 10000	Upto 50000	50000 – 2 Lakhs	2 - 10 Lakhs	Above 10 Lakhs			

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c	PAC items						
21	Whether PAC in standard form submitted in case of PAC items?						
22	Whether PAC is unqualified one (ie) 6b & 6c of PAC certified?						
23	Whether PAC is signed by the competent authority, as per the following norms :						
	PHOD/CHOD	**SAG Officer**	**JAG / SG**	**Indenting Officer**			
	Above Rs.3 Lakhs	Upto Rs.3 Lakhs	Upto Rs.75,000	Upto Rs.25,000			
24	Whether demand is for OEM spares with manufacturer part No/Cat.No. and PAC given.?						

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D	Procurement restricted from approved sources			
25	Whether RDSO/DLW/CLW/ICF/RCF approved source item?			
26	Whether BHEL/ABB/ELGI/MICO price list /agreement item?			
27	Whether centralized procurement item i.e. Rly. Board/ICF/RSK/DLW/DMW/CLW?			
28	Whether demand is for RSP work? (Advance copy of unvetted demand)?			
29	Whether Safety/Vital/Passenger Amenity/Cleanliness item?			

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E.	Miscellaneous / General			
30	If M&P item, reference to M&P sanction from Rly. Bd/GM's out of turn furnished?			
31	Whether for purchase of staff car, copy of specific Rly. Bd. sanction enclosed?			
32	Whether any demand for the same item is pending? (if so give details)			
33	Whether demand is urgent/emergent –certified by DRM/PHOD?			
34	Whether RC item of DGS&D, Production unit of Zonal Rly.?			
35	Whether corrections / alterations in demand are duly attested?			
36	Inspection Agency – RDSO / RITES / DQA / Consignee specified ?			
37	Sample if any required for feel,finish,texture etc indicated ?			
38	Whether Unique Indent Number has been assigned ?			
39	Whether "Material to be delivered to" clearly indicated, if the same different from consignee			
40	Whether Indent related to any other purchase? If so details furnished ?			

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Signature of Indenting Official.

Encl: Delegation of powers for non stock demands, essentiality and consolidation certificate details, PAC format.

Delegation of powers for Non stock demands/requisitions (Revenue & Planned Works)

(Authority: Railway Board letter No.2005/RS(G)/779/7 dated 28.05.2007; & GM/S.Rly letter No. G.203/P/III/Vol.II/Stores .03.08.2007)

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		Level of signing of Non-Stock requisitions / indents for procurement through-Local Purchase / Spot Purchase, Tenders at Divisional / Depot level, Tenders at HQ level **			
No	Value of Non-Stock requisition *	Indenting Official / Officer	Controlling Officer	Approving Officer	Finance Vetting
1	2	3	4	5	6
1	Upto Rs.10,000/- only in value.	Supervisor / Dealing Clerk	Sr.Supervisor/ Section In Charge	JS Officers & SS officers in absence of JS officers.	Not Necessary
2	Above Rs. 10,000/- & upto Rs. 50,000/- only in value	Sr.Supervisor/ Asst. Officer	Asst. Officer	SS Officers & JAG/SG officers in absence of SS officers.	Not Necessary
3	Above Rs.50,000/- & upto Rs.2 lakhs only in value.	Asst.Officer	Sr.Scale	JAG/SG Officer ***	As given below
4	Above Rs.2,00,000/- & upto Rs.10 lakhs only in value.	Asst.Officer/ Sr.Scale	JAG/ Branch Officer	CWM/ ADRM/SAG Officer of the user Department	As given below
5	Above Rs. 10,00,000/-	Sr.Scale Branch officer/JAG	CWM/ ADRM/SAG	CHOD/PHOD of the user department in HQ.	As given below

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*** 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; In the absence of ADRM, DRM will be the Controlling/Approving Officer

** All non-stock purchase at Headquarter will require consolidation and certification for essentiality of purchase and finance vetting as laid down in Board's letter no: 2007/RS(G)/779/1 dated: 16-02-2009 as detailed below

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

S.No	Item	Delegation
a.	Vetting of non-stock demands/ requisitions	1. For safety items -above Rs. 2 lakhs, (Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19/04/2000) subject to 10% test check by Accounts. 2. For items other than safety items-above Rs. 1 lakh.

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

1. For Safety items -Essentiality Certification for requisitions valuing upto Rs.2 lakhs by field level officer at JAG/SG level and for requisitions exceeding Rs.2 lakhs by field officer at SAG level i.e. CWM/ADRM/DRM etc..

2. For items other than safety items -Essentiality Certification for requisitions valuing upto Rs.1 lakh by field level officer at JAG/SG level and for requisitions exceeding Rs.1 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.

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

5. All N.S. Indents for HSD Oil/Furnace Oil and coal used for traction purposes will be prepared by Chief OS/Fuel as indentor, AME/Fuel as Controlling Officer and DY.CME/P&F will be the approving Officer.

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Accountal Of Materials :

Stock items received in the Depots For these items if they are found as per specification, Depot grants Receipt Note. This is prepared in 5 copies in case of Railway contracts and 4 copies in case of DGS &D contracts. (In this case supplier copy is not required). However, if Inspecting Depot and receiving depots are different, then R Note may be prepared in 6 copies.

Distribution of R Note copies is as under :-

- Copy No. 1 .. Depot record copy
- Copy No. 2 .. Stores Accounts copy (EDP posting is done through this copy)
- Copy No. 3 .. Supplier copy.
- Copy No. 4 .. Accounts (Bill Paying Officer) copy
- Copy No. 5 .. Authority placing the order (COS) copy.
- Copy No. 6 .. To be returned to inspecting depot duly acknowledged.

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Issue Procedure

System of issues being followed in most of stores Depots on Indian Railways is described as under:

Different types of forms have been designed to deal with different types of requests for issue of materials. These forms are -

i. Requisition for stores (S-1313) or S.1302

ii. Combined requisition & Issue Note (S 1313 / S-1319).

iii. Imp rest recoupment schedule (S 18 30)

iv. Issue tickets (for workshop items).

v. Depot transfer orders, Depot transfer requests.

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As per para 1307 of Store Code, Requisition Register should have following details :

1.Receipt serial number	2.Date of requisition	3.Requisition number	4.Indentor	5.PL No.	6.Description of material	7.Quantity	8.Movement of requisition with date	9.Action taken (issue note reference or details of other action)

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After this, Issue Note will be numbered.

Issue Note No. is of eight digits.

- First two digits of Issue Note' number represent Depot Code,
- Next two digit ward code
- Last four digits represent serial number of issue note register.
  - This serial number should be maintained in a continuous manner because continuity of this is watched by Stores Accounts Branch.

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Distribution Of Different Copies Of Issue Note :

Combined Requisition & Issue Note (S-1313 / S-1319) :

- This is prepared by the indenter in 6 copies out of which he will submit five copies to Stores Depot DSK keeps one copy with him as his record copy.
- He forwards two copies to Ledger Section and remaining two copies are given to dispatch section along with the material.
- .

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o This distribution of various copies of issue note can be represented as under :

Copy No.	Distribution.
1	Retained by the indentor.
2	Retained by the ward as record copy.
3	Ward => Ledger Section => Depot Stores A/c=>EDP
4	Divisional Controlling Depot Officer with debit Summary
5	Ward =>Dispatch Section =>Indentor =>Acknowledged & returned for pairing with copy No.2
6	Ward =>Dispatch Section =>Indentor

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RE-9B (REVENUE EXCHANGE BOOK)

When material is supplied from one sub-ordinate/works/divison to another the transaction is made on doccument called RE-9B.
It is prepared in six copies.
Details- name of office /workshop/divisionto whom material is supplied, consignee code, allocation, P L numer, description and quantity of material, sanction number of work,head of A/C to which debit/credit .

Based on RE-9B tranfer voucher is prepared in the division office for adjustment.
It is supporting voucher to transfer voucher.

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(b) Book & forms & stationary items :

Demands for these items are to be submitted in prescribed printed forms (combined requisition cum issue note.)
Quantity demanded be as per the Quantity sanctioned.
Normally 3/6 months requirement is issued at a time. Demands not complied are to be taken as canceled for future requirement

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RETURNED STORES

Returned Stores may consist of :

- Surplus stores being balance of new materials that have **not** been used on work.
- Stores released from works
- Tools & Plants no longer required and
- Scrap

All such materials should be RETURNED to a nominated Stores Depot with an Advice Note of Returned Stores in Form No.S-1539 (also known as DS-8).

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DS-8 NOTE (form no. S- 1539)

The voucher prepared to transfer scrap to the depot or material returned to stores is known as **DS-8 NOTE.**

It is prepared by scrap returning official in 6 copies.

It must be signed by consignee as well as the controlling officer.

Details- consignee code, allocation number, P L numer, description and quantity of material, rate,unit .

Ist copy- office copy of material sender depot.

IInd associated account , IIIrd issue voucher & IVth receipt copy kept by depot-copies should be sent along with material.

Vth copy – to depot account.

VIth copy- to division office.(to issuing official)

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PROCEDURE FOR RETURNED STORES

- The Class-I materials so returned should be valued by the Depot Officer at the BOOK RATES.
- The scrap materials, so returned, should be valued at the rates given in the Schedule of Scrap (which is updated by the COS frequently with reference to the average prices realized at recent Auction Sales etc.) and fed into the Computer.
- For condemned Rolling Stock and Scrapped Track materials, the DS-8 Voucher is retained by the DMS of the Stores Depot Ward, **till such time** the Sale Issue Note is prepared.
- The DS-8 Voucher and the Sale Issue Note concerned are simultaneously priced by the DMS ***before*** despatching to the Computer Centre.

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CLASSIFICATION OF STORES

(based on annual usage value)

The stock items are classified into **“A”, “B” and “C” categories** based on annual usage value. The value limit fixed for categorising the stores **varies every year.**

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Category	Cumulative Annual Usage Value	ANNUAL USAGE VALUE fixed by Southern Railway for 2010-11
A	70%	Above Rs. 34 Lakhs
B	20%	From Rs. 4 to 34 Lakhs
C	10%	Below Rs. 4 Lakhs

Government e-marketplace Procurement Cycle

Flow of Presentation

- Learning Objective 1: How to Login as organisation/ Office and users on GeM
- Two Stages
- Step-1: Login as Organisation/Office
- Step-2: Login as Secondary Users
- Learning Objective 2: How to procure Goods & Services on GeM

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Important Aspects of while procuring on GeM portal

Parties in GeM

- Buyer
  - Who can buy
  - How to register to buy
  - How to buy
- Seller
  - Who can sell
  - How to register to sell
- DGS&D
  - Role and responsibilities

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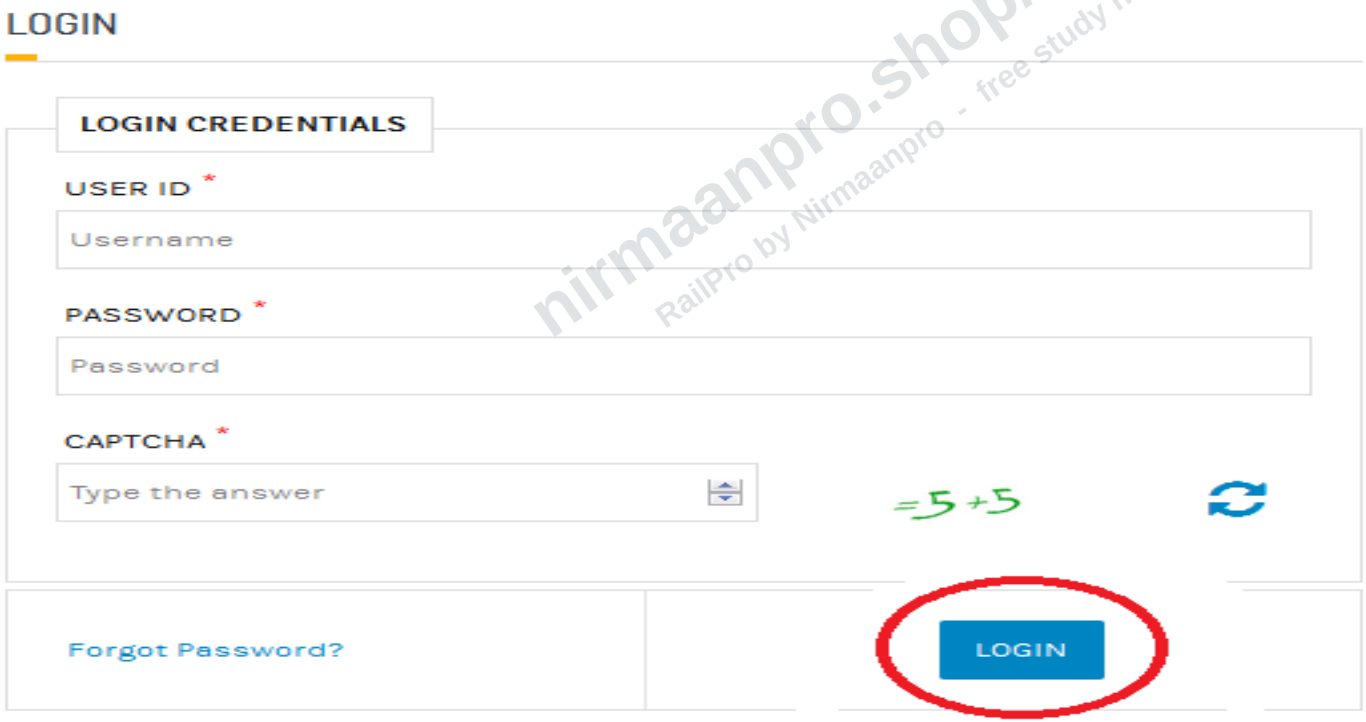
Each has its predefined role and responsibilities

Steps for Login as Organisation/Office/HOD

Step1:Logintohttps://gem.gov.in
•**Step2:**ClickonLogin/RegisterWebpage
•Step3:FilltherequiredlogincredentialsandClickLogin



Click LOGIN

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Steps to Procurement

- Login as a Buyer
- Go to the Market option
- Select the required product category
- Narrow down your selection by providing details of your requirement on three criteria
- Select the desired product and proceed with purchase / adding to cart

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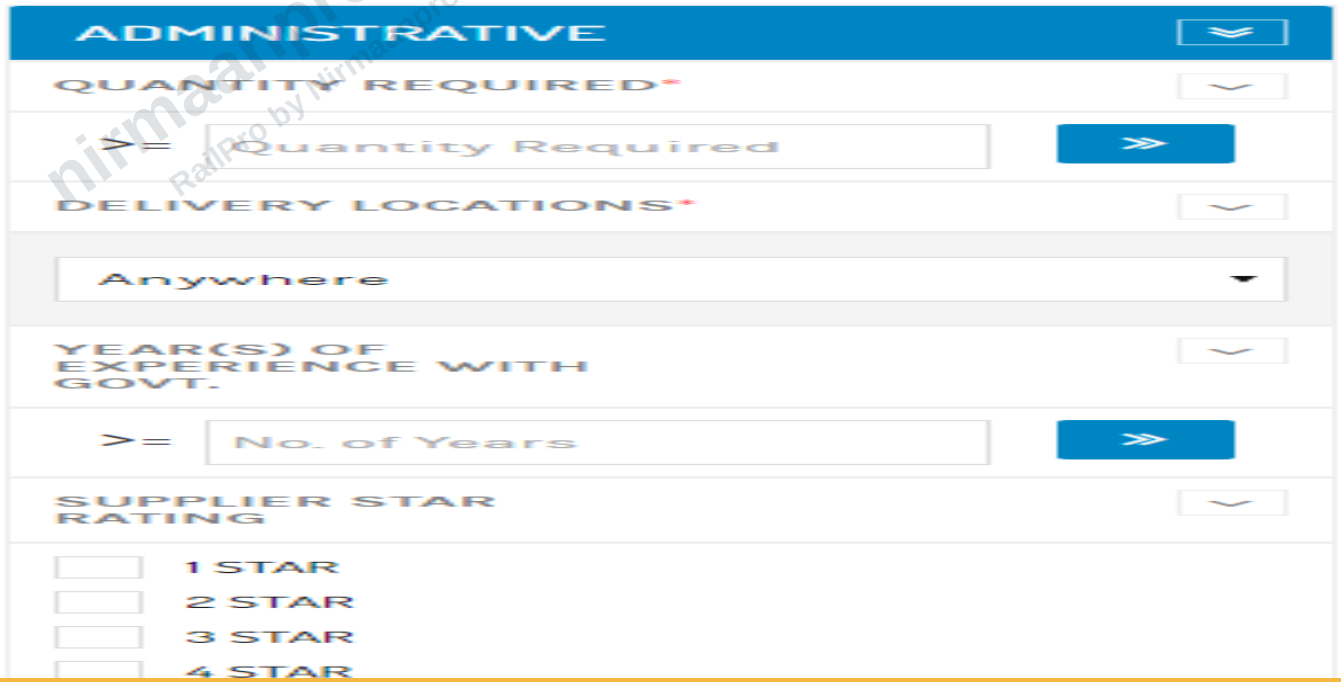
Administrative Filter

1. Put the administrative filter
2. Quantity required
3. Delivery Location
4. Year of experience with government
5. Supplier Rating



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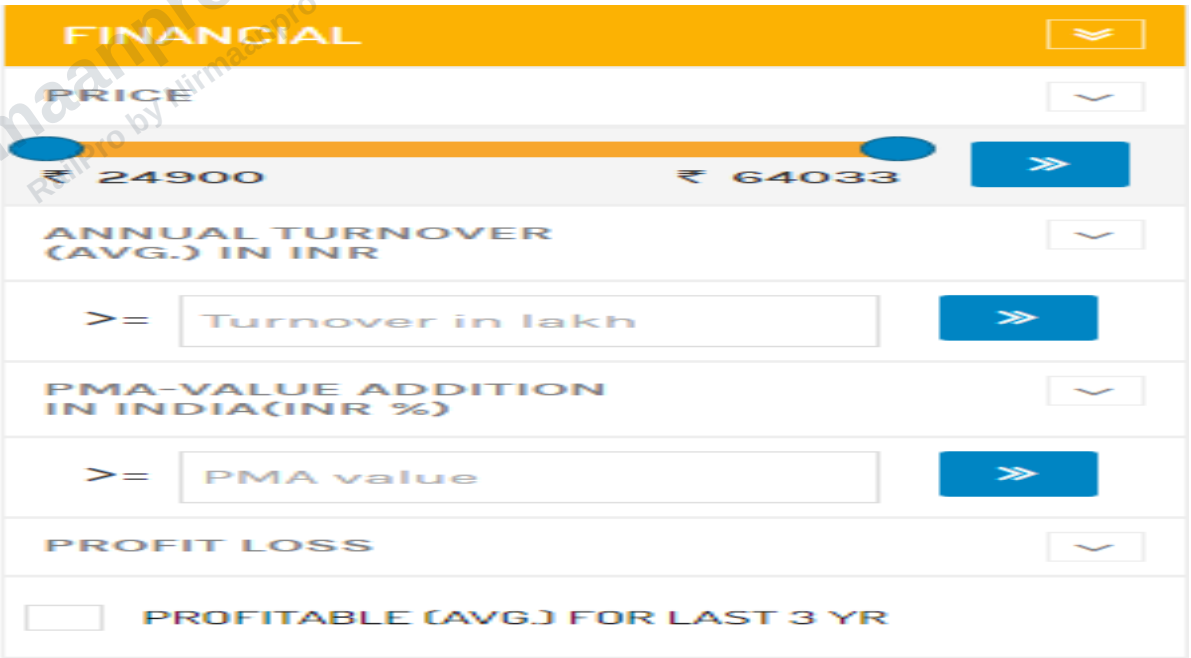
Financial Filter

1. Put the financial filter
2. Product amount range
3. Annual turnover of the supplier
4. PMA-Value addition
5. Profit & Loss of supplier



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Product Description

Put the product technical specification as per requirement of buyer.

- As brand
- As model
- Processor etc

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Important Note

•Allfiltersappliedbythebuyeratttheselectingproductalwaysremainon GeMandit mayseebytheHODmeansthebuyerhaveadequatejustificationasperequisitequality.

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The Purchase Process –141 A

- If the total purchase amount upto Rs. 50,000,
- If the total purchase amount above Rs. 50,000

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Purchase Process

1.WhenthepurchaseamountisLessthanRs50,000:

- There is no need of doing comparison.
- Buyer can select any product as per their specifications.

2.Whenthepurchaseamountismore thanRs50,000:

- Itismandatorytodocomparison of the productsfirst.
- Buyer need to select theL1 product.

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Specifications	Product 1	Product 2	Product 3
	hp notebook pavilion (hp)	**IIP 12** (HP)	**NIFM L2Laptop** (NIFM)
Sellers	1 Seller(s)	1 Seller(s)	1 Seller(s)
Technical Specifications			
MRP/Unit	₹ 33,087.00	₹ 25,000.00	₹ 20,000.00
Unit Price	₹ 32,000.00	₹ 21,580.00	₹ 13,050.00
Total Price	₹ 32,000.00 X 10 = ₹ 320,000.00	₹ 21,580.00 X 10 = ₹ 215,800.00	₹ 13,050.00 X 10 = ₹ 130,500.00
Brand	hp	HP	NIFM
Model	15ec1224tu	IX	v12
Processor Make	i3 5005u 5th Gen	Intel	Intel
Processor Configuration	2.0Ghz 5005U	1.60 GHz, 2 MB Cache, 4 Cores	1.60 GHz, 2 MB Cache, 4 Cores
Type Of Operating System	Free Dos	Windows	Windows
Warranty (Year)	1	2	3
Display Size (inch)	15.6	TUE	TUE
Display Resolution	1366 X 768 Pixel	HD - 1366 X 768	HD - 1366 X 768
Hard Disk Size (GB)	1000	256	256
RAM Size (GB)	4	2	2
Expandable Ram (GB)	8	8	8
Type Of HDD		SATA	SATA
Processor Name		Pentium N3710	Pentium N3710
Wireless Connectivity		802.11 B/g/n (Single Antenna) + BT 4.0	802.11 B/g/n (Single Antenna) + BT 4.0
Battery		4 Cell	4 Cell
Battery Warranty (Year)		1	1
RAM Speed (MHz)		1600	1600
Type Of RAM		DDR 3	DDR 3

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Purchase Options

1. Direct Purchase
2. Bidding
3. Reverse Auction

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Direct Purchase

For the purchases in the above condition:

•Go on product of screen and select product at top of right for comparison of products maximum upto four products.

•Select the product(s).

•If the amount is less than 50, 000 then buyer can go

For any product.

•Add to cart.

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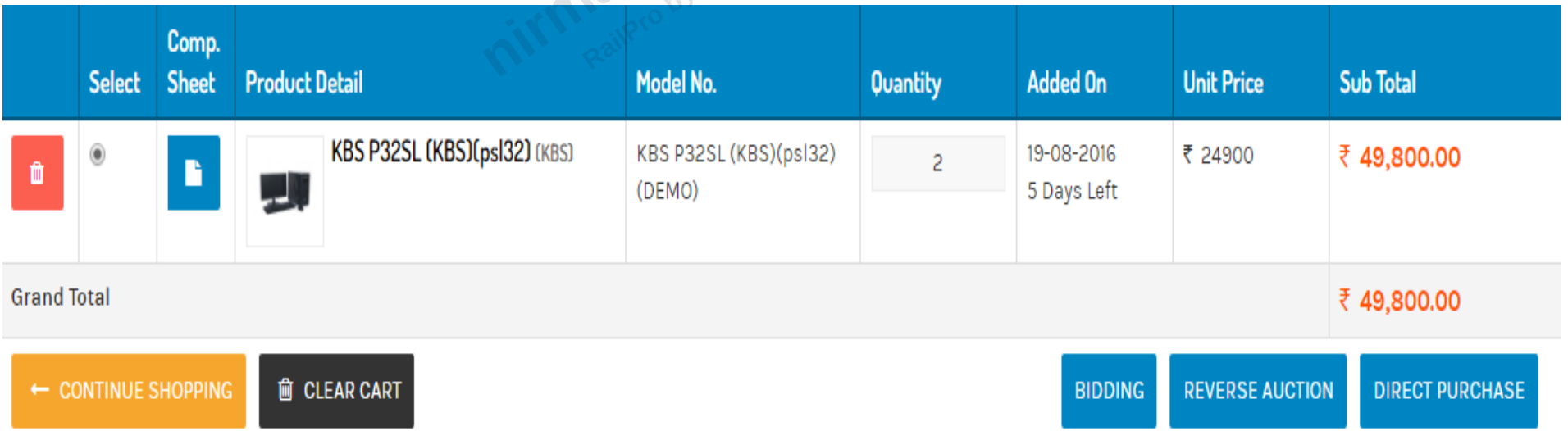
Direct Purchase

And the samemay“addtocart”by clicking on add to cart button.

•

GotocartandselecttheproductwhichneedtobepurchasedandDirectPurchaseoption

.



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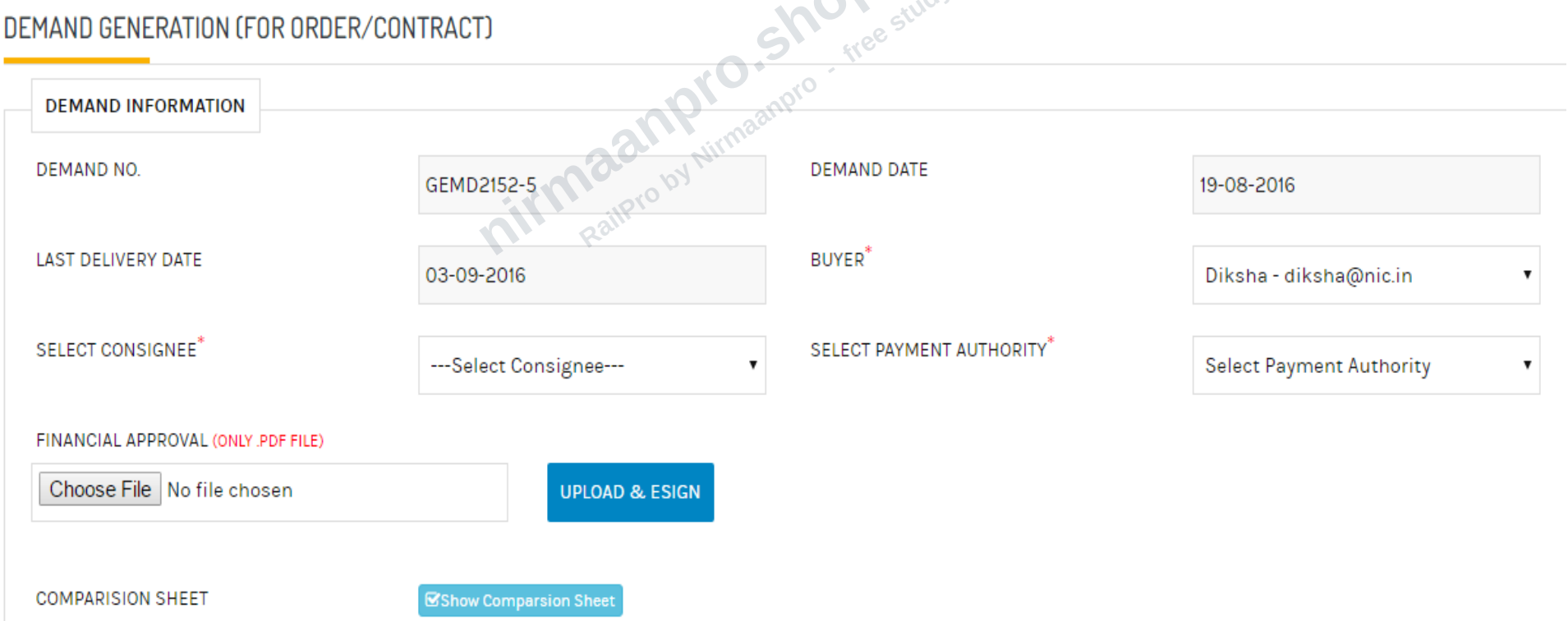
Direct Purchase

- The total purchase price uptoRs. 50, 000 buyer may go for direct purchase by clicking ***direct purchase button***.
- Demand generation page will be displayed on screen.
- Fill the required details and upload Financial Approval.



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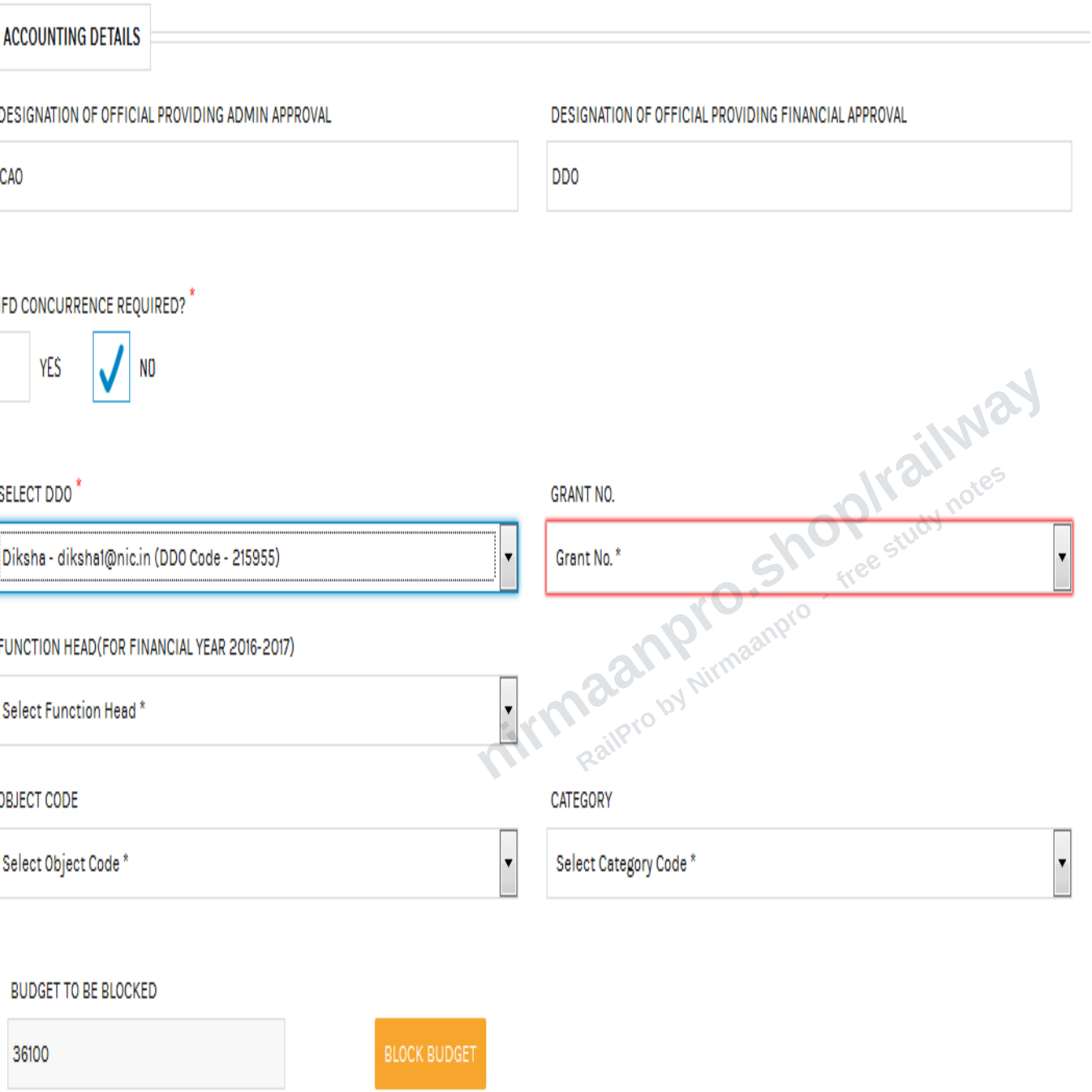

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Select DDO along with Code

- Fill Grant No.
- Select Function Head
- Select Object Code
- Click On Block Budget

BUYER

By filling the required information press submit button and OK to generate the demand.

PRODUCTS DESCRIPTION

S. No	Product Name	Model No.	Brand	Offer Price	Discount	Ordered Quantity	Total Amount
1	KBS P32SL (KBS) (psl32)	KBS P32SL (KBS) (psl32)(DEMO)	KBS	24900.00	0.00 %	2	49800.00

ACCOUNTING DETAILS

DESIGNATION OF OFFICIAL PROVIDING ADMIN APPROVAL

DG

DESIGNATION OF OFFICIAL PROVIDING FINANCIAL APPROVAL

DG

IFD CONCURRENCE REQUIRED? *

☐ YES ☑ NO

BUDGET AVAILABILITY *

☑ YES ☐ NO

BUDGET TO BE BLOCKED

49800.00

SUBMIT GO FOR BIDDING

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•After clicking of Ok button, demand no. will be generated on screen and notification will be sent to the HOD, and Buyer.

New demand has been generated successfully. Your demand no. is **GEMD2335-24** and Demand Date is **03-10-2016**

A NOTIFICATION HAS BEEN SENT TO FOLLOWING:

Officials	Email	Mobile No.
Buyer	anurag1@nic.in	9650444119
HOD	narayanksg@nic.in	9650444119

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Direct Purchase•

•Go to main page and click on “manage product” menu and click on demand/order list.
•Buyer will see different demand generated and click on process button.

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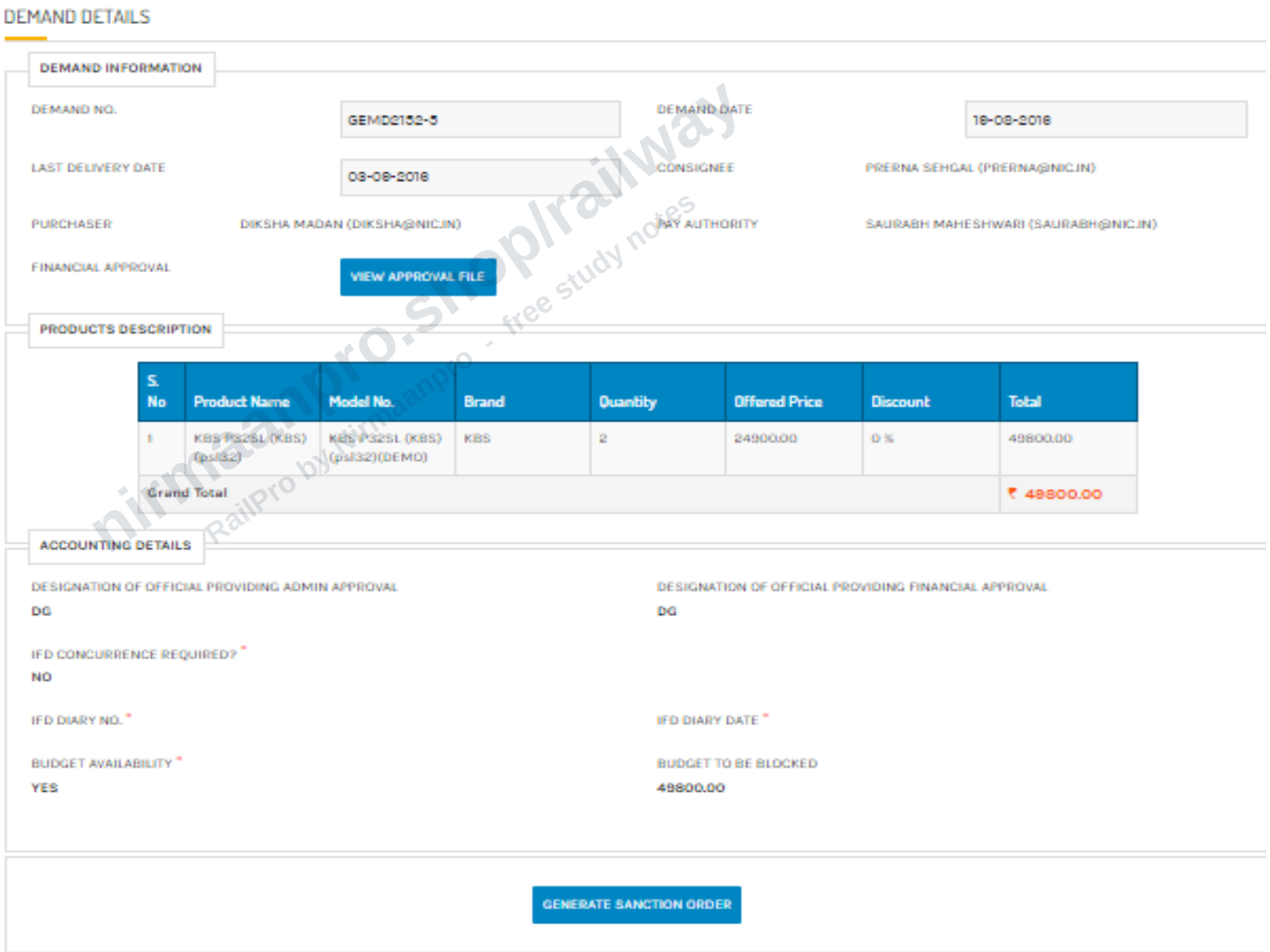
Demand/Order Status Dashboard

DEMAND/ORDER LIST

	Demand Details				Order Details							
S. No	Demand No.	Date	Product	Price	Order No.	Date	Order Status	Last Delivery Date	Buyer	Consignee	Payment Authority	Action
1	GEMD2152-5	19-08-2016	KBS P32SL (KBS) (psl32) (KBS)						Diksha Madan	Prerna Sehgal	Saurabh Maheshwari	Process
2	GEMD2152-4	19-08-2016	All in one Desktop (acer)						Diksha Madan	Diksha Madan	Saurabh Maheshwari	Process

Direct Purchase

•By clicking on process button, buyer will find the sanction order page.
•Click on
Generate Sanction Order



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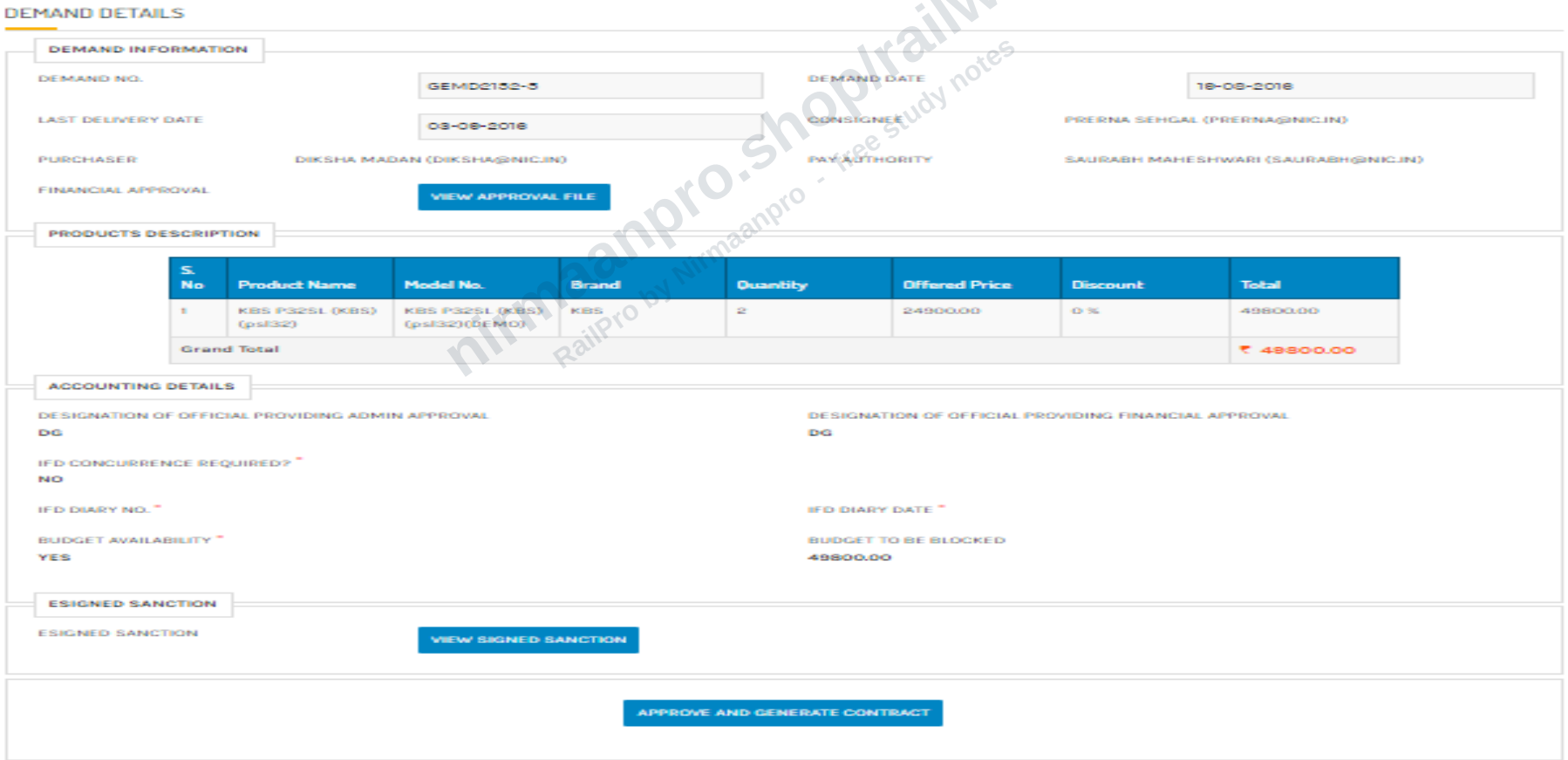
Direct Purchase

1.Fill OTP on required box and e-sign it.
2.Buyer may see e-signed sanction order.
3.There after,click on approve and generate contract.

BUYER



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•These documents duly signed digitally (e-sign) by the Buyer will be made available online to the concerned DDO, PAO and Seller/Supplier.
•The DDO and PAO shall have access to the Contract Agreement/Supply Order/Purchase Order online In order to ensure that the Bill is generated at the stage of payment in accordance with the contractuall provisions.

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An **electronic signature**,or e-signature, refers to data in electronic form, which is logically associated with other data in electronic form and which is used by the signatory to sign.

Direct Purchase

•After generating the contract, the seller/supplier will dispatch the along with the issue of online invoice on Gemportal.
•A invoice will be online available to the buyer and DDO/PAO regarding invoice cum bill.
•Then GeMportal will send a SMS/email alert to the Buyer, on submission of Invoice.

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Direct Purchase

- After intimation of invoice, consignee needs to login.
- The Buyer/consignee receives the Goods/Services and issues an online Provisional Receipt Certificate(PRC),within 48hours,..\PRC. pdf
- It contains the details regarding:-
- Quantity received
- Date of receiving of consignment

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Provisional Receipt Certificate (PRC)

Sanction No.: GEMS2152-37
Sanction Date: 27-09-2016
Contract No.: GEMC2152-37
Contract Date: 27-09-2016
Provisional Receipt Certificate no: GEM2152-37P1
Provisional Receipt Certificate Date: 27-09-2016

PROVISIONAL RECEIPT CERTIFICATE

ORGANIZATION DETAILS

Type:	Central Autonomous
Ministry/Department:	M/o Finance - D/o Expenditure
Organization Name:	NIFM3

BUYER DETAILS

GEM Unique ID:	GEM/2016/GO/2151/1
Name:	Diksha Madan
Contact No.:	7065523665
Address:	FARIDABAD , , HARYANA , 110062

SELLER DETAILS

GEM Unique ID:	GEM/2016/S/NIFM Test Product Seller/314
Company Name:	NIFM Test Product Seller
Contact No.:	9650444119
Address:	NIFM Faridabad, Sector 48

CONSIGNEE DETAILS

GEM Unique ID:	GEM/2016/GO/2151/3
Name:	Prerna Sehgal
Designation:	Research Associate
Contact No.:	9876543210
Address:	NIFM, Sector 48, Faridabad , , HARYANA , 121001

ACCOUNTING DETAILS

Designation of official providing admin approval:	CAO	Designation of official providing financial approval:	DDO
IFD Concurrence Required?	No	IFD Diary No.	
IFD Diary Date			
Budget availability	Yes	Budget to be blocked	36100.00

INVOICE DETAILS

Invoice Number:	GEM2152-37IN1
Invoice Date:	27-09-2016
Order Received Date:	27-Sep-2016 ##

PRODUCT DETAILS FROM CONTRACT

#	Item Description	Make & Model	Ordered Quantity	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	2	Pcs	18,050.00
Total Order Value (in INR)					Rs. 36,100.00

CONSIGNMENT DETAILS

This Receipt certificate (PRC) issued is on said to contain basis and not meant for claiming any payment for the supplies made against the contract. It is certified that the Seller has delivered a consignment of the Goods as per the following particulars:

#	Item Description	Accounting Unit	Qty Ordered	Quantity of Goods provisionally received	Actual Date of receipt of consignment of Goods ##
1	NIFM L2Laptop (NIFM)	Pcs	2	2	27-Sep-2016 12:00

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CONSIGNEE

•After verification Including assessment of quality and quantity, the Consignee will Issue on-line digitally signed Consignee's Receipt & Acceptance Certificate(CRAC) for that stage within 10 days of date of issue of PRC.
..\CRAC.pdf
•The CRAC would clearly indicate:
•the Order quantity
•rejected quantity (if any, with reasons for rejection including shortages/damaged/un accepted quality)
•quantity accepted and cleared for payment

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Consignment Receipt and Acceptance Certificate (CRAC)

Sanction No.: GEMS2152-37
Sanction Date: 27-09-2016
Contract No.: GEMC2152-37
Contract Date: 27-09-2016
Provisional Receipt Certificate no: GEM2152-37P1
Provisional Receipt Certificate Date: 27-09-2016
Consignee Receipt and Acceptance Certificate No: GEM2152-37C1
Consignee Receipt and Acceptance Certificate Date: 27-09-2016

CONSIGNEE RECEIPT & ACCEPTANCE CERTIFICATE

ORGANIZATION DETAILS

Type:	Central Autonomous
Ministry/ Department:	M/o Finance - D/o Expenditure
Organization Name:	NIFM3

BUYER DETAILS

GEM Unique ID:	GEM/2016/GO/2151/1
Name:	Diksha Madan
Contact No.:	7065523665
Address:	FARIDABAD , , HARYANA , 110062

SELLER DETAILS

GEM Unique ID:	GEM/2016/S/NIFM Test Product Seller/314
Company Name:	NIFM Test Product Seller
Contact No.:	9650444119
Address:	NIFM Faridabad, Sector 48

CONSIGNEE DETAILS

GEM Unique ID:	GEM/2016/GO/2151/3
Name:	Prerna Sehgal
Designation:	Research Associate
Contact No.:	9876543210
Address:	NIFM, Sector 48, Faridabad , , HARYANA , 121001

ACCOUNTING DETAILS

Designation of official providing admin approval:	CAO	Designation of official providing financial approval:	DDO
IFD Concurrence Required?	No	IFD Diary No.	
IFD Diary Date			
Budget availability	Yes	Budget to be blocked	36100.00

INVOICE DETAILS

Invoice Number:	GEM2152-37IN1
Invoice Date:	27-09-2016
Order Received Date:	27-Sep-2016

PRODUCT DETAILS FROM CONTRACT

#	Item Description	Make & Model	Ordered Quantity	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	2	Pcs	18,050.00
Total Order Value (in INR)					Rs. 36,100.00

CONSIGNMENT DETAILS

#	Item Description	Unit	Qty Ordered	Qty Received	Qty Accepted	Qty Rejected	Reason for Rejected items	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	Pcs	2	2	2	0		18,050.00
Total Received Order Value (in INR)								Rs. 36,100.00

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•Notificationregardingreceivingofsupplieswillbesentt obuyer,consignee,HODandSupplier

Supplies against contract no. **GEMD2335-24** has been received provisionally by consignee.

A NOTIFICATION HAS BEEN SENT TO FOLLOWING:

Officials	Email	Mobile No.
Buyer	anurag1@nic.in	9650444119
Consignee	prerna1@nic.in	9650444118
HOD	narayanksg@nic.in	9650444119
Supplier	ks_narayan@hotmail.com	9650444119

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DDO

•After issuing PRC and CRAC, the in format ionregarding receipt and acceptance of goods has been sent to supplier on GeMPortal.
•Now, DDO/PAO will login to process payment.
•Login as PAO/DDO ,go to manage products at the top.
•Under Manage Products select Indent/Order list

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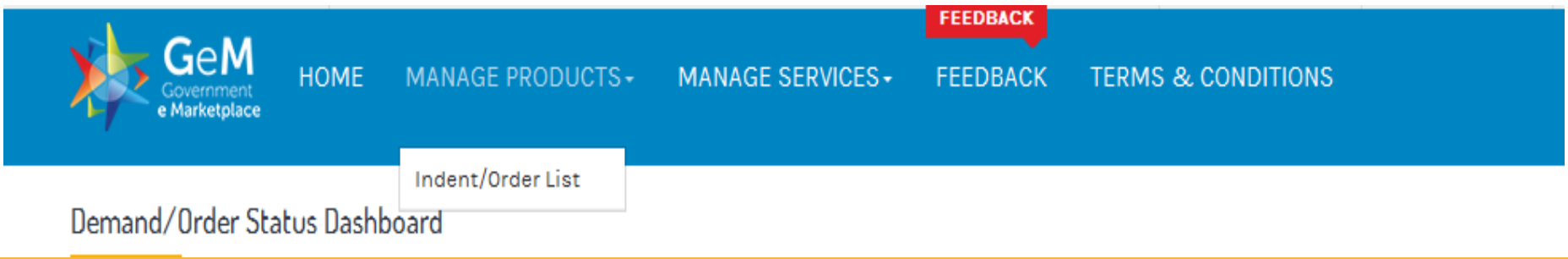

- After selecting Indent/order list PAO/DDO will navigate to the demand/order list.
- The latest demand generated will be displayed at the top.
- Under the column ***Action,*** select Process

Demand/Order Status Dashboard

DEMAND/ORDER LIST

	Demand Details					Order Details						
S. No	Demand No.	Date	Product	Price	Order No.	Date	Order Status	Last Delivery Date	Buyer	Consignee	Payment Authority	Action
1	GEMD2335-16	21-09-2016	NIFM L2Laptop (NIFM)	54150.00	GEMD2335-16	21-09-2016	Recommened for Payment	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary
2	GEMD2335-14	21-09-2016	NIFM L2Laptop (NIFM)	36100.00	GEMD2335-14	21-09-2016	Recommened for Payment	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary
3	GEMD2335-13	21-09-2016	Laptop (NIFM) (NIFM)	27000.00	GEMD2335-13	21-09-2016	Order Placed	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Contract Summary, View Summary
4	GEMD2335-12	20-09-2016	NIFM L2Laptop (NIFM)	18050.00	GEMD2335-12	20-09-2016	Recommened for Payment	04-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary

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•After clicking on Process, payment authority will be navigated to “bill processing by HOD” page.

BILL PROCESSING BY DDO

Contract No.: GEMC2335-16
Contract Date: 21-09-2016

REFERENCE SIGNED DOCUMENTS

FINANCIAL APPROVAL | SANCTION ORDER | CONTRACT | SELLER'S INVOICE | PROVISIONAL RECEIPT CERTIFICATE | CONSIGNEE RECEIPT & ACCEPTANCE CERTIFICATE | BUYER BILL PROCESS

ORGANIZATION DETAILS

Type:	Central Government
Ministry/ Department:	M/o Finance - D/o Expenditure
Organization Name:	NIFM-TRGV2

SELLER DETAILS

GEM Unique ID:	GEM/2016/S/NIFM Test Product Seller/314
Company Name:	NIFM Test Product Seller
Contact No.:	9650444119
Address:	NIFM Faridabad, Sector 48

BUYER DETAILS

GEM Unique ID:	GEM/2016/GO/2333/1
Name:	Anurag Singh
Contact No.:	9650444119
Address:	Nifm campus sector 48, pali road , , HARYANA

CONSIGNEE DETAILS

GEM Unique ID:	GEM/2016/GO/2333/2
Name:	Prerna Kumar
Contact No.:	9650444118
Address:	NIFM, Faridabad , , HARYANA

ACCOUNTING DETAILS

Designation of official providing admin approval:	DG	Designation of official providing financial approval:	DG
IFD Concurrence Required?	Yes	IFD Diary No.	36346
IFD Diary Date	21-09-2016		
Grant Number:	034	Function Head:	2052000901001
Object Head:	13	Category Head:	3
Budget availability	No	Budget to be blocked	54150.00

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INVOICE DETAILS FROM CRAC	
Invoice Number:	GEM2335-16IN1
Invoice Date:	21-09-2016
Order Received Date:	21-09-2016

SELLER INVOICE DETAILS	
GeM Invoice No:	GEM2335-16IN1
Invoice Number:	23134245
Invoice Date:	21-09-2016

PRODUCT DETAILS

#	Item Description	Make & Model	Ordered Quantity	Unit	Price inclusive of all Duties and Taxes (in ₹)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	3	Pcs	₹ 54,150.00
Total Order Value (In INR)					₹ 54,150.00

CONSIGNMENT DETAILS

#	Item Description	Make & Model	Ordered Qty	Qty Received	Qty Accepted	Qty Rejected	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	3	3	2	1	Pcs	18,050.00
Total Received and accepted Order Value (In INR)								Rs. 36,100.00

BILL PROCESS BY BUYER

Has the deliveries been made within original Delivery Period
Yes

Net Amount payable (In INR)
Rs. 36,100.00

Payment approved (In INR)
Rs. 36,100.00

PAY USING PFMS

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Payment Process

PAO/DDO can have access to different documents namely:

1. Financial Approval
2. Sanction order
3. Contract
4. Seller Invoice
5. Provisional Receipt Certificate
6. Consignee Receipt and Acceptance Certificate
7. Buyer Bill process

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BILL PROCESSING BY DDO

Contract No.: GEMC2335-16

Contract Date: 21-09-2016

REFERENCE SIGNED DOCUMENTS

- FINANCIAL APPROVAL
- SANCTION ORDER
- CONTRACT
- SELLER'S INVOICE
- PROVISIONAL RECEIPT CERTIFICATE
- CONSIGNEE RECEIPT & ACCEPTANCE CERTIFICATE
- BUYER BILL PROCESS

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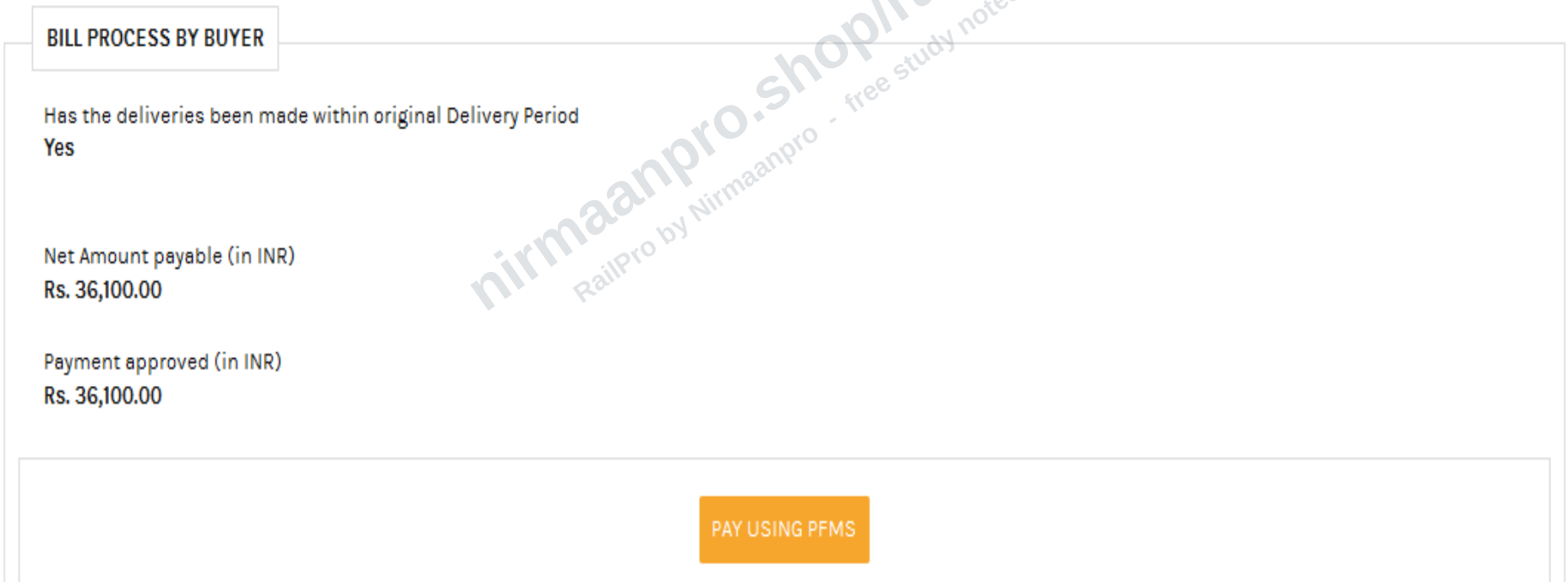
Payment Process.

•Click on Pay Using PFMS/SBI Payment gateway at the below.



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If the total purchase amount above Rs 50,000

Bidding and Reverse Auction

•Bidding:-**Bidding** is an offer (often competitive) to set a price by an individual or business for a product or service *or* a demand that something be done. Bidding is used to determine the cost or value of something.

•Reverse Auction: A **reverse auction** is a type of auction in which the roles of buyer and seller are reversed. In a reverse auction ,the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers under bid each other.

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Bidding

•If the buyer wants to participate in Bidding, then buyer needs to select the L1product and “add to cart” by clicking on add to cart button.
•After adding the product to the cart and selecting to purchase, the buyer will have three options: Bidding, Reverse Auction and Direct Purchase. Select “BIDDING”.

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	Select	Comp. Sheet	Product Detail	Model No.	Quantity	Added On	Unit Price	Sub Total
🗑	◉	📄	Window Air Conditioner 1.5 Tr 3 Star Rating (Gujral)	GL15WRT4	10	20-08-2016 5 Days Left	₹ 23760	₹ 237,600.00
Grand Total								₹ 237,600.00

← CONTINUE SHOPPING | 🗑 CLEAR CART | BIDDING | REVERSE AUCTION | DIRECT PURCHASE

- Fill the required details:-
- Delivery days
- Mention the Bid start and end date.
- Quantity
- Extra specifications (ifneeded)
- Clickon “CREATEBID”

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BID INFORMATION

PRODUCT CATEGORY

LAPTOP

COMPARISON SHEET

Show Comparison Sheet

SPECIFICTIONS

#	Title	Value	Unit
1	Processor Make	Intel	
2	Processor Configuration	1.60 GHz, 2 MB cache, 4 cores	
3	Type Of Operating System	Windows	
4	Warranty	3	years
5	Display Size	11.6	Inch
6	Display Resolution	HD - 1366 x 768	
7	Hard Disk Size	256	GB
8	RAM Size	2	GB
9	Expandable Ram	8	GB
10	Type Of HDD	SATA	
11	Processor Name	Pentium N3710	
12	Wireless Connectivity	802.11 b/g/n (Single Antenna) + BT 4.0	

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DELIVERY LOCATIONS

All India

DELIVERY DAYS (FROM DATE OF CONTRACT)*

10

BID START DATE / TIME*

11-10-2016 00:00

BID END DATE / TIME*

12-10-2016 00:00

REFERENCE PRICE (IN INR)

180,500.00

QUANTITY*

10

TERMS OF DELIVERY*

Free Delivery at Site (At Consignee's Place)

CONSIGNEE*

Prerna - prerna1@nic.in

CONSIGNEE ADDRESS*

NIFM, FARIDABAD

EXTRA SPECIFICTIONS

Title | Value | Unit | +

BID REMARKS*

CREATE BID

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If the total purchase amount above Rs 50,000

For the purchases in the above condition:

•Go on product of screen and select product at to pright for comparison of products maximum up to four products.

•Press compare button which shows on screen and OK.

•Buyer will find a comparison sheet.

•At the end of the comparison sheet, GeMportal will display the L1 to purchase amongst all the available product so GeMportal.

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OBJECTIVE OF PROCUREMENT THROUGH STORE

Primary

- Right price
- High turnover
- Low procurement
- & storage cost
- Continuity of supply
- Consistency in quality
- Good supplier relations
- Development of personnel
- Good information system

Secondary

- Forecasting
- Inter-departmental harmony
- Product improvement
- Standardization
- Make or buy decision
- New materials & products
- Favorable reciprocal relationships

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Store Organization in Zonal Railways :

- Headquarters level
- Divisional level and
- Extra Divisional or District level in the form of Stores Depots and Printing Presses.

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Head-quarter level :-

At headquarters level, office of Controller of Stores is responsible for both coordinating various activities of stores depots and divisional controller of stores and also purchases.

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Divisional level :-

Divisions have a Sr. Div. Controller of Stores or Div. Controller of Stores who is to coordinate with Controller of Stores to meet the material requirements of his Division.

Depot level :-

The problems on Railways are more complex than those of a manufacturing organizations. There are thousands of indentors spread over a large geographical

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Procurement of Stores :-

This includes purchase of materials of required quality and quantity at reasonable prices.

- This activity also includes development of sources of supply with due emphasis to development of ancillary industries, small scale industries and indigenous sources for imported items (import substitution). This also includes, maintaining constant touch with the market to ensure steady flow of

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(b) Book & forms & stationary items :

Demands for these items are to be submitted in prescribed printed forms (combined requisition cum issue note.) Quantity demanded be as per the Quantity sanctioned. Normally 3/6 months requirement is issued at a time. Demands not complied are to be taken as canceled for future requirement

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Functions of Stores Depot :

(a)Material Planning :-
(b) *Procurement of Stores :-*
(c) *Receipt & Inspection of Stores :-*
(d) *Store Keeping :-*
(e) *Distribution of Stores :-*
(f) *Collection, accountal and disposal of scrap :-*
(g) *Inventory Control :-*
(h) Cost Reduction :-

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Classification Of Stores :

Stock Items	Non-Stock Items
Frequently & regularly required, usually in large quantities	❖ Not purchased very often
Unit cost justifies incurring inventory carrying cost	❖ Can be converted as Stock Item (to reduce the cost) when often purchased.
Stocked in Depots and distributed	❖ Directly sent to the consignees/users.

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Classification Of Stores :

1. Ordinary stores
2. Emergency stores
3. Surplus stores
4. Special stores

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1. *Ordinary Stores :* These are generally such items of stores for which there is a regular turnover caused by a constant demand. These may be further subdivided as
   - New,
   - Second hand
   - Serviceable and
   - Second hand repairable.

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2. Emergency Stores :

- These items are not readily available in the market and as such would require a long time for procurement in case they are not stocked. These are generally components of imported machines and Rolling Stock.

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3. Surplus Stores

Surplus stores are those items which have not been issued for the past 24 months and arise due to :

Due to Changes in design/specification etc. of the Stock Items or stock items of stores which are no longer required by the consuming departments.

Surplus Stores are classified as **:**

(1) MOVABLE SURPLUS

(2) DEAD SURPLUS

Stores Depot should take steps for their **suitable and speedy disposal.**

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SURPLUS STORES

MOVABLE SURPLUS STORES

Stores items which have **NOT** been issued for 24 months but **are EXPECTED to be issued in the *near future.***

DEAD SURPLUS STORES

Stores items which have **NOT** been issued for 24 months and **are NOT likely to be utilised on any Railway *within the next two years***

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4. Special Stores :

The items of stores arranged and stocked for works and other special purposes i.e. other than for operation or ordinary maintenance and repairs are called "Special Stores".

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Apart from above some other classifications as under are also prevalent on Indian Railways.

1. Custody Stores :

These are stores which have been purchased for special works and charged to such works but due to inadequate stocking facilities available with

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Other Classification Of Stores :

2. Imprest Stores :

Certain important units like loco sheds, train examining depots etc. require a large number of items for day to day repairs, maintenance and operation of rolling stock.

Imprest stores are standing advance of materials to meet the day to day requirement of repairs maintenance and operation of rolling stock etc. On most Railways the Imprest stores are charged off to the final head of Account under revenue working expenses. However, detailed A/c are maintained by these units and monthly Imprest recoupment schedules are sent by the Imprest holders to the nominated stores depots for bringing their stocks to the Imprest

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Classification of stores

(Based on annual usage value)

The stock items are classified into **“A”, “B” and “C” categories** based on annual usage value. The value limit fixed for categorising the stores **varies every year.**

Category	Cumulative Annual Usage Value	ANNUAL USAGE VALUE fixed by Southern Railway for 2010-11
A	70%	Above Rs. 34 Lakhs
B	20%	From Rs. 4 to 34 Lakhs
C	10%	Below Rs. 4 Lakhs

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ABC ANALYSIS WORK SHEET

ITEM %	ITEM	ANNUAL COST [Rs.]	CUMMULATIVE COST [Rs.]	COST %
A 10 %	1	90000	90000	70 %
	2	50000	140000	
B 20 %	3	20000	160000	20 %
	4	7500	167500	
	5	7500	175000	
	6	5000	180000	
C 70 %	7	4500	184500	10 %
	8	4000	188500	
	9	2750	191250	
	10	1750	193000	
	11	1500	194500	
	12	1500	196000	
	13	500	196500	
	14	500	197000	
	15	500	197500	
	16	500	198000	
	17	500	198500	
	18	500	199000	
	19	500	199500	
	20	500	200000	

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VED ANALYSIS

- Based on critical value & shortage cost of an item
  - It is a subjective analysis.
    - Items are classified into:

Vital: Shortage cannot be tolerated.

Essential: Shortage can be tolerated for a short period.

Desirable: Shortage will not adversely affect, but may be using more resources. These must be strictly Scrutinized

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	V	E	D		ITEM	COST
A	AV	AE	AD	CATEGORY 1	10	70%
B	BV	BE	BD	CATEGORY 2	20	20%
C	CV	CE	CD	CATEGORY 3	70	10%

CATEGORY 1 - NEEDS CLOSE MONITORING & CONTROL
CATEGORY 2 - MODERATE CONTROL.
CATEGORY 3 - NO NEED FOR CONTROL

Accountal & disposal of stores

- DS8 Note
- RE9B
- Material transaction order
- Adjustment memo
- Stock verification reports,
- Disposal of Scrap & surplus stores,
- Overhauling of stores,
- Numerical ledgers & inventory control.

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DS-8 NOTE (form no. S- 1539)

The voucher prepared to transfer scrap to the depot or material returned to stores is known as **DS-8 NOTE.**

It is prepared by scrap returning official in 6 copies.

It must be signed by consignee as well as the controlling officer.

Details- consignee code, allocation number, P L numer, description and quantity of material, rate,unit .

Ist copy- office copy of material sender depot.

IInd associated account , IIIrd issue voucher & IVth receipt copy kept by depot- copies should be sent along with material

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PROCEDURE FOR RETURNED STORES

- The Class-I materials so returned should be valued by the Depot Officer at the BOOK RATES.
- The scrap materials, so returned, should be valued at the rates given in the Schedule of Scrap (which is updated by the COS frequently with reference to the average prices realized at recent Auction Sales etc.) and fed into the Computer.
- For condemned Rolling Stock and Scrapped Track materials, the DS-8 Voucher is retained by the DMS of the Stores Depot Ward, **till such time** the Sale Issue Note is prepared.
- The DS-8 Voucher and the Sale Issue Note concerned are simultaneously priced by the DMS ***before*** despatching to the Computer Centre.

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RE-9B (REVENUE EXCHANGE BOOK) cum adjustment memo

When material is supplied from one sub-ordinate/works/divison to another the transaction is made on doccument called RE-9B.

It is prepared in six copies.

Details- name of office /workshop/divisionto whom material is supplied, consignee code, allocation, P L numer, description and quantity of material, sanction number of work,head of A/C to which debit/credit .

Based on RE-9B tranfer voucher is prepared in the division office for adjustment. It is

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RETURNED STORES

Returned Stores may consist of :

- Surplus stores being balance of new materials that have **not** been used on work.
- Stores released from works
- Tools & Plants no longer required and
- Scrap

All such materials should be RETURNED to a nominated Stores Depot with an Advice Note of Returned Stores in Form No.S-1539

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NUMERICAL LEDGER AND INVETORY CONTROL

Codification Of Stores :

- Three types of codification systems ;
  - Fully significant,
  - Semi-significant and
  - Non-significant.

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All the Railway materials have been classified in 76 `Major Groups' or 'Main Groups' or groups. Each Major/main group (or groups) has been further classified into several sub-groups. Great care has been taken to ensure that groups and sub-groups do not overlap and the numbers have been allotted in a meaningful order and also they are unique.

Each PL No. is sub-divided into 4 parts as under ;

90 35 058 3

Part A -- First Two Digits

Part B -- Third and fourth digit

Part C-- Fifth , Sixth and seventh digit

Part D-- Last digit

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*Part `A'* consists of two digits representing the main group of stores example main group is `90' which is for steel items.

*Part `B'* consists of two digits representing sub-group. sub-groups. Here `35' is the sub-group which is for various sizes of Mild Steel Flats.

Part `C' consists of 3 digits and is the serial number of the item example serial number is 58.

Part `D' consists of one digit which has a special significance with reference to computerization. his is the check digit. This digit is unique to a given number and is intended to check the integrity of the code number.

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Inventory control

It means stocking adequate number and kind of stores, so that the materials are available whenever required and wherever required. Scientific inventory control results in optimal balance

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Functions of inventory control

- To provide maximum supply service, consistent with maximum efficiency & optimum investment.

- To provide cushion between forecasted & actual demand for a material

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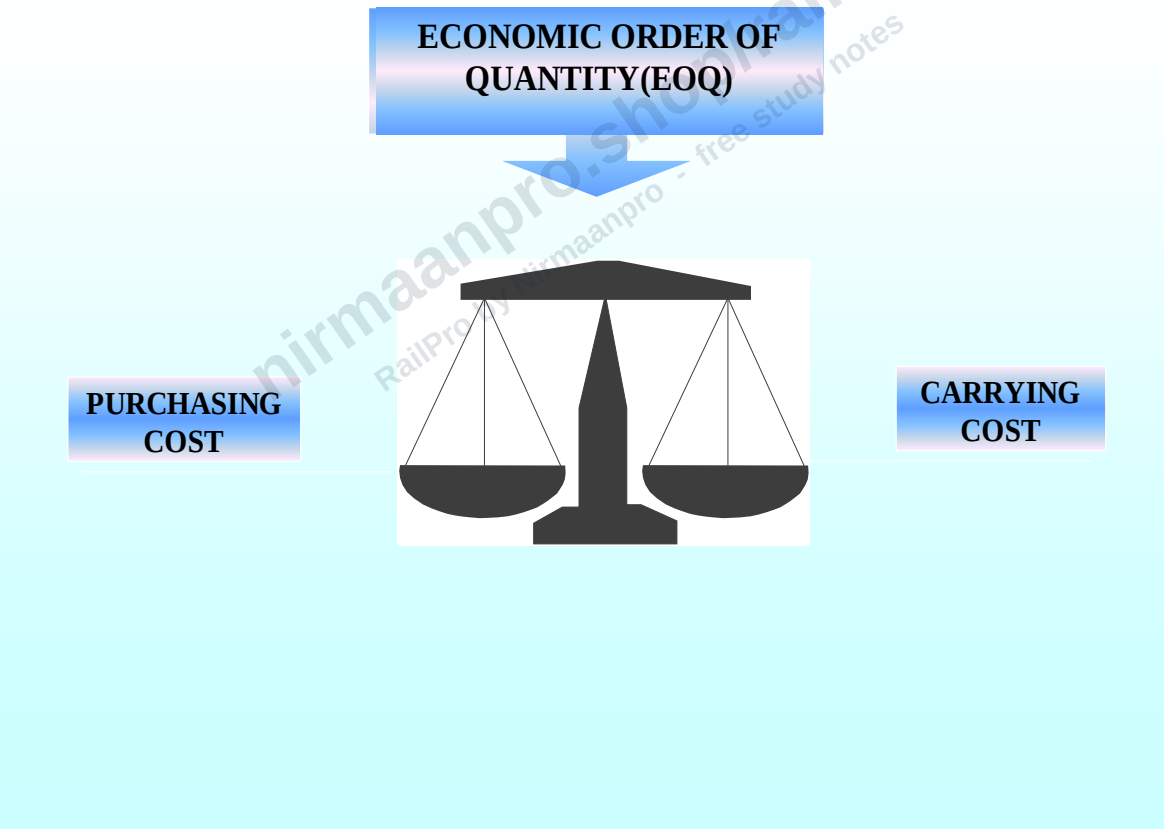
Economic order of quantity

EOQ = Average Monthly Consumption X Lead Time [in months] + Buffer Stock – Stock on hand



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Inventory Turn Over Ratio =

(Total inventory balances in Rupees on 31st March)

------- * 100

(Total value of stores issued during the year)

The target for inventory turn over ratio is generally kept around 15%. The efficiency with regards to service is worked out by compiling compliance percentage of materials against all requisitions received in Stores Department. The target for compliance is kept between 95% to 98%. For vital and safety items, the compliance is aimed at 100%.

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NEW PROCURMENT PROCE
1. GeM: REPLACING DGS&
2. THROUGH IRPES

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Government e-marketplace Procurement

Flow of Presentation

- *Learning Objective 1: How to Login as organisation/ Office and users on GeM*
- Two Stages
- Step-1: Login as Organisation/Office
- Step-2: Login as Secondary Users

- *Learning Objective 2:*

How to procure Goods & Services on GeM

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Important Aspects of while procuring on GeM portal

Parties in GeM

Buyer

- Who can buy
- How to register to buy
- How to buy

Seller

- Who can sell
- How to register to sell
- DGS&D
- Role and responsibilities

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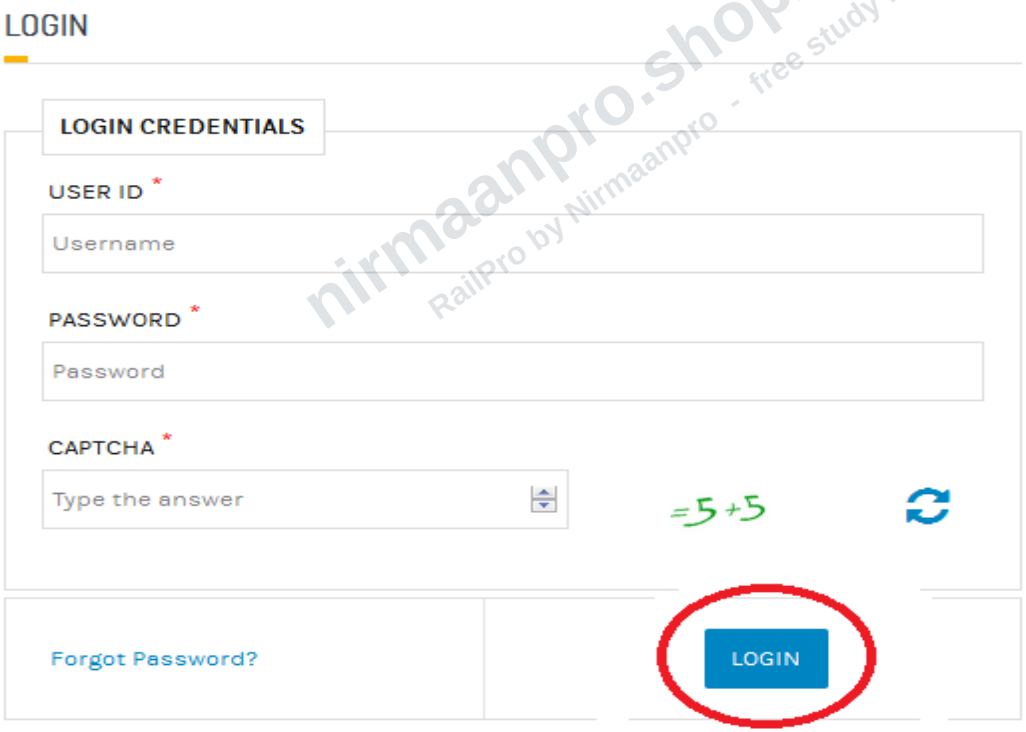
Each has its predefined role and responsibilities

Steps for Login as Organisation/Office/HOD

***Step1**:Login to https://gem.gov.in*

- ***Step2:**Click on Login/Register Webpage*
- *Step3:Fill the required login credentials and Click Login*



Click LOGIN

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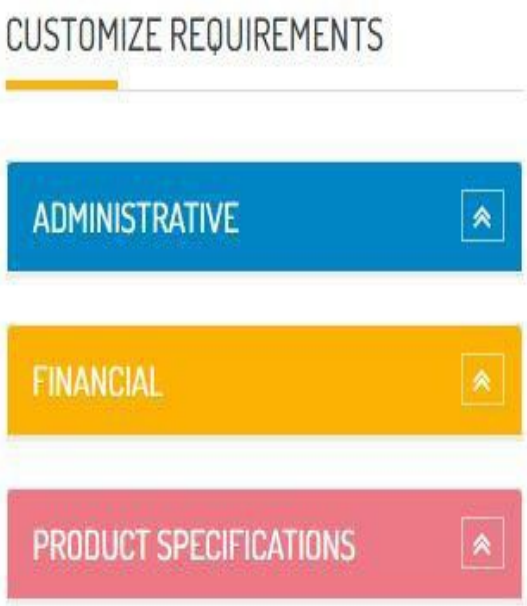
Steps to Procurement

- Login as a Buyer
- Go to the Market option
- Select the required product category
- *Narrow down your selection by providing details of your requirement on three criteria*
- Select the desired product and *proceed with purchase / adding to cart*



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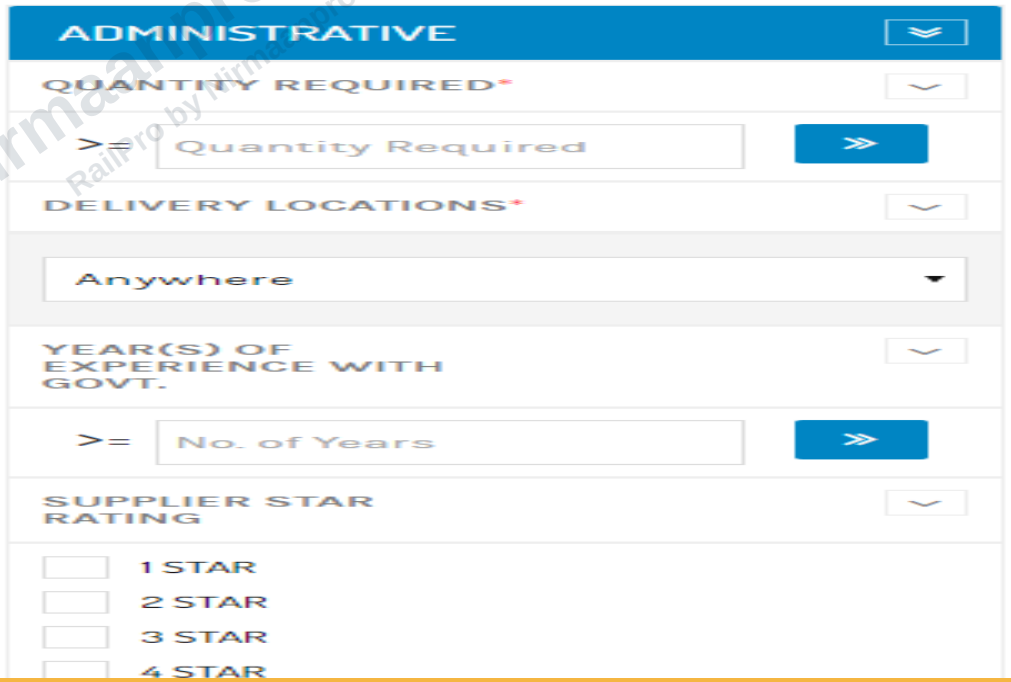
Administrative Filter

1. Put the administrative filter
2. Quantity required
3. Delivery Location
4. Year of experience with government
5. Supplier Rating



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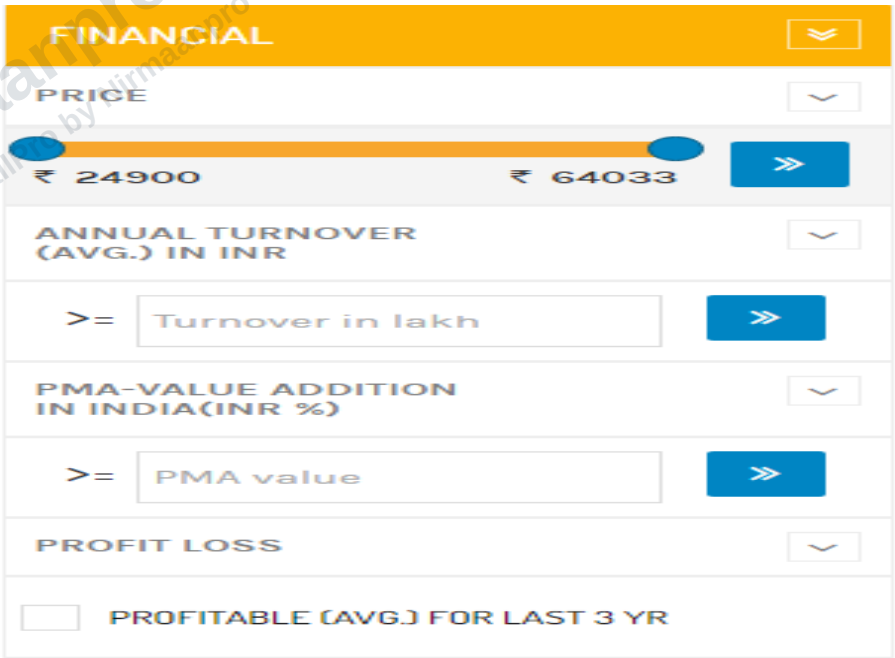
Financial Filter

1. Put the financial filter
2. Product amount range
3. Annual turnover of the supplier
4. PMA-Value addition
5. Profit & Loss of supplier



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Product Description

Put the product technical specification as per requirement of buyer.

- As brand
- As model
- Processor etc

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Important Note

- All filters applied by the buyer at the selecting product always remain on GeM and it may see by the HOD means the buyer have adequate justification as per requisite quality.

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The Purchase Process –141 A

- If the total purchase amount upto Rs. 50,000,
- *If the total purchase amount above Rs. 50,000*

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Purchase Process

1.When the purchase amount is Less thanRs50,000:

- There is no need of doing comparison.
- Buyer can select any product as per their specifications.

2.When the purchase amount is more Than Rs50,000:

- It is mandatory to do comparison of the products first.

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Specifications	Product 1	Product 2	Product 3
	hp notebook pavillion (hp)	**IIP 12** (HP)	**NIFM L2Laptop** (NIFM)
Sellers	1 Seller(s)	1 Seller(s)	1 Seller(s)
Technical Specifications			
MRP/Unit	₹ 33,087.00	₹ 25,000.00	₹ 20,000.00
Unit Price	₹ 32,000.00	₹ 21,680.00	₹ 18,050.00
Total Price	₹ 32,000.00 X 10 = ₹ 320,000.00	₹ 21,680.00 X 10 = ₹ 216,800.00	₹ 18,050.00 X 10 = ₹ 180,500.00
Brand	hp	HP	NIFM
Model	15ac122tu	TX	v12
Processor Make	i3 5005u 5th Gen	Intel	Intel
Processor Configuration	2.0Ghz 5005U	1.60 GHz, 2 MB Cache, 4 Core	1.60 GHz, 2 MB Cache, 4 Core
Type Of Operating System	Free Dos	Windows	Windows
Warranty (Years)	1	2	3
Display Size (inch)	15.6	11.6	11.6
Display Resolution	1366 X 768 Pixel	HD - 1366 X 768	HD - 1366 X 768
Hard Disk Size (GB)	1000	256	256
RAM Size (GB)	4	2	2
Expandable Ram (GB)	8	8	8
Type Of HDD		SATA	SATA
Processor Name		Pentium N3710	Pentium N3710
Wireless Connectivity		802.11 B/g/n (Single Antenna) + BT 4.0	802.11 B/g/n (Single Antenna) + BT 4.0
Battery		4 Cell	4 Cell
Battery Warranty (Years)		1	1
RAM Speed (MHz)		1600	1600
Type Of RAM		DDR 3	DDR 3

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Purchase Options

1. Direct Purchase
2. Bidding
3. Reverse Auction

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Direct Purchase

For the purchases in the above condition:

- *Go on product of screen and select product at top of right for comparison of products maximum upto four products.*
- Select the product(s).
- If the amount is less than 50, 000 then buyer can go

For any product.

- Add to cart.

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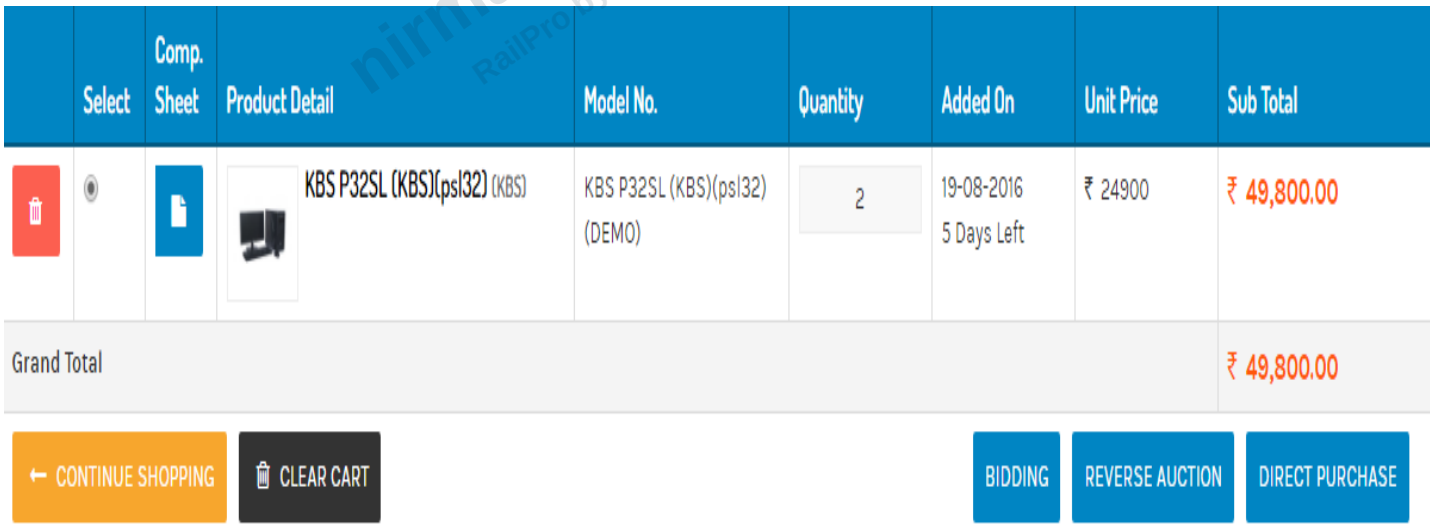
Direct Purchase

And the same may"addtocart"by clicking on add to cart button.

•

Gotocartandselecttheproductwhichneedtobepurchasedand DirectPurchaseoption.



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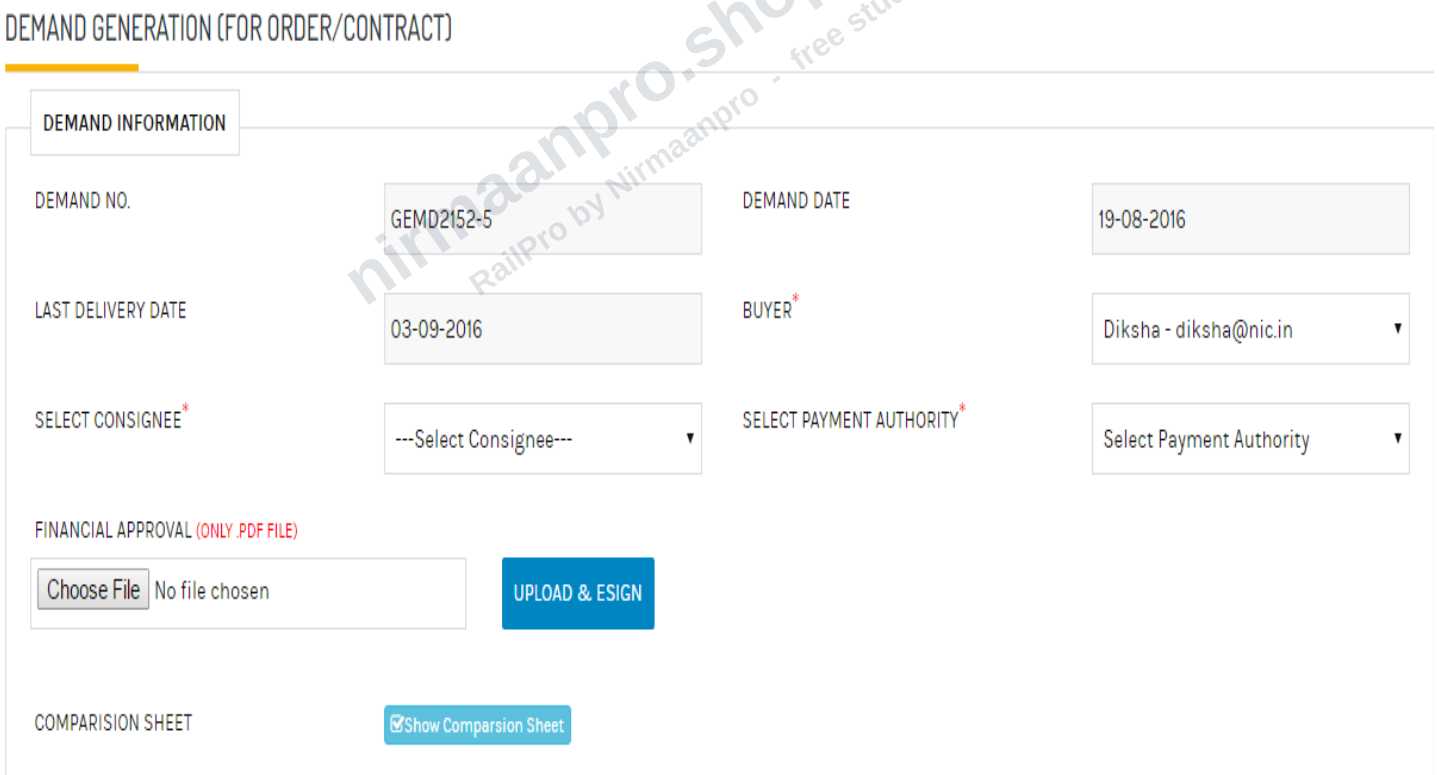
Direct Purchase

- *The total purchase price uptoRs. 50, 000 buyer may go for direct purchase by clicking **direct purchase button**.*
- Demand generation page will be displayed on screen.
- Fill the required details and upload Financial Approval.



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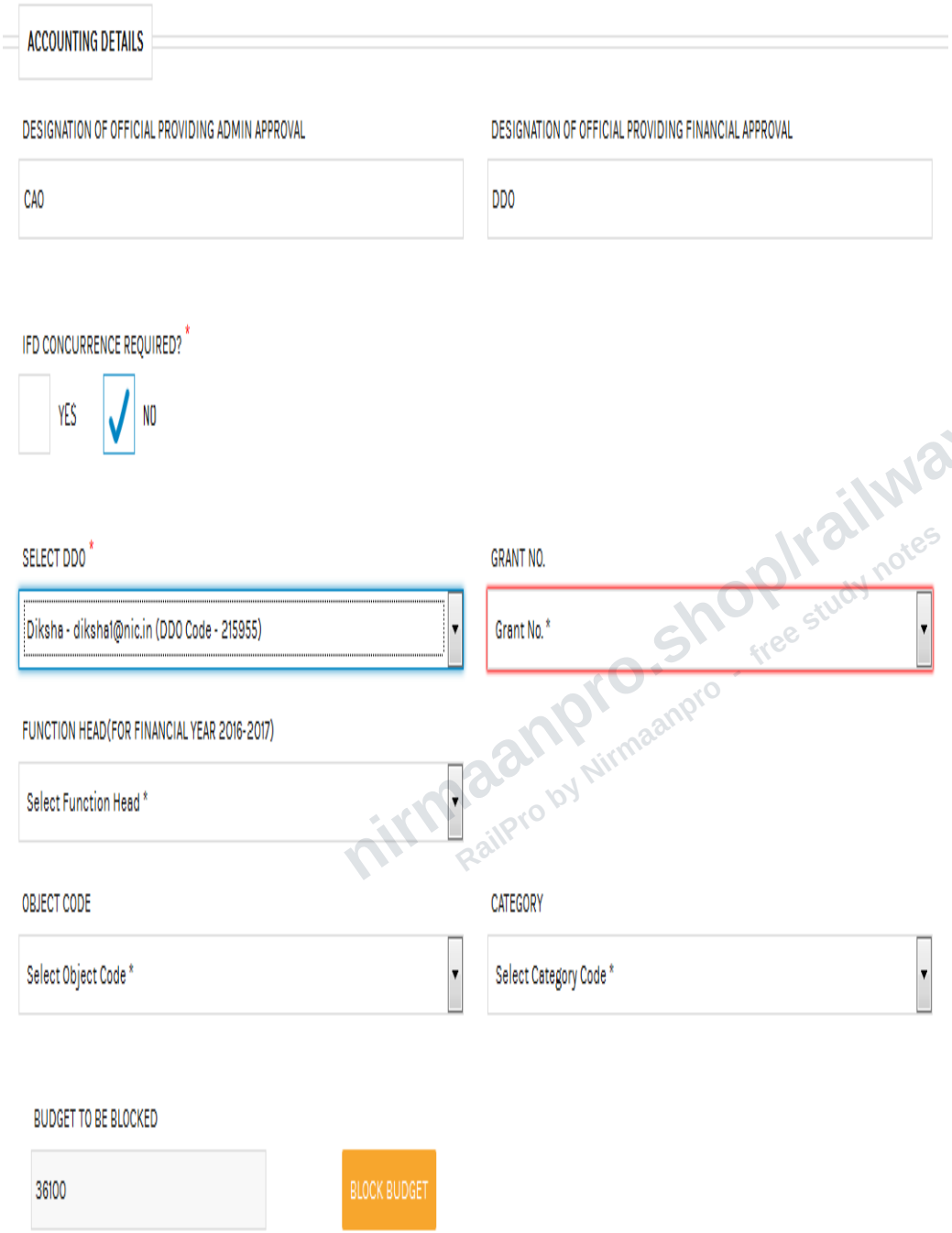

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BUYER

Select DDO along with Code

- Fill Grant No.
- *Select Function Head*
- Select Object Code
- *Click On Block*

By filling the required information press submit button and OK to generate the demand

PRODUCTS DESCRIPTION

S. No	Product Name	Model No.	Brand	Offer Price	Discount	Ordered Quantity	Total Amount
1	KBS P32SL (KBS) (psl32)	KBS P32SL (KBS) (psl32)(DEMO)	KBS	24900.00	0.00 %	2	49800.00

ACCOUNTING DETAILS

DESIGNATION OF OFFICIAL PROVIDING ADMIN APPROVAL

DG

DESIGNATION OF OFFICIAL PROVIDING FINANCIAL APPROVAL

DG

IFD CONCURRENCE REQUIRED? *

☐ YES ☑ NO

BUDGET AVAILABILITY *

☑ YES ☐ NO

BUDGET TO BE BLOCKED

49800.00

SUBMIT GO FOR BIDDING

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- *After clicking of Ok button, demand no. will be generated on screen and notification will be sent to the HOD, and Buyer.*

New demand has been generated successfully. Your demand no. is **GEMD2335-24** and Demand Date is **03-10-2016**

A NOTIFICATION HAS BEEN SENT TO FOLLOWING:

Officials	Email	Mobile No.
Buyer	anurag1@nic.in	9650444119
HOD	narayanksg@nic.in	9650444119

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Direct Purchase

- Go to main page and click on "manage product" menu and click on demand/order list.
- Buyer will see different demand generated and click on process button.

Demand/Order Status Dashboard

DEMAND/ORDER LIST

	Demand Details				Order Details							
S. No	Demand No.	Date	Product	Price	Order No.	Date	Order Status	Last Delivery Date	Buyer	Consignee	Payment Authority	Action
1	GEMD2152-5	19-08-2016	KBS P32SL (KBS) (psl32) (KBS)						Diksha Madan	Prerna Sehgal	Saurabh Maheshwari	Process
2	GEMD2152-4	19-08-2016	All in one Desktop (acer)						Diksha Madan	Diksha Madan	Saurabh Maheshwari	Process

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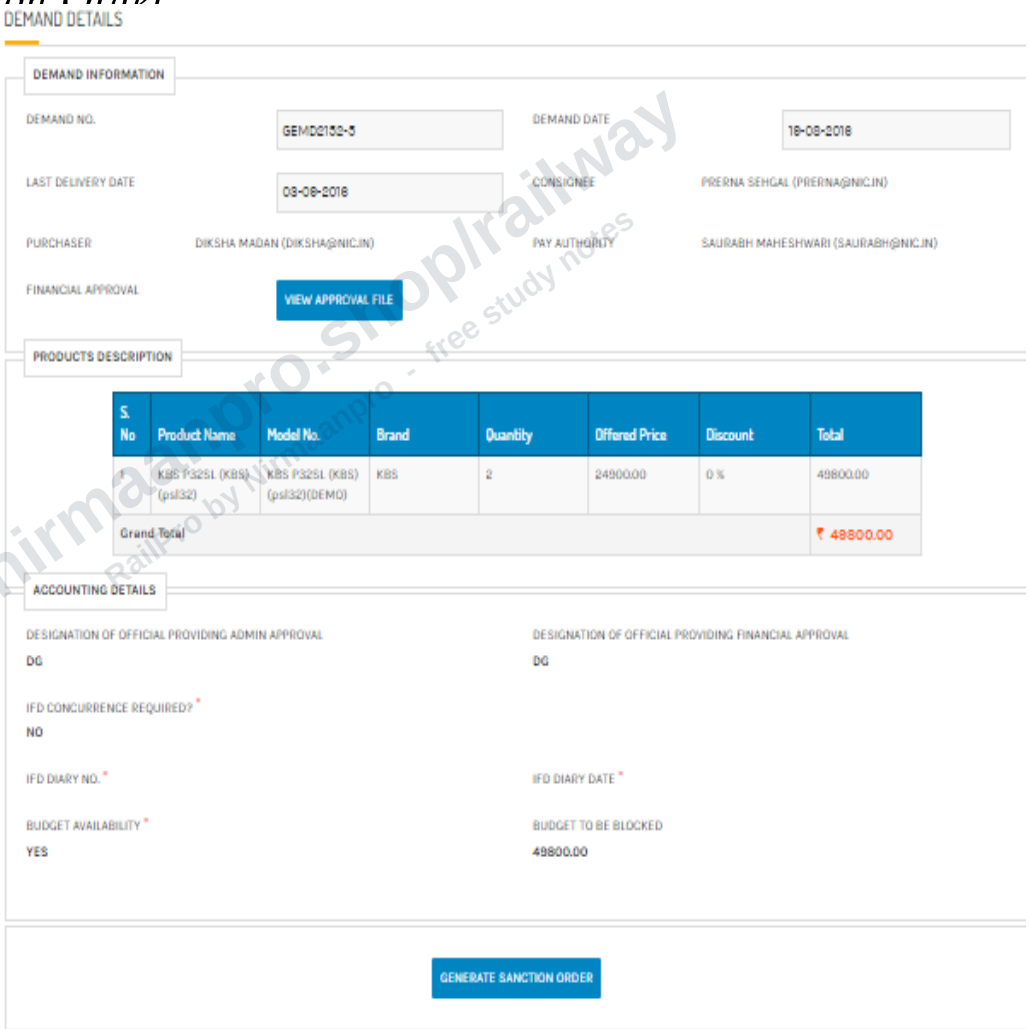
Direct Purchase

- *By clicking on process button, buyer will find the sanction order page.*
- Click on

Generate Sanction Order



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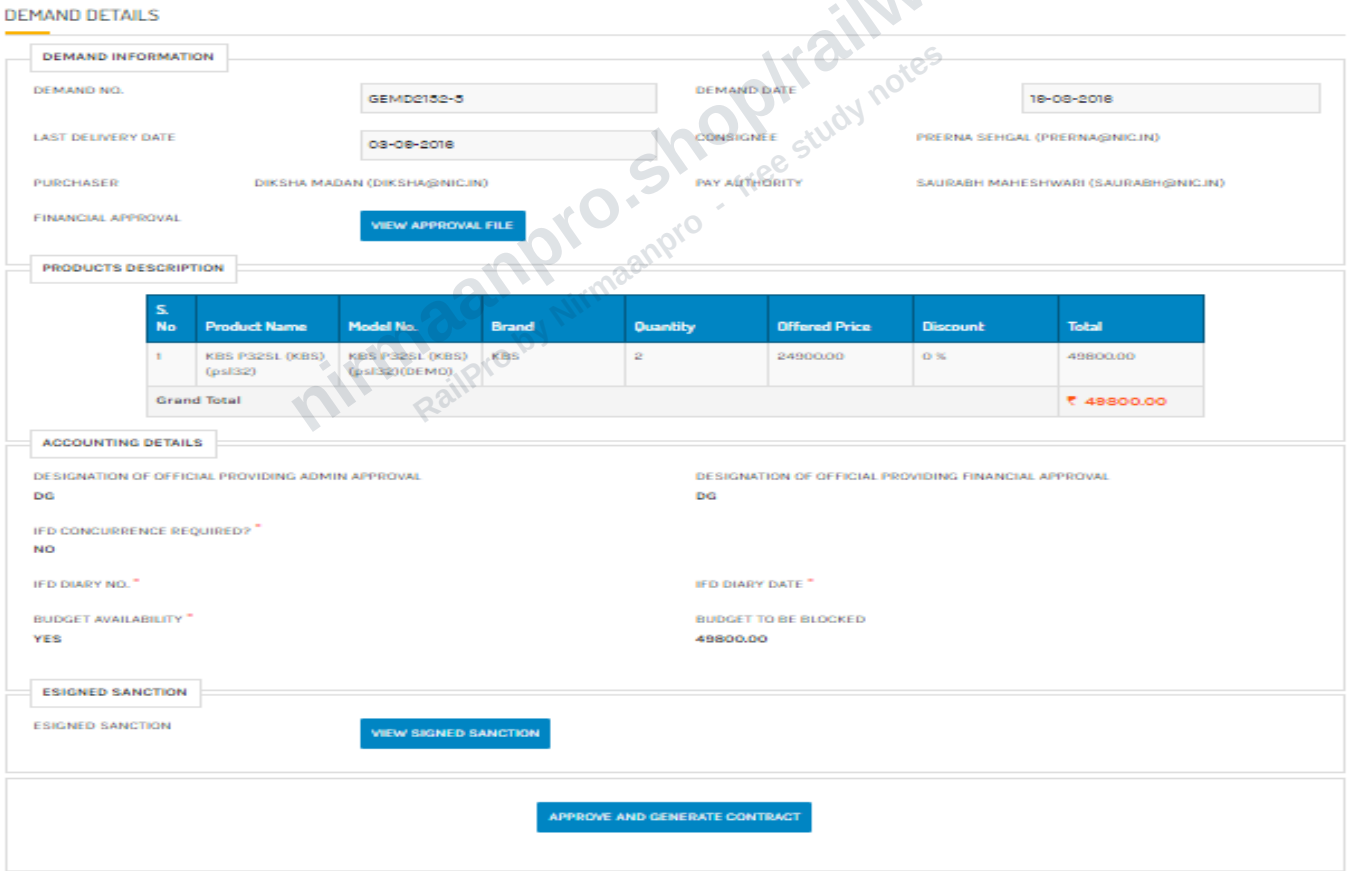
Direct Purchase

1.Fill OTP on required box and e-sign it.

2.Buyer may see e-signed sanction order.

3.There after,click on approve and generate contract.

BUYER



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- *These documents duly signed digitally (e-sign) by the Buyer will be made available online to the concerned DDO, PAO and Seller/Supplier.*
- *The DDO and PAO shall have access to the Contract Agreement/Supply Order/Purchase Order online In order to ensure that the Bill is generated at the stage of payment in accordance with the contractuall provisions.*

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An **electronic signature**,or e-signature, refers to data in electronic form, which is logically associated with other data in electronic form and which is used by the signatory to sign.

Direct Purchase

- After generating the contract, the seller/supplier will dispatch the along with the issue of online invoice on Gem portal.
- A invoice will be online available to the buyer and DDO/PAO regarding invoice cum bill.
- Then GeM portal will send a SMS/email alert to the Buyer, on submission of Invoice.

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Direct Purchase

- *After intimation of invoice, consignee needs to login.*
- *The Buyer/consignee receives the Goods/Services and issues an online Provisional Receipt Certificate(PRC),within 48hours,..\PRC. pdf*
- It contains the details regarding:-
- *Quantity received*
- *Date of receiving of consignment*

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Provisional Receipt Certificate (PRC)

Sanction No.: GEMS2152-37
Sanction Date: 27-09-2016
Contract No.: GEMC2152-37
Contract Date: 27-09-2016
Provisional Receipt Certificate no: GEM2152-37P1
Provisional Receipt Certificate Date: 27-09-2016

PROVISIONAL RECEIPT CERTIFICATE

ORGANIZATION DETAILS

Type:	Central Autonomous
Ministry/Department:	M/o Finance - D/o Expenditure
Organization Name:	NIFM3

BUYER DETAILS

GEM Unique ID:	GEM/2016/GO/2151/1
Name:	Diksha Madan
Contact No.:	7065523665
Address:	FARIDABAD , , HARYANA , 110062

SELLER DETAILS

GEM Unique ID:	GEM/2016/S/NIFM Test Product Seller/314
Company Name:	NIFM Test Product Seller
Contact No.:	9650444119
Address:	NIFM Faridabad, Sector 48

CONSIGNEE DETAILS

GEM Unique ID:	GEM/2016/GO/2151/3
Name:	Prerna Sehgal
Designation:	Research Associate
Contact No.:	9876543210
Address:	NIFM, Sector 48, Faridabad , , HARYANA , 121001

ACCOUNTING DETAILS

Designation of official providing admin approval:	CAO	Designation of official providing financial approval:	DDO
IFD Concurrence Required?	No	IFD Diary No.	
IFD Diary Date			
Budget availability	Yes	Budget to be blocked	36100.00

INVOICE DETAILS

Invoice Number:	GEM2152-37IN1
Invoice Date:	27-09-2016
Order Received Date:	27-Sep-2016 ##

PRODUCT DETAILS FROM CONTRACT

#	Item Description	Make & Model	Ordered Quantity	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	2	Pcs	18,050.00
Total Order Value (in INR)					Rs. 36,100.00

CONSIGNMENT DETAILS

This Receipt certificate (PRC) issued is on said to contain basis and not meant for claiming any payment for the supplies made against the contract. It is certified that the Seller has delivered a consignment of the Goods as per the following particulars:

#	Item Description	Accounting Unit	Qty Ordered	Quantity of Goods provisionally received	Actual Date of receipt of consignment of Goods ##
1	NIFM L2Laptop (NIFM)	Pcs	2	2	27-Sep-2016 12:00

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CONSIGNEE

- *After verification Including assessment of quality and quantity, the Consignee will Issue on-line digitally signed Consignee's Receipt & Acceptance Certificate(CRAC) for that stage within 10 days of date of issue of PRC.*

..\CRAC.pdf

- *The CRAC would clearly indicate:*
- the Order quantity
- *rejected quantity (if any, with reasons for rejection including shortages/damaged/un accepted quality)*
- *quantity accepted and cleared for payment*

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Consignment Receipt and Acceptance Certificate (CRAC)

Sanction No.: GEMS2152-37
Sanction Date: 27-09-2016
Contract No.: GEMC2152-37
Contract Date: 27-09-2016
Provisional Receipt Certificate no: GEM2152-37P1
Provisional Receipt Certificate Date: 27-09-2016
Consignee Receipt and Acceptance Certificate No: GEM2152-37C1
Consignee Receipt and Acceptance Certificate Date: 27-09-2016

CONSIGNEE RECEIPT & ACCEPTANCE CERTIFICATE

ORGANIZATION DETAILS

Type:	Central Autonomous
Ministry/ Department:	M/o Finance - D/o Expenditure
Organization Name:	NIFM3

BUYER DETAILS

GEM Unique ID:	GEM/2016/GO/2151/1
Name:	Diksha Madan
Contact No.:	7065523665
Address:	FARIDABAD , , HARYANA , 110062

SELLER DETAILS

GEM Unique ID:	GEM/2016/S/NIFM Test Product Seller/314
Company Name:	NIFM Test Product Seller
Contact No.:	9650444119
Address:	NIFM Faridabad, Sector 48

CONSIGNEE DETAILS

GEM Unique ID:	GEM/2016/GO/2151/3
Name:	Prerna Sehgal
Designation:	Research Associate
Contact No.:	9876543210
Address:	NIFM, Sector 48, Faridabad , , HARYANA , 121001

ACCOUNTING DETAILS

Designation of official providing admin approval:	CAO	Designation of official providing financial approval:	DDO
IFD Concurrence Required?	No	IFD Diary No.	
IFD Diary Date			
Budget availability	Yes	Budget to be blocked	36100.00

INVOICE DETAILS

Invoice Number:	GEM2152-37IN1
Invoice Date:	27-09-2016
Order Received Date:	27-Sep-2016

PRODUCT DETAILS FROM CONTRACT

#	Item Description	Make & Model	Ordered Quantity	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	2	Pcs	18,050.00
Total Order Value (in INR)					Rs. 36,100.00

CONSIGNMENT DETAILS

#	Item Description	Unit	Qty Ordered	Qty Received	Qty Accepted	Qty Rejected	Reason for Rejected items	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	Pcs	2	2	2	0		18,050.00
Total Received Order Value (in INR)								Rs. 36,100.00

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- *Notification regarding receiving of supplies will be sent to buyer, consignee, HOD and Supplier*

Supplies against contract no. **GEMD2335-24** has been received provisionally by consignee.

A NOTIFICATION HAS BEEN SENT TO FOLLOWING:

Officials	Email	Mobile No.
Buyer	anurag1@nic.in	9650444119
Consignee	prerna1@nic.in	9650444118
HOD	narayanksg@nic.in	9650444119
Supplier	ks_narayan@hotmail.com	9650444119

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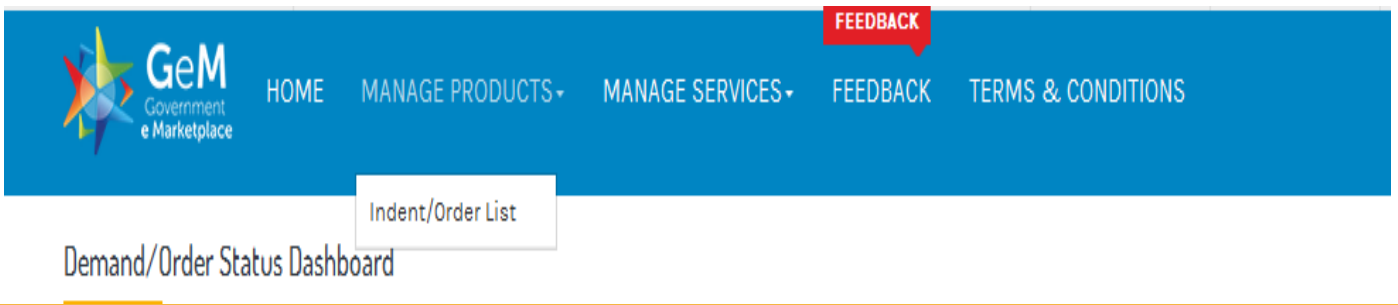
DDO

- After issuing PRC and CRAC, the in format ionregarding receipt and acceptance of goods has been sent to supplier on GeMPortal.
- Now, DDO/PAO will login to process payment.
- Login as PAO/DDO ,go to manage products at the top.
- Under Manage Products select Indent/Order list



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- *After selecting Indent/order list PAO/DDO will navigate to the demand/order list.*
- *The latest demand generated will be displayed at the top.*
- *Under the column **Action,** select Process*

Demand/Order Status Dashboard

DEMAND/ORDER LIST

	Demand Details					Order Details						
S. No	Demand No.	Date	Product	Price	Order No.	Date	Order Status	Last Delivery Date	Buyer	Consignee	Payment Authority	Action
1	GEMD2335-16	21-09-2016	NIFM L2Laptop (NIFM)	54150.00	GEMD2335-16	21-09-2016	Recommened for Payment	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary
2	GEMD2335-14	21-09-2016	NIFM L2Laptop (NIFM)	36100.00	GEMD2335-14	21-09-2016	Recommened for Payment	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary
3	GEMD2335-13	21-09-2016	Laptop (NIFM) (NIFM)	27000.00	GEMD2335-13	21-09-2016	Order Placed	05-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Contract Summary, View Summary
4	GEMD2335-12	20-09-2016	NIFM L2Laptop (NIFM)	18050.00	GEMD2335-12	20-09-2016	Recommened for Payment	04-10-2016	Anurag Singh	Prerna Kumar	Varun Kumar	Process, Contract Summary, View Summary

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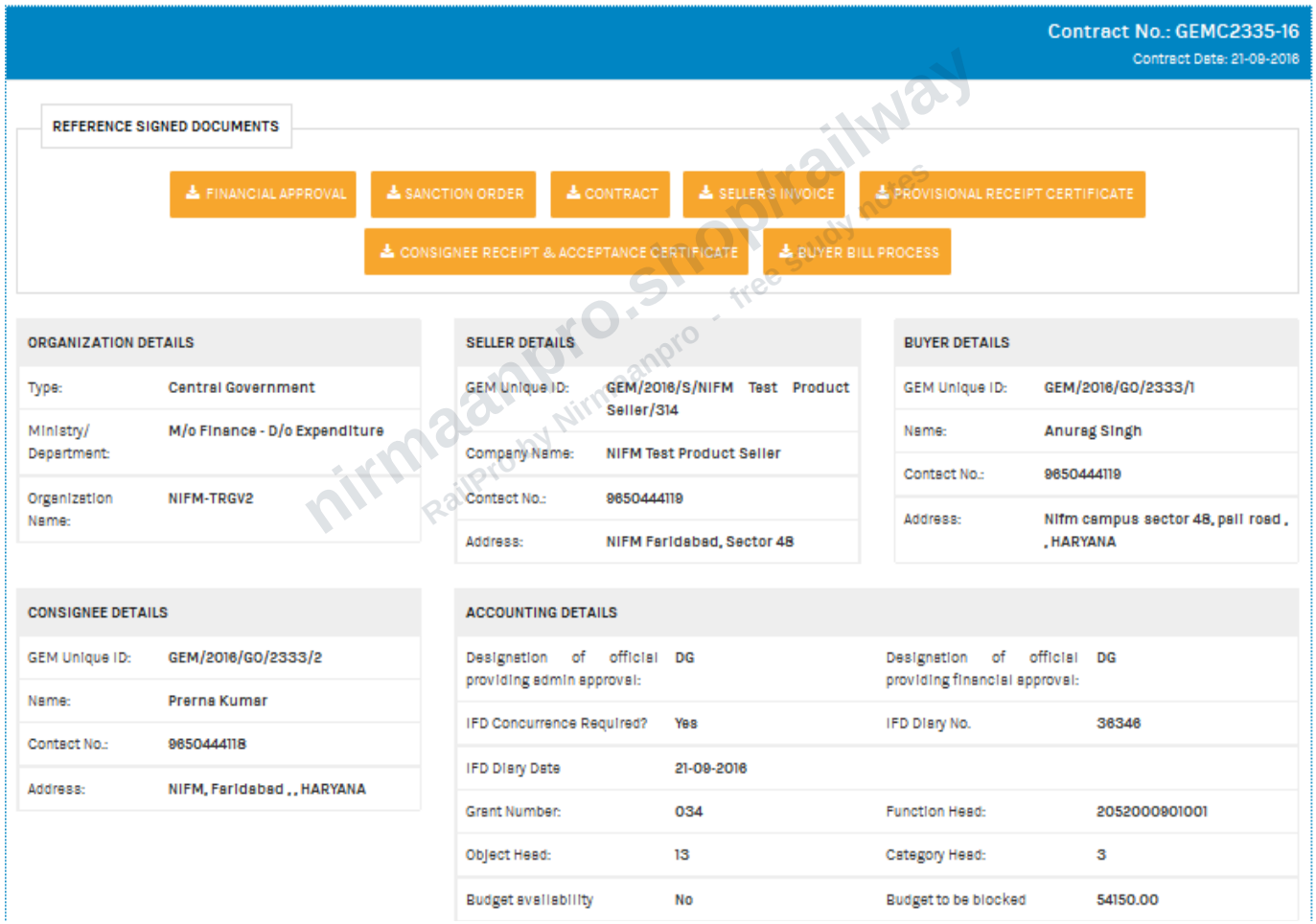
- *After clicking on Process, payment authority will be navigated to "bill processing by HOD" page*

BILL PROCESSING BY DDO



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INVOICE DETAILS FROM CRAC	
Invoice Number:	GEM2335-16IN1
Invoice Date:	21-09-2016
Order Received Date:	21-09-2016

SELLER INVOICE DETAILS	
GeM Invoice No:	GEM2335-16IN1
Invoice Number:	23134245
Invoice Date:	21-09-2016

PRODUCT DETAILS

#	Item Description	Make & Model	Ordered Quantity	Unit	Price inclusive of all Duties and Taxes (in ₹)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	3	Pcs	₹ 54,150.00
Total Order Value (In INR)					₹ 54,150.00

CONSIGNMENT DETAILS

#	Item Description	Make & Model	Ordered Qty	Qty Received	Qty Accepted	Qty Rejected	Unit	Price per Unit inclusive of all Duties and Taxes (in INR)
1	NIFM L2Laptop (NIFM)	NIFM L2Laptop	3	3	2	1	Pcs	18,050.00
Total Received and accepted Order Value (In INR)								Rs. 36,100.00

BILL PROCESS BY BUYER

Has the deliveries been made within original Delivery Period
Yes

Net Amount payable (In INR)
Rs. 36,100.00

Payment approved (In INR)
Rs. 36,100.00

PAY USING BEMS

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Payment Process

PAO/DDO can have access to different documents namely:

1.Financial Approval

2.Sanction order

3.Contract

4.Seller Invoice

5.Provisional Receipt Certificate

6.Consignee Receipt and Acceptance Certificate

7.Buyer Bill process

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BILL PROCESSING BY DDO

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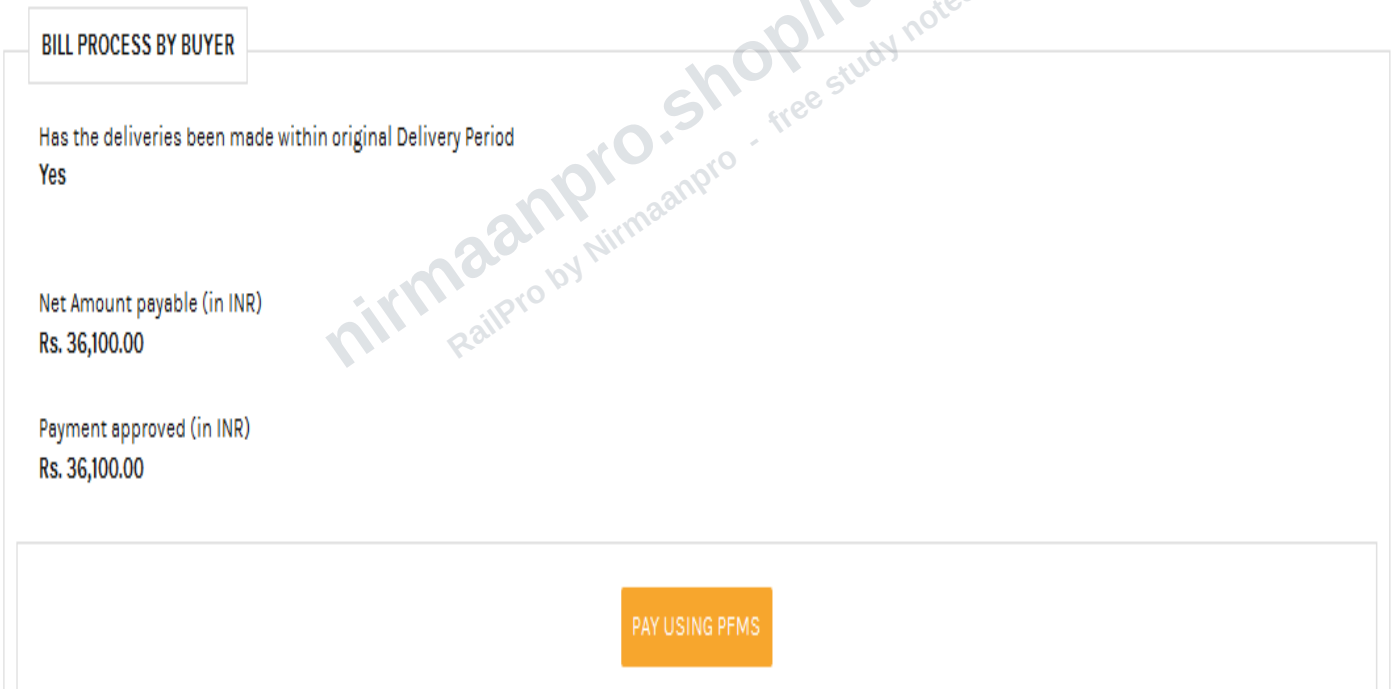
Payment Process.

- Click on Pay Using PFMS/SBI Payment gateway at the below.



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If the total purchase amount above Rs 50,000

Bidding and Reverse Auction

•Bidding:-**Bidding** is an offer (often competitive) to set a price by an individual or business for a product or service *or* a demand that something be done. Bidding is used to determine the cost or value of something.

•Reverse Auction: A **reverse auction** is a type of auction in which the roles of buyer and seller are reversed. In a reverse auction ,the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers under bid each other.

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Bidding

- *If the buyer wants to participate in Bidding, then buyer needs to select the L1product and "add to cart" by clicking on add to cart button.*
- *After adding the product to the cart and selecting to purchase, the buyer will have three options: Bidding, Reverse Auction and Direct Purchase. Select "BIDDING".*

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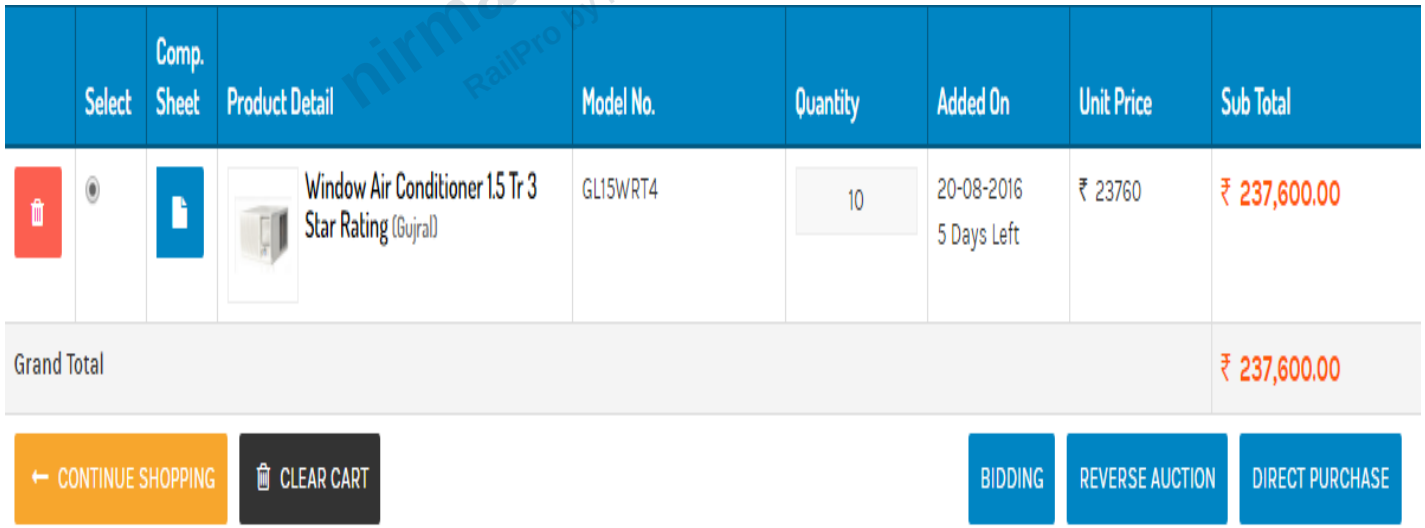

- Fill the required details:-
- Delivery days
- *Mention the Bid start and end date.*
- Quantity
- *Extra specifications (ifneeded)*
- *Clickon "CREATEBID"*

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CREATE BID INVITATION

BID INFORMATION

PRODUCT CATEGORY

LAPTOP

COMPARISON SHEET

Show Comparision Sheet

SPECIFICTIONS

#	Title	Value	Unit
1	Processor Make	Intel	
2	Processor Configuration	1.60 GHz, 2 MB cache, 4 cores	
3	Type Of Operating System	Windows	
4	Warranty	3	years
5	Display Size	11.6	Inch
6	Display Resolution	HD - 1366 x 768	
7	Hard Disk Size	256	GB
8	RAM Size	2	GB
9	Expandable Ram	8	GB
10	Type Of HDD	SATA	
11	Processor Name	Pentium N3710	
12	Wireless Connectivity	802.11 b/g/n (Single Antenna) + BT 4.0	

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DELIVERY LOCATIONS

All India

DELIVERY DAYS (FROM DATE OF CONTRACT)*

10

BID START DATE / TIME*

11-10-2016 00:00

BID END DATE / TIME*

12-10-2016 00:00

REFERENCE PRICE (IN INR)

180,500.00

QUANTITY*

10

TERMS OF DELIVERY*

Free Delivery at Site (At Consignee's Place)

CONSIGNEE*

Prerna - prerna1@nic.in

CONSIGNEE ADDRESS*

NIFM, FARIDABAD

EXTRA SPECIFICTIONS

Title | Value | Unit | +

BID REMARKS*

CREATE BID

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If the total purchase amount above Rs 50,000

For the purchases in the above condition:

- *Go on product of screen and select product at top right for comparison of products maximum up to four products.*
- *Press compare button which shows on screen and OK.*
- *Buyer will find a comparison sheet.*
- *At the end of the comparison sheet, GeMportal will display the L1 to purchase amongst all the available product so nGeMportal.*

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This is the best product with applied filters		NIFM NIFM v12 ₹ 18,050 X 2 = 36,100/-	ADD TO CART

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If the total purchase amount above Rs. 50,000

- ***And the same may " add to cart "by clicking on add to cart button.***
- ***Go to cart and select the product which need to be purchased.***
- ***The purchase price above Rs.50,000 then, buyer has three options:***

	Select	Comp. Sheet	Product Detail	Model No.	Quantity	Added On	Unit Price	Sub Total
			Window Air Conditioner 1.5 Tr 3 Star Rating (Gujral)	GL15WRT4	10	20-08-2016 5 Days Left	₹ 23760	₹ 237,600.00
Grand Total								₹ 237,600.00

← CONTINUE SHOPPING | CLEAR CART | BIDDING | REVERSE AUCTION | DIRECT PURCHASE

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If the total purchase amount above Rs. 50,000 ***Reverse Auction***

- *Select the products to purchase.*
- *GeM portal will suggest the L1 product.*
- Add to cart
- *After selecting the product in the cart, GeM will give three options: Reverse Auction, Bidding, Direct Purchase*
- *Click on Reverse Auction button*

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REVERSE AUCTION

BID INFORMATION

PRODUCT CATEGORY

AIR CONDITIONER

COMPARISON SHEET

Show Comparison Sheet

SPECIFICTIONS

#	Title	Value	Unit
1	Nominal Cooling Capacity 1.5/2	1.5	Ton
2	Warranty On Machine	1	Year(s)
3	Nominal Cooling Capacity	4500	Kcal/hr
4	Eco Friendly Refrigerant	No	
5	Coil Material	CU	
6	Indian Standard	IS 1391	
7	5 Meters Of Copper Pipe For Installation And Commissioning	NA	
8	Type Of Air Conditioner	Window	
9	Installation And Commissioning	NA	
10	BEE Star Rating	3	
11	Warranty On Compressor	5	Year(s)

DELIVERY LOCATIONS

All India

DELIVERY DAYS (FROM DATE OF CONTRACT)*

RA START DATE*

RA END DATE*

START PRICE (IN INR)

237,800.00

QUANTITY*

10

TERMS OF DELIVERY*

Free Delivery at Site (At Consignee's Place)

STEP VALUE DECREMENT (IN INR)*

CONSIGNEE*

Select Consignee

CONSIGNEE ADDRESS*

-

EXTRA SPECIFICTIONS

Title

Value

Unit

+

Note: The bid submitted under RA shall remain valid for 15 days from the RA date (till 24.00 Hrs IST) which can be further extended for 15 days with mutual consent, for acceptance by the Buyer.

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Reverse Auction

- *Fill the required details:-*
- Delivery days
- *Mention the RA start and end date.*
- Quantity
- *Step value decrement*
- *Extra specifications (if needed)*
- *Click on "Finalize RA"*

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DELIVERY LOCATIONS

All India

DELIVERY DAYS (FROM DATE OF CONTRACT)*

RA START DATE*

RA END DATE*

START PRICE (IN INR)

180,500.00

QUANTITY*

10

TERMS OF DELIVERY*

Free Delivery at Site (At Consignee's Place)

STEP VALUE DECREMENT (IN INR)*

CONSIGNEE*

Select Consignee

CONSIGNEE ADDRESS*

-

EXTRA SPECIFICTIONS

Title | Value | Unit | +

BID REMARKS*

You can enter upto 1000 characters.

Note: The bid submitted under RA shall remain valid for 15 days from the RA date (till 24.00 Hrs IST) which can be further extended for 15 days with mutual consent, for acceptance by the Buyer.

CREATE RA

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- *After clicking on "Create RA", buyer will be navigated to Reverse Auction Details page where details about RA and product will be displayed.*
- *Accept the terms and conditions and Click on "FINALIZERA"*

REVERSE AUCTION

Details - RA	
RA Number	GEM/2016/R/73
RA Status	Active
RA Owner	Anurag Singh
RA Owner Department	NIFM-TRGV2 M/o Finance - D/o Expenditure
Consignee Name	Prerna Kumar
Consignee Address	NIFM, Faridabad
RA Creation Date /Time	04-10-2016 00:00
RA Start Date / Time	11-10-2016 00:00
RA End Date / Time	12-10-2016 00:00
Delivery Days (From date of Contract)	10
Reference Unit Price	₹ 180,500.00
Bid Remarks	

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Product Details	
Product Quantity	10
Product Specifications	• **Warranty** - SATA years • **Optical Drive** - DDR 3 • **Type of HDD** - Windows • **Type of RAM** - Non Touch • **Type of Operating System** - 8 • **Graphics Memory** - 1600 GB • **Expandable ram** - 1.60 GHz, 2 MB cache, 4 cores GB • **RAM Speed** - 1234 MHz • **Processor Configuration** - 2 • **Graphics** - 1 • **RAM Size** - Intel GB • **Battery Warranty** - XVGA Years • **Processor Make** - 256 • **Display Type** - Yes • **Hard Disk Size** - 4 Cell GB • **Weight** - 2 Kg • **Battery** - HD - 1366 x 768 • **Video Port** - Integrated • **Display Resolution** - 802.11 b/g/n (Single Antenna) + BT 4.0 • **Certification** - 10 Professional • **Wireless Connectivity** - 11.6 • **Version of Operating System (Preinstalled)** - 1 • **Display Size** - Pentium N3710 Inch • **BEE / Energy Star Certification** - 5400 • **Processor Name** - 3 • **HDD Speed** - Integrated RPM

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I have read and agree to comply with and/or be bound by the Terms & Conditions of Governement e-Marketplace (GeM).

FINALIZE RA

THANKS

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JE Bridge- Induction – Phase II
3.2 Scrap disposal, stock verification
Periods-8

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Stock Verification

- The Stores, whether in a Stores Depot or with a department, should be verified by accounts Stock Verifiers as per the following periodicity (3301-S)

(1) Materials-at-site of works once in a year.

(2) Stores with Imprest Holders once in two years.

(3) All tools and plants once in three years.

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Material at site/depot

- **All materials in a depot** whose accounting is brought under computerization are verified as under :-
- **i) Category `A' Items** : All items having an annual usage value of Rs.10 lakhs or more ---**once in SIX months.**
- **ii) Category `B' Items** : All items having an annual usage value of Rs.1.5 lakhs and above, but below Rs.10 lakhs-----**once in a YEAR.**

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Material at site/depot…

- **iii) Category `C1' Items**: All items having an annual usage value of aboveRs.25000/ but below Rs.1.5 lakhs-------- **once in TWO YEARS.**
- **iv) Category `C2' Items** : All items having an annual usage value of Rs.25000/and below ---**Once in Two YEARS.**
- **v)`D' Items** : All items that have had no issues for twelve months and over ------ **once in a YEAR.**

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Stock holder certificate: format

- "Shri.....(designation) is authorized to attend the day to day stock verification on my behalf who will present all materials/stores to the stock verifier for physical verification, sign the Field Book on my behalf which will be accepted and countersigned by me. The results of verification as arrived at and the day to day certificate as recorded by my authorized representative will be binding and acceptable to me."
- After the above preliminaries are completed the ASV/ISA will commence his stock taking selecting items himself from the stores of the SSE.

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Stock holder certificate: format

- After the above preliminaries are completed the ASV/ISA will commence his stock verification. In doing so the ASV/ISA should ensure that:-
- i) The description of each item verified is written neatly and fully in the Field Book. The unit column is filled up, location of the items verified is indicated mentioning godown number, Almirah number etc; date of verification is clearly shown in the F.Book.

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Stock holder certificate: format

ii) The item of stores borne on capital account (Estimate work) and also on Revenue account are verified simultaneously and the total stock verified is distributed to the different heads while adjusting the results of verification.

iii) In respect of cement, separate accounts for sweeping, clodded and screened cement are maintained.

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Stock holder certificate: format

iv) Remarks like broken, damaged, cracked and the like as noticed during stock taking are clearly noted in the F.Book. against the relevant item and got accepted by the stock holder.

v) No item is left unverified and on completion of verification a final certificate is obtained from the stock holder in the following lines.

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Stock verification completion certificate: format

- "This is to certify that the entire stock of all the items of stores in my custody have been fully produced to the stock verifier and verified by him correctly in my presence or in the presence of my authorised representative. All receipts and issues prior to verification have been completely posted in the ledger accounts. All receipts and issues during the course of verification have been taken into cognizance by the SV and noted in the F.B. The results of verification are accepted by me as correct."

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Physical stocktaking:

i) All materials in the SE(p.way)'s HeadQrs. station should ordinarily be taken up for verification first before proceeding to check those along the section.

- **RAILS OF DIFFERENT TYPES AND STANDARD LENGTH :**
- **RAILS USED AT PRESENT :**
- **DIFFERENT TYPES OF POINTS & CROSSINGS: LAYOUTS ETC. ETC.**
- **Component parts of crossing**:-
- **Component parts of Switch :-**

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For wooden layout only

- **Complete CST-9 sleeper comprises of-**
- **1)** CST-9 Plate = 2 Nos. (ordinary or reverse Jaw)
- **2)** Long tie bar = 1 No.
- **3)** Split cotter = 4 Nos.
- **4)** Two ways key = 2 Nos.(Not required in CST-11 sleepers when pandrolclips 2 Nos. are used.)
- **In Steel trough sleepers, the following are required**
- **1)** One steel trough sleeper
- **2)** M.S. loose Jaw - 4
- **3)** Two Way Keys - 4 Or PandrolClip - 4 (in high speed route only) & rubber pads - 2 (M.S. Jaw and keys not required).

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- **Types of Bearing Plates & component fittings used in wooden layout**
- **Fish Plates- types and their use.**
- **Different types of Spikes & their use**
- **Different types of Wooden Sleepers** :
- **Types of keys**:

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Surplus P.Way materials held on line. Classification, maintenance of Accounts and disposal.

- **a)** All P.Way materials released or left over after completion of works/renewal etc. are termed as "surplus stores-P.Way". Such **surplus stores normally comprise of the following.**
- **i) New materials remaining un-utilised and no longer required**
- **ii) Second hand materials which can be re-used.**
- **iii) New/second hand obsolete materials.**
- **iv) Those actually scrap being not usable.**

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Daily Material Transaction Register (DMTR).

- A Daily Material Transaction Register (DMTR) in the prescribed pro-forma shall be maintained by all Inspectors. All receipt of stores in the Inspectors Office and all issues of Stores from the office are to be entered in this book along with a record of other transactions that happen along the line, based on the field day books of receipts and issues.

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- **The DMTR Book should be specially printed with mechanized serial number and it should be maintained separately for the financial year.**
- It is reiterated that no direct posting of ledger is done for any of the above categories of stores. All transactions must first appear in the DMTR and then transferred to the ledgers, giving simultaneously a cross reference in the DMTR in the relevant column. Please refer para 3.62 (a) of this Manaul for detailed notes.

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REGISTERS of depot holder :FOR VERIFICATION.

- **Index of registers relating to stores :** The register under this title will be maintained allotting separate pages for recording particulars of registers/accounts relating to various categories of stores furnishing the following particulars on the left-hand page.
- **a) For specific works :-**
- **1.** Sl. No.
- **2.** Name of work
- **3.** Reference to sanction No. & date
- **4.** Date of commencement
- **5.** Date of completion
- **6.** Completion report No.& date
- **7.** Dated initials of the store holder

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MATERIAL-AT-SITE-ACCOUNT :

- Materials obtained for specific works are treated as "CHARGED OFF" stores and should be kept outside the account of any other category of stores.
- Materials issued to work, the account of which is kept by sub-heads in the register of works, if not consumed on the work immediately on receipt at the side of work should be temporarily held at charge of a sub-head of work known as the "MATERIALS-AT-SITE ACCOUNT".

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- In accordance with paras 1436 to 1451 -E, separate Materials-at -Site accounts are required to be maintained only in respect of Track Relaying or Renewal Works costing above Rs. 3 lakhs each and in the case of other works costing above Rs. 1 lakh each.

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Procedure for material at site

- **a)** Immediately on receipt of a sanctioned estimate for a work, the SE in-charge of the work shall open a register to be called "MATERIALS- AT-SITE LEDGER"
- **b)** A daily numerical record of receipts and issues of materials received for the work should be maintained in Form E.1441 for the materials-at-site account in the "Materials-at-site Ledger"
- **i)** Material "RECEIPTS" together with the date, quantity,
- **ii)** Materials "ISSUES" are , the date, quantity
- **iii)** Materials released from the work should be recorded separately date and quantity as "RECEIPTS“& "ISSUES".
- **iv)** Materials-at-site returned to the Stores Depots,

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- In respect of scattered renewals, the materials-at-site ledger should be opened afresh every year on 1st April, and closed on 31st March of the following year.
- The Transfer voucher should be prepared in the Divisional Engineer's office.
- The completed ledger should be returned to the Divisional Engineer's office for record.
- **HALF YEARLY RETURN:** a complete material-at-site return for all the items at the end of each half year ending September and March will also be submitted.

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CHECK LIST OF MATERIALS AT SITE RETURN AND ACTION IN DIVISIONAL ENGINEER'S OFFICE :

- **i)** The opening balances should be checked with the closing balances of the previous quarterly return.
- **ii)** The receipts during the quarter should be checked with the relevant issue notes, stores summaries, adjustment memo and other receipt voucher.
- **iii)** As regards materials returned to the Stores Depot or Transferred elsewhere, the correctness of credits should be checked with the relevant acknowledged copies of advice notes of returned stores wherever received or adjustment memo.
- **iv)** The arithmetical accuracy of the return should be checked throughout.

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- **Adjustment Register**:-
- Any alteration due to errors in posting and balancing in the numerical accounts should be rectified by the medium of adjustment register on form G77B. Erasures, over-writings and alterations in the numerical ledgers are prohibited.

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- **Register of losses:-**
- This register should record the full particulars of losses indicating inter-alia the name of the person, if any, held responsible, recoveries effected and reference to write off sanction. If there are no cases in any month, a **Nil entry should be made.** The register shall be maintained in the prescribed form.

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- **Loan Register:-**
- Materials issued on loan should be entered in this register preserving the acknowledgment from the party taking the material. It should also be ensured that the materials loaned are collected without undue delay.

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- **Kerosene Oil Register:-**
- A separate register should be opened for the transactions of kerosene oil. This should contain monthly issues of K.Oil. made to Gatemen, night patrolmen, watchmen etc. together with their signatures. the consumption of K.Oil. to different types of lamps should be adopted as per sanctioned scale.

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- **TRANSFER ADJUSTMENT VOUCHERS:-**
- All transfers of materials from one store-holder to another under competent sanction should be effected by the preparation and submission of transfer vouchers on form RE9B. Similarly, in the case of materials being required for a work under a head of account different from that to which it was originally allocated, the materials may be transferred to the new head of account, under competent sanction, by the preparation of Transfer Voucher (RE9B) . Acknowledgement copies of the transfer vouchers should be pasted to the office copies.

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- **Miscellaneous Register:-**
- A separate register should be maintained for miscellaneous materials like winch tape, waste cotton, matches etc., issued to gatemen, watchmen, night patrol men, etc., under their signatures. The consumption of miscellaneous materials should be adopted as per sanctioned scale. The register for miscellaneous materials shall be maintained similar to K.Oil register.

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- **Empties Register:-**
- A separate register shall be maintained for empties. This will contain receipts and issues of the empties as and when such transactions take place in the DMTR. Particulars of containers received with oils, paints, petrol and cement, etc. under issue notes, challans should be entered in the remarks column of the register. When oils, paints, etc. are despatched to other Inspectors, the number of containers in which they are sent are to be specifically mentioned in the challans so that both the parties viz. consignee and consigner may post them in their respective accounts and register. A quarterly return is to be submitted by the SE/JEs.

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- **Register of Claims :-** A separate register shall be maintained to record the particulars of claims. This should contain all claims preferred for short and non-delivery of stores and final action taken to clear such claims.
- **Sanction Schedules :** The sanctioned scale of imprest materials, consumable stores, garments, etc. as intimated by the Divisional Office should be recorded in the relevant ledgers. The schedules should be preserved carefully so that they are readily available for scrutiny by inspecting officials.

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- **Return of scrap and unserviceable materials :** Such materials as are surplus to requirements after classification by the AEN should be sent to the Stores Depots under cover of the advice notes of returned stores on form DS8. All the acknowledgement copies should be pasted with the office copies.
- **Guard files for Vouchers :** All receipts, issue vouchers, issue notes or challans and RE9Bs should be serially filed in a guard file as per the DMTR so as to facilitate easy and effective check or separate files should be maintained for all the vouchers.
- Money Value Register Etc.,

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DISPOSAL OF STOCK SHEETS

- **Scrutiny and disposal of Stock Verification Reports :**
- Scrutiny of remarks offered by the stock-holder in respect of discrepancies reported through stock sheets issued by stock verifier or ISA or reported through departmental stock verification sheets is an important phase of work assigned to the ISA.
- There is no rule relating to scrutiny of stock sheets. Paras 3262-S & 3263-S contain broad guidelines for the scrutiny of explanations offered for the discrepant items reported through stock sheets. In fact, scrutiny of stock sheets is a matter of prudence on the part of the ISA, who must keep in mind the following facts:

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- **1)** knowledge of materials/stores and their utility/use.
- **2)** know the unit of accountal of materials/stores and the method of receipt issue and accountal of the different materials.
- **3)** knowledge about the scope for domestic use and of the commercial utility of different materials.
- **4)** knowledge about the utility of different scrap items of stores.
- **5)** know the method of stock verification of items of stores in stock sheets under scrutiny.

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Guidelines : FOR DISPOSAL OF STOCK SHEET

- While scrutinising stock sheets, the ISA should see the following after ensuring that the stock sheets have been countersigned by the competent authority as per schedule of powers.
- **i)** The explanations recorded against discrepancies represent facts.
- **ii)** The explanations are clear intelligible and definite. Wherever necessary, documentary evidence should be called for.
- **iii)** That independent explanations have been furnished against individual discrepancies. In exceptional cases where sufficient justification exists for clubbing up of items of similar nature and use having scope for issue of one for the other or accountal of one in the ledger account of another may be admitted (i.e. understanding of the possibility of cross-issue or cross-posting is vital)

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- **iv)** Adjustment between dissimilar items should not be considered. Adjustment between analogous items where sizes only differ may be admitted up to 2% of the transactions since the date of last verification, accounts or departmental. Any bigger difference must be taken up and if necessary, the ISA should check up the stock-holder's records to ensure the correctness and appropriateness of the explanations offered by the stock-holder. This is a guiding principle and not a rule to be applied without **considering nature of the item & its nature of transaction.**

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- **v)** Large differences in respect of items accounted for in numbers should not be accepted as a matter of routine, even though the same may be within the normally acceptable percentage limit admitted on retail transactions.
- **vi)** Shortages arising out of the neglect of the sub-ordinate holding charge of stores or of any other staff, the amount of loss involved has to be regularised by recovery from the staff at fault (Amount so recovered with the particulars of recovery should be noted in the register of recoveries maintained for the purpose).

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- **vii)** Shortages arising out of breakage, leakage and similar other reasons in respect of which no staff is considered responsible will have to be written off by the competent authority duly concurred by the associated accounts where the value of loss exceeds (As per SOP) Rs.1000/-. **Memorandum of sanction for write off should be endorsed to Accounts and Audit. A Register of Sanctions is to be maintained giving the details of all the written off cases.**

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- **viii)** In the course of scrutiny of stock sheets any serious irregularity noticed or any other shortcoming in the method of receipt and issue accountal or any other procedural defects noticed should initially be brought to the notice of the Divisional authority with comments/observations, suggesting remedial measures and the correct procedure to be followed. Wherever necessary, serious or important cases are to be brought to the personal notice of the DRM/HOD according to the nature of the case. A separate Register has to be maintained for recording such Serious irregularities detected during the course of working of S.V. section as per the provision of 368-AI.

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Accounts Notes :

- All discrepant items for which satisfactory explanations have not been offered by the executive should be incorporated in an Accounts Notes grouping all items of similar nature, where identical information is required. In this regard instructions contained vide paras 3266-S and 3267-s should be followed.

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MONETARY POWERS TO CLOSE THE ITEMS OF STOCK SHEETS :

- **1)** ISA/Sr.ISA who is dealing with the stock sheets can close the items whose value is upto Rs.1000/- directly based on his discretionary powers. While using the discretionary powers, ISA /Sr.ISA should always ensure the interest of the Railway finances and the items closed by his discretionary powers are always subjected to further scrutiny or check by the controlling officer.

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- **2)** The following are the monetary limits where the discrepant items of the stock sheets can be treated as closed by the authority concerned mentioned against each.
- **Monetary value of each item. Competent authority empowered to close the item.**
- Upto **Rs.1000/- Sr.ISA/ISA**.
- From **Rs.1001/- and above.**
- **Assistant Accounts Oficer/ Senior Accounts Officer/ Workshop Accounts Officer.**

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CLOSURE ADVICE

- Once all the discrepancies have been satisfactorily explained all the closure advices should be sent immediately to the concerned Executive Officers immediately under the signature of Controlling Accounts Officer or concerned ISA/Sr.ISA with the approval of Controlling Accounts Officer **duly endorsing a copy of the same to the concerned custodian also, so that the custodian would also receive the communication of closure forthwith.**

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Nature of Remarks/ Explanation usually furnished in the Stock Sheets :

- From experience it has been noticed that discrepancies brought out in stock sheets both excesses and shortages are usually attributed to:
- **a)** Retail Issues.
- **(b)** leakage breakage.
- **(c)** turn in scale and scale difference.
- **(d)** receipts or issues omitted from accountal.
- **(e)** excess found in stock verification, sources of receipt not known.

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- **(f)** issued under emergent circumstances not documented.
- **(g)** cross issue between two items.
- **(h)** cross posting in ledger account one for the other.
- **(i)** short receipt.
- **(j)** shortage due to theft vide missing report No. so and so.
- **(k**) found subsequent to verification and taken to stock through departmental verification sheet.
- **(l)** issued to staff for temporary use not accepted by stock verifier or issued on loan etc.

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DO NOT FORGET :

- **i)** Excesses are more serious than shortage, since they may pave the way for out of the way practice by interested persons.
- **ii)** ISA's responsibility is not only to comment but also to suggest improvement for constructive purposes.
- **iii)** Time and energy should not be wasted concentrating on petty discrepancies or discrepancies involving small amounts.
- **iv)** Even if a stock holder fails to explain discrepancy properly, on the available documents, if evidences are noticed justifying the shortage/excess, ISA may accept the same recording reasons.

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- **v)** To check up the ledger account when in the course of scrutiny of explanations it appears that prima-facie, the same do not represent fact or doubt prevails as to the correctness of the explanations.
- **vi)** To investigate heavy discrepancies particularly in respect of items of commercial utility and value.
- **vii)** To ensure that the stock sheet under scrutiny has been prepared by the stock verifier correctly and the date of verification, ledger folio reference etc., unit, F.Book reference, page reference etc. have been properly and correctly shown by the stock verifier in the respective column and that other columns have been correctly filled in.

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Excess may be explained as Particulars to be furnished indicated below :

- **a)** Materials received but not Party sending the material, voucher taken to account number date; quantity; how accountal was over looked;
- **b)** Materials subject to fluctuate- Date and quantity in stock during actions of weather. the previous verification; quantity of material subsequently received.
- **c)** Due to cross issues. Relevant coverage shown under other similar items. **d)** Materials issued but not Party, Voucher number; date; removed by Indenter. quantity, why was the material not removed, why adjustment D/Note was not prepared to write back the issues

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- **e)** Error in verification. Description and quantity of the material is correctly included in the verification, reference to folio and item Nos., quantity of shortages adjusted against such items. Has the error since been rectified through departmental verification ?
- **f)** Other causes. Suitable remarks.
- **g)** Cause of surplus not known. Defect in procedure, party at fault; action taken to avoid similar discrepancies in future.

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Deficiencies may be explained as indicated below :

- **Cause of deficiency Particulars to be furnished.**
- **a)** Materials issued but not Party, Voucher No., date, quantity accounted for. and why issue was not accounted for.
- **b)** Due to cross issues. Relevant coverage noticed under other similar items ; S.V.sheet folio; item No., brief description and size surplus quantity recorded.
- **c)** Due to fluctuations of weather. Date of last verification and quantity then verified, qty. of material subsequently received.

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- **d)** Materials lost in transit and Why the papers were not shown to accounted for under receipt. the SV for inclusion in the verified balance as per para 1228-S, what action has since been taken to finalise the loss.
- **e)** Materials escaping verification. Particulars of quantity, where it was lying and how it escaped verification. How the material has since been taken to account through departmental verification.
- **f)** Loss due to theft, fire etc. Remarks same as for item (d) above

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PROCEDURE FOR RECOVERY OF VALUE OF STORES FOUND SHORT DURING STOCK VERIFICATION :

- Materials when found short with the custodians due to fraud or misappropriation on the part of the employee, value should be assumed at the market rate or average book rate whichever is more duly adjusting for depreciation plus 7% towards freight and incidental charges plus 12.1/2% for supervision charges over the total cost i.e. prime cost, freight and incidental charges on the analogy of provision of para 2328-S & 2395-S.

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- Where materials are found short with the custodians due to defective or irregular accounting of negligence to observe the prescribed procedure for custody and accountal of stores and recovery for such loss should be made from the employee on the value at book rate or market rate at the time of detecting of the shortage whichever is higher plus 7% towards freight and incidental charges.
- In respect of ISC items the actual freight from port to the site may be worked out instead of the flat rate of 7.1/2% for freight and incidental charges.

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VERIFICATION OF ENGINEERING UNITS (Open Line)

PROCEDURE FOR VERIFICATION

(a) Procedure for verification of stores on open line is similar to that of a stores depot. Before taking up actual stock verification, the stock verifier/ISA should ensure the following:

i) The ledgers and returns are posted upto date in respect of all receipts and issues. The SV should initial on the reverse of the last block copy of each Materials receipts & Issue Notes to prevent manipulation of issue transactions.

ii) The stock holder himself attends the day to day verification. In the event of the stock holder's representative attending the day to day stock taking, categorical authority in favour of the authorised representative should be obtained from the stock holder in the Field book in the undernoted manner.

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Frequency of Verification

- The Stores, whether in a Stores Depot or with a department, should be verified by accounts Stock Verifiers as per the following periodicity (3301-S)
- **(1) Materials-at-site of works once in a year.**
- **(2) Stores with Imprest Holders once in two years.**
- **(3) All tools and plants once in three years.**

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- **All materials in a depot** whose accounting is brought under computerization are verified as under :-
- **i) Category `A' Items** : All items having an annual usage value of Rs.10 lakhs or more ---**once in SIX months.**
- **ii) Category `B' Items** : All items having an annual usage value of Rs.1.5 lakhs and above, but below Rs.10 lakhs-----**once in a YEAR.**

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- **iii) Category `C1' Items**: All items having an annual usage value of aboveRs.25000/ but below Rs.1.5 lakhs-------- **once in TWO YEARS.**
- **iv) Category `C2' Items** : All items having an annual usage value of Rs.25000/and below ---**Once in Two YEARS.**
- **v)`D' Items** : All items that have had no issues for twelve months and over ------ **once in a YEAR.**

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- "Shri.....(designation) is authorized to attend the day to day stock verification on my behalf who will present all materials/stores to the stock verifier for physical verification, sign the Field Book on my behalf which will be accepted and countersigned by me. The results of verification as arrived at and the day to day certificate as recorded by my authorized representative will be binding and acceptable to me."
- **(b)** After the above preliminaries are completed the ASV/ISA will commence his stock taking selecting items himself from the stores of the SE(w). In doing so the ASV/ISA should ensure that:-

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- **(b)** After the above preliminaries are completed the ASV/ISA will commence his stock taking selecting items himself from the stores of the SE(w). In doing so the ASV/ISA should ensure that:-
- **i)** The description of each item verified is written neatly and fully in the Field Book. The unit column is filled up, location of the items verified is indicated mentioning godown number, Almirah number etc; date of verification is clearly shown in the F.Book.

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- **ii)** The item of stores borne on capital account (Estimate work) and also on Revenue account are verified simultaneously and the total stock verified is distributed to the different heads while adjusting the results of verification.
- **iii)** In respect of cement, separate accounts for sweeping, clodded and screened cement are maintained.

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- **iv)** Remarks like broken, damaged, cracked and the like as noticed during stock taking are clearly noted in the F.Book against the relevant item and got accepted by the stock holder.
- **v)** No item is left unverified and on completion of verification a final certificate is obtained from the stock holder in the following lines.

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- "This is to certify that the entire stock of all the items of stores in my custody have been fully produced to the stock verifier and verified by him correctly in my presence or in the presence of my authorised representative. All receipts and issues prior to verification have been completely posted in the ledger accounts. All receipts and issues during the course of verification have been taken into cognizance by the SV and noted in the F.B. The results of verification are accepted by me as correct."

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Treatment of Receipts & Issues During Verification

- No action needs to be taken in respect of items completely verified and results thereof adjusted in the relevant accounts. If the results of verification not adjusted, issue notes in respect of issues from verified stock and receipts after the completion of verification of an item should not be posted in the accounts till the result of verification is adjusted, in respect of items verification of which is in progress all receipts and issues noted must be initialed by the ASV, materials physically checked and issues added to the issues and receipts form part of the total stock noted in F.B.).

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Other features to be looked into:

- **i)** SV/ISA should make out a list of items having no transaction for two years and more (it is convenient to note in F.B. in the remarks column the date of last issue transaction against the respective item and compile the list there from). Such list should be prepared in triplicate and submitted along with the completion report in the prescribed form. Special features noticed in the course of verification, items with heavy discrepancy etc., doubtful transactions and other irregularities noticed should be separately reported and submitted along with the completion report,

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- **ii)** S.V. should check the ledger balances of all important items having commercial utility and value and those of domestic use. In respect of other items atleast the balancing of the page in which the result of verification is adjusted should be checked,
- **iii)** S.V. should ensure that the transfer of balance from one ledger to another bears the cross reference and the dated attestation of the stock holder. Transfer of balance from one page to another in the same ledger should be cross checked by the S.V. himself to ensure correctness,

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- **iv)** Items with` nil 'balances from the previous verification to the current one should be got closed by the stock holder. S.Verifier need not enter such items in his F.B. SV should note in his completion report the total number of such nil items closed,
- **v)** In respect of issues of new items for replacement S.V.should test check accountal of the released items (irregularity noticed should be reported for follow up action by the ISA during over-hauling of Accounts). Items of brass, copper, pipes, pipe fittings and items of domestic use and commercial utility demand special attention,

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- **vi)** Some of the S.E.(W)s maintain sub-godown to avoid opening of the main godown daily. SV/ISA should keep in mind that materials in the sub-godown form part of the main stock as borne in the different ledgers. No adjustment should be carried out in any sub-ledger and it should be ensured that balances in the main ledgers are not reduced in respect of materials kept in the sub-godown. Any item in the main and sub-godown should be verified on the same day.

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- **vii)** SV/ISA should check up and report whether departmental verification by the departmental officer has been carried out periodically or not, as prescribed in code book.
- **viii)** SV/ISA should ensure that the receipt entries in the Daily Material Transaction Register and the corresponding accountal of receipt in the concerned ledger A/c. bear the attestation of the stock holder and that cross reference of the ledger number and folio thereof is noted down against the relevant entry in the Receipt Register preferably noting the date of posting.

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- **ix)** SV/ISA should ensure that the Receipt Register contains all the details as in para.1219-S (Sl No.1 to 8) and in addition the quantity as in voucher and the quantity actually received.
- **x)** SV/ISA should check up that in day to day issue Notes, items issued is serially numbered and a line is drawn against the last serial number to prevent subsequent interpolation of any item. The purpose of issue of material whether in replacement, renewal etc, must be on record in each issue Note and clear acknowledgement is on record from the party to whom material is issued.

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- **xi)** In respect of issue to other stock holding sub-ordinates, pairing of the verified copy of the Issue Notes with the block foils and pairing of the 5th foil of voucher with the block foil are to be checked and result thereof included in the SV/ISAs report,
- **xii)** The system of issue of blank issue Note books to the Sectional Sub-ordinates and return of completed issue Note books to the stock-holding SE(w) should be checked and loopholes noticed are reported.

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- **xiii)** Certain items say A.C sheets(corrodded or plain)are identifiable individually and generally accounted for in the unit of number according to size (length). But some of the stock holders maintain account in the unit of Sq. meters (particularly in respect of plain sheet) and in cases of replacement the released one is accounted for in number while the issue is in meter unit. In such cases it is necessary to ensure that the total sq. meters issued correspond to the release in number (with reasonable allowance) and vice-versa.

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- **xiv)** In the event of any doubt in regard to issue transactions of commercial utility viz., cement, timber and the like, cross check may be carried out to ascertain issue of ancillary items to remove or to establish such doubt, e.g. issue of cement for repair, maintenance etc. must have corresponding issue of sand etc. and booking of mason and labour etc.
- **xv)** In cases of transactions between two sub-ordinates, in the event of any doubt, cross check with the prior approval of AAO(SV) should be carried out and result thereof is incorporated in the report.

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Physical stocktaking:

- **i)** All materials in the SE(p.way)'s HeadQrs. station should ordinarily be taken up for verification first before proceeding to check those along the section.
- **RAILS OF DIFFERENT TYPES AND STANDARD LENGTH :**
- **RAILS USED AT PRESENT :**
- **DIFFERENT TYPES OF POINTS & CROSSINGS: LAYOUTS ETC. ETC.**
- **Component parts of crossing**:-
- **Component parts of Switch :-**

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For wooden layout only

- **Complete CST-9 sleeper comprises of-**
- **1)** CST-9 Plate = 2 Nos. (ordinary or reverse Jaw)
- **2)** Long tie bar = 1 No.
- **3)** Split cotter = 4 Nos.
- **4)** Two ways key = 2 Nos.(Not required in CST-11 sleepers when pandrolclips 2 Nos. are used.)
- **In Steel trough sleepers, the following are required**
- **1)** One steel trough sleeper
- **2)** M.S. loose Jaw - 4
- **3)** Two Way Keys - 4 Or PandrolClip - 4 (in high speed route only) & rubber pads - 2 (M.S. Jaw and keys not required).

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- **Types of Bearing Plates & component fittings used in wooden layout**
- **Fish Plates- types and their use.**
- **Different types of Spikes & their use**
- **Different types of Wooden Sleepers** :
- **Types of keys**:

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Surplus P.Way materials held on line. Classification, maintenance of Accounts and disposal.

- **a)** All P.Way materials released or left over after completion of works/renewal etc. are termed as "surplus stores-P.Way". Such **surplus stores normally comprise of the following.**
- **i) New materials remaining un-utilised and no longer required**
- **ii) Second hand materials which can be re-used.**
- **iii) New/second hand obsolete materials.**
- **iv) Those actually scrap being not usable.**

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Daily Material Transaction Register (DMTR).

- A Daily Material Transaction Register (DMTR) in the prescribed proforma shall be maintained by all Inspectors. All receipt of stores in the Inspectors Office and all issues of Stores from the office are to be entered in this book along with a record of other transactions that happen along the line, based on the field day books of receipts and issues.

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- **The DMTR Book should be specially printed with mechanized serial number and it should be maintained separately for the financial year.**
- It is reiterated that no direct posting of ledger is done for any of the above categories of stores. All transactions must first appear in the DMTR and then transferred to the ledgers, giving simultaneously a cross reference in the DMTR in the relevant column. Please refer para 3.62 (a) of this Manaul for detailed notes.

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Field Book of Receipts and Issues:

- A combined field book of receipts and issues in a handy stores note book form shall be maintained by each S.E. These books may be generally for individual sanctioned works. Stores for more than one work can also be recorded in one field book by allotting separate pages for each work. An independent field book will be kept by each J.E/S.E. for all stores other than for sanctioned works.

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- Whenever materials are received along the line the J.E./S.E. in whose maintenance jurisdiction the material is received, will verify the receipts and make necessary entries on the receipt side of the field book. Issues to works will similarly be posted in the same field book.
- These field books will be brought once in a week / fortnight from the field to the J.E./ S.E.'s Office for posting in the DMTR, thereby ensuring that the transactions done by the subordinates working under the stores holders are correctly brought to account. The dates for this will be 1st and 16th. Work will be done on the next working day.

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The Field Books which are maintained by the custodians (SE(pway)/SE(w))of Engineering Department should be in prescribed proforma as mentioned in the Engineering Code.

- Presently, the custodians are maintaining Field Books in private note Books which is not correct. These Field Books specially printed with mechanised serial number and it should be supplied to all the custodians. ASVs during their verification should verify whether printed Field Books are being used by the custodians or not. If not, it should be reported in their Narrative Report and the concerned ISA should bring it to the notice of the concerned Incharge Officer.

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- Field Books are important basic records. It should be seen that such important records are not neglected and are being maintained properly. It is also to be ensured that these Books are properly posted and sent in time to their store incharge with the result proper accountal of materials is ensured.

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- Whenever there is a shortfall of releases, compared to the Class- I materials issued, proper reasons should be furnished by the SE(p.way) for such deficiencies of releases corresponding to the issue of Class-I materials. During the check of Field Books of SE(p.way)'s by the ISAs/ASVs, if there is a deficiency of releases in corresponding to the issues of Class-I materials and if no proper reasons are not forthcoming, such deficiencies should be investigated.

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REGISTERS TO BE MAINTAINED BY ALL JEs/SEs :FOR VERIFICATION.

- **Index of registers relating to stores :** The register under this title will be maintained allotting separate pages for recording particulars of registers/accounts relating to various categories of stores furnishing the following particulars on the left-hand page.
- **a) For specific works :-**
- **1.** Sl. No.
- **2.** Name of work
- **3.** Reference to sanction No. & date
- **4.** Date of commencement
- **5.** Date of completion
- **6.** Completion report No.& date
- **7.** Dated initials of the store holder

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- **b) For other categories**:-
- **1**. Serial No.
- **2.** Printed No.of the book (if there is no printed No. a number may be assigned)
- **3.** Date of opening the account/ledger
- **4.** Date of closing the account/ledger
- **5.** Date initials of the Stores Holder.

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- **Adjustment Register**:-
- Any alteration due to errors in posting and balancing in the numerical accounts should be rectified by the medium of adjustment register on form G77B. Erasures, over-writings and alterations in the numerical ledgers are prohibited.

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- **Register of losses:-**
- This register should record the full particulars of losses indicating inter-alia the name of the person, if any, held responsible, recoveries effected and reference to write off sanction. If there are no cases in any month, a **Nil entry should be made.** The register shall be maintained in the prescribed form.

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- **Loan Register:-**
- Materials issued on loan should be entered in this register preserving the acknowledgment from the party taking the material. It should also be ensured that the materials loaned are collected without undue delay.

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- **Kerosene Oil Register:-**
- A separate register should be opened for the transactions of kerosene oil. This should contain monthly issues of K.Oil made to Gatemen, night patrolmen, watchmen etc. together with their signatures. the consumption of K.Oil to different types of lamps should be adopted as per sanctioned scale.

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- **TRANSFER ADJUSTMENT VOUCHERS:-**
- All transfers of materials from one store-holder to another under competent sanction should be effected by the preparation and submission of transfer vouchers on form RE9B. Similarly, in the case of materials being required for a work under a head of account different from that to which it was originally allocated, the materials may be transferred to the new head of account, under competent sanction, by the preparation of Transfer Voucher (RE9B) . Acknowledgement copies of the transfer vouchers should be pasted to the office copies. **13.22 Miscellaneous**

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- **Miscellaneous Register:-**
- A separate register should be maintained for miscellaneous materials like winch tape, waste cotton, matches etc., issued to gatemen, watchmen, night patrol men, etc., under their signatures. The consumption of miscellaneous materials should be adopted as per sanctioned scale. The register for miscellaneous materials shall be maintained similar to K.Oil register.

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- **Empties Register:-**
- A separate register shall be maintained for empties. This will contain receipts and issues of the empties as and when such transactions take place in the DMTR. Particulars of containers received with oils, paints, petrol and cement, etc. under issue notes, challans should be entered in the remarks column of the register. When oils, paints, etc. are despatched to other Inspectors, the number of containers in which they are sent are to be specifically mentioned in the challans so that both the parties viz. consignee and consigner may post them in their respective accounts and register. A quarterly return is to be submitted by the SE/JEs.

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- **Register of Claims :-** A separate register shall be maintained to record the particulars of claims. This should contain all claims preferred for short and non-delivery of stores and final action taken to clear such claims.
- **Sanction Schedules :** The sanctioned scale of imprest materials, consumable stores, garments, etc. as intimated by the Divisional Office should be recorded in the relevant ledgers. The schedules should be preserved carefully so that they are readily available for scrutiny by inspecting officials.

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- **Return of scrap and unserviceable materials :** Such materials as are surplus to requirements after classification by the AEN should be sent to the Stores Depots under cover of the advice notes of returned stores on form DS8. All the acknowledgement copies should be pasted with the office copies.
- **Guard files for Vouchers :** All receipts, issue vouchers, issue notes or challans and RE9Bs should be serially filed in a guard file as per the DMTR so as to facilitate easy and effective check or separate files should be maintained for all the vouchers.
- Money Value Register Etc.,

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DISPOSAL OF STOCK SHEETS

- **Scrutiny and disposal of Stock Verification Reports :**
- Scrutiny of remarks offered by the stock-holder in respect of discrepancies reported through stock sheets issued by stock verifier or ISA or reported through departmental stock verification sheets is an important phase of work assigned to the ISA.
- There is no rule relating to scrutiny of stock sheets. Paras 3262-S & 3263-S contain broad guidelines for the scrutiny of explanations offered for the discrepant items reported through stock sheets. In fact, scrutiny of stock sheets is a matter of prudence on the part of the ISA, who must keep in mind the following facts:

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- **1)** knowledge of materials/stores and their utility/use.
- **2)** know the unit of accountal of materials/stores and the method of receipt issue and accountal of the different materials.
- **3)** knowledge about the scope for domestic use and of the commercial utility of different materials.
- **4)** knowledge about the utility of different scrap items of stores.
- **5)** know the method of stock verification of items of stores in stock sheets under scrutiny.

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Guidelines :

- While scrutinising stock sheets, the ISA should see the following after ensuring that the stock sheets have been countersigned by the competent authority as per schedule of powers.
- **i)** The explanations recorded against discrepancies represent facts.
- **ii)** The explanations are clear intelligible and definite. Wherever necessary, documentary evidence should be called for.
- **iii)** That independent explanations have been furnished against individual discrepancies. In exceptional cases where sufficient justification exists for clubbing up of items of similar nature and use having scope for issue of one for the other or accountal of one in the ledger account of another may be admitted (i.e. understanding of the possibility of cross-issue or cross-posting is vital).

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- **iv)** Adjustment between dissimilar items should not be considered. Adjustment between analogous items where sizes only differ may be admitted up to 2% of the transactions since the date of last verification, accounts or departmental. Any bigger difference must be taken up and if necessary, the ISA should check up the stock-holder's records to ensure the correctness and appropriateness of the explanations offered by the stock-holder. This is a guiding principle and not a rule to be applied without **considering nature of the item & its nature of transaction.**

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- **v)** Large differences in respect of items accounted for in numbers should not be accepted as a matter of routine, even though the same may be within the normally acceptable percentage limit admitted on retail transactions.
- **vi)** Shortages arising out of the neglect of the sub-ordinate holding charge of stores or of any other staff, the amount of loss involved has to be regularised by recovery from the staff at fault (Amount so recovered with the particulars of recovery should be noted in the register of recoveries maintained for the purpose).

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- **vii)** Shortages arising out of breakage, leakage and similar other reasons in respect of which no staff is considered responsible will have to be written off by the competent authority duly concurred by the associated accounts where the value of loss exceeds Rs.1000/-. **Memorandum of sanction for write off should be endorsed to Accounts and Audit. A Register of Sanctions is to be maintained giving the details of all the written off cases.**

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- **viii)** In the course of scrutiny of stock sheets any serious irregularity noticed or any other shortcoming in the method of receipt and issue accountal or any other procedural defects noticed should initially be brought to the notice of the Divisional authority with comments/observations, suggesting remedial measures and the correct procedure to be followed. Wherever necessary, serious or important cases are to be brought to the personal notice of the DRM/HOD according to the nature of the case. A separate Register has to be maintained for recording such Serious irregularities detected during the course of working of S.V. section as per the provision of 368-AI.

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Accounts Notes :

- All discrepant items for which satisfactory explanations have not been offered by the executive should be incorporated in an Accounts Notes grouping all items of similar nature, where identical information is required. In this regard instructions contained vide paras 3266-S and 3267-s should be followed.

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MONETARY POWERS TO CLOSE THE ITEMS OF STOCK SHEETS :

- **1)** ISA/Sr.ISA who is dealing with the stock sheets can close the items whose value is upto Rs.1000/- directly based on his discretionary powers. While using the discretionary powers, ISA /Sr.ISA should always ensure the interest of the Railway finances and the items closed by his discretionary powers are always subjected to further scrutiny or check by the controlling officer.

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- **2)** The following are the monetary limits where the discrepant items of the stock sheets can be treated as closed by the authority concerned mentioned against each.

Monetary value of each item.	**Competent authority empowered to close the item.**
Upto **Rs.1000/-**	**Sr.ISA/ISA**.
From **Rs.1001/- and above.**	**Assistant Accounts Officer/Senior Accounts Officer/Workshop Accounts Officer.**

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CLOSURE ADVICE

- Once all the discrepancies have been satisfactorily explained all the closure advices should be sent immediately to the concerned Executive Officers immediately under the signature of Controlling Accounts Officer or concerned ISA/Sr.ISA with the approval of Controlling Accounts Officer **duly endorsing a copy of the same to the concerned custodian also, so that the custodian would also receive the communication of closure forthwith.**

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Nature of Remarks/ Explanation usually furnished in the Stock Sheets :

- From experience it has been noticed that discrepancies brought out in stock sheets both excesses and shortages are usually attributed to:
- **a)** Retail Issues.
- **(b)** leakage breakage.
- **(c)** turn in scale and scale difference.
- **(d)** receipts or issues omitted from accountal.
- **(e)** excess found in stock verification, sources of receipt not known.

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- **(f)** issued under emergent circumstances not documented.
- **(g)** cross issue between two items.
- **(h)** cross posting in ledger account one for the other.
- **(i)** short receipt.
- **(j)** shortage due to theft vide missing report No. so and so.
- **(k**) found subsequent to verification and taken to stock through departmental verification sheet.
- **(l)** issued to staff for temporary use not accepted by stock verifier or issued on loan etc.

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DO NOT FORGET :

- **i)** Excesses are more serious than shortage, since they may pave the way for out of the way practice by interested persons.
- **ii)** ISA's responsibility is not only to comment but also to suggest improvement for constructive purposes.
- **iii)** Time and energy should not be wasted concentrating on petty discrepancies or discrepancies involving small amounts.
- **iv)** Even if a stock holder fails to explain discrepancy properly, on the available documents, if evidences are noticed justifying the shortage/excess, ISA may accept the same recording reasons.
-

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- **v)** To check up the ledger account when in the course of scrutiny of explanations it appears that prima-facie, the same do not represent fact or doubt prevails as to the correctness of the explanations.
- **vi)** To investigate heavy discrepancies particularly in respect of items of commercial utility and value.
- **vii)** To ensure that the stock sheet under scrutiny has been prepared by the stock verifier correctly and the date of verification, ledger folio reference etc., unit, F.Book reference, page reference etc. have been properly and correctly shown by the stock verifier in the respective column and that other columns have been correctly filled in.

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Excess may be explained as Particulars to be furnished indicated below :

- **a)** Materials received but not Party sending the material, voucher taken to account number date; quantity; how accountal was over looked;
- **b)** Materials subject to fluctu- Date and quantity in stock during ations of weather. the previous verification; quantity of material subsequently received.
- **c)** Due to cross issues. Relevant coverage shown under other similar items. **d)** Materials issued but not Party, Voucher number; date; removed by Indenter. quantity, why was the material not removed, why adjustment D/Note was not prepared to write back the issues

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- **e)** Error in verification. Description and quantity of the material is correctly included in the verification, reference to folio and item Nos., quantity of shortages adjusted against such items. Has the error since been rectified through departmental verification ?
- **f)** Other causes. Suitable remarks.
- **g)** Cause of surplus not known. Defect in procedure, party at fault; action taken to avoid similar discrepancies in future.

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Deficiencies may be explained as indicated below :

- **Cause of deficiency Particulars to be furnished.**
- **a)** Materials issued but not Party, Voucher No., date, quantity accounted for. and why issue was not accounted for.
- **b)** Due to cross issues. Relevant coverage noticed under other similar items ; S.V.sheet folio; item No., brief description and size surplus quantity recorded.
- **c)** Due to fluctuations of weather. Date of last verification and quantity then verified, qty. of material subsequently received.

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- **d)** Materials lost in transit and Why the papers were not shown to accounted for under receipt. the SV for inclusion in the verified balance as per para 1228-S, what action has since been taken to finalise the loss.
- **e)** Materials escaping verification. Particulars of quantity, where it was lying and how it escaped verification. How the material has since been taken to account through departmental verification.
- **f)** Loss due to theft, fire etc. Remarks same as for item (d) above

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- **g)** Material sent for metallurgical --do-- test to be done by CMT.
- **h)** Materials classified under a Quantity verified as surplus under lower class by the stock second hand (or scrap) with verifier due to damage or Particulars of SV sheet folio condition and of the material. item number.
- **i)** Other causes not covered by Suitable remarks. the above. 111
- **J)** Cause of deficiency not known. Defect in procedure, party at fault, action taken to avoid similar discrepancy in future including recovery in part or whole of the cost of material found missing due to neglect in terms of para 3263-S.

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PROCEDURE FOR RECOVERY OF VALUE OF STORES FOUND SHORT DURING STOCK VERIFICATION :

- Materials when found short with the custodians due to fraud or misappropriation on the part of the employee, value should be assumed at the market rate or average book rate whichever is more duly adjusting for depreciation plus 7% towards freight and incidental charges plus 12.1/2% for supervision charges over the total cost i.e. prime cost, freight and incidental charges on the analogy of provision of para 2328-S & 2395-S.

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- Where materials are found short with the custodians due to defective or irregular accounting of negligence to observe the prescribed procedure for custody and accountal of stores and recovery for such loss should be made from the employee on the value at book rate or market rate at the time of detecting of the shortage whichever is higher plus 7% towards freight and incidental charges.
- In respect of ISC items the actual freight from port to the site may be worked out instead of the flat rate of 7.1/2% for freight and incidental charges.

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Thank You

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JE Bridge – Induction – Ph-II

3.3 Account keeping of materials, important points from vigilance angle.

1

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What is Store

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Ordinary Stores : generally such items of stores for which there is a regular turnover caused by a constant demand.

- New,
- Second hand / Serviceable and
- Scrap

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Emergency Stores :

certain items of stores even though they do not have a regular turnover, but may be required to be kept in stock to meet emergency due to breakage or unanticipated deterioration.

These items are not readily available in the market and as such would require a long time for procurement in case they are not stocked. These are generally components of P&C, SEJ, etc.

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Surplus Stores :

If any item is not issued for past 24 months or more, it is declared as surplus. Surplus stores are further classified as dead surplus and movable surplus.

a. Dead Surplus Stores :

These are the items which have not been issued to any indenter during past 24 months or more and are not likely to be utilized on any Railway within next 2 years

b. Movable Surplus Stores:

These are the items which have not been issued to any indentor during past 24 months but their use in near future (within 24 months) is anticipated.

General Classification Of Stores :

Stock items – items which are frequently required and thus stocked in adequate quantities. (PL code)

Non-stock items - other items which are not frequently required or are of one time requirement, and thus no stocks are maintained. These items are purchased as and when required to meet specific demands (NS item)

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STOCK ITEM – PL CODE

All the Railway materials have been classified in 76 `Major Groups' or 'Main Groups' or groups, each further classified into several sub-groups.

Each PL No. (say 90 35 058 3) is sub-divided into 4 parts as under ;

Part A -- First Two Digits (Major / Main Group)

Part B -- Third and fourth digit (Sub-Group)

Part C-- Fifth , Sixth and seventh digit (individual S. No)

Part D-- Last digit (Check Digit)

Sample Check digit calculation: (90 35 058 3)

9	0	3	5	0	5	8	3
8	7	6	5	4	3	2	
72	0	18	25	0	15	16	sum 146

Modulus of 146 (11) = 3

PL CODE

00-09	Steam loco Spares
10-19	Diesel Loco Spares
20-29	Electric Loco Spares
30-39	C&W Spares
40-49	Electrical Stores
50-59	S&T Stores
60-69	**P. Way Stores**
60	Permanent Way, Track Tools & Bridge work.
61	Building materials including sanitary-ware, roofing materials (other than G.I. sheets), Bricks, Sand, Cement, Lime etc.
62	Pipes, tubes & fittings including valves.
65	Plant & Machinery including Cranes-complete unit
66	Spares for Plant & Machinery and Cranes.
67	Road Motors, Auto-trucks, trolleys & material-handling equipment other spares.
70-99	General stores
98	Scrap

Instructions for making requisition of NS Items :

Planning of such NS items are done by user departments on the basis of various estimates for works and their programs for repairs and maintenance. As purchase always takes some time, advance planning non-stock items is necessary

"one item on one form" in duplicate.

(vetting and sanction as per SOP)

Submission to purchase officer

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Accountal of stores

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MAS A/C

- Material required for construction,renewal,repairing works and kept at the site of work is called material at site.
- Cost of such material should be charged to a suspense head of A/C called material at site A/C.
- A numerical record of receipt and issues should be maintained.
- Ledger of receipt and issues having detail- description of material, quantity , receipt quantity& date,issue quantity& date,balance quantity, refrence if any.
- Quarterly, half yearly and march ending statement is submitted to the division.

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RE-9B (REVENUE EXCHANGE BOOK)

- When material is supplied from one sub-ordinate/works/divison to another the transaction is made on doccument called RE-9B.
- It is prepared in six copies.
- Details- name of office /workshop/divisionto whom material is supplied, consignee code, allocation, P L numer, description and quantity of material, sanction number of work,head of A/C to which debit/credit .
- Based on RE-9B tranfer voucher is prepared in the division office for adjustment.
- It is supporting voucher to transfer voucher.

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SS-11 SURVEY SHEET

- Survey sheet is prepared for those items which is to be surveyed.
- It is prepared in 11copies.
- Separate SS-11 is prepared for each category of item.
- **Details-** P L numer, description and quantity of material, book value, scrap value , total, reason of survey .
- It is submitted to survey committee. After critically inspected the material they gives their recommendations for each and every item.They sign all the copies of SS-11.
- Condemnation order is issued by CTE/COS/AGM.
- It is sent to material disposal depot with DS-8 note.

Stock verification of store depot by accounts department

- To ensure correctness of material and their physical custody Railway have a system of stock verification. It is carried out departmentally and and by accounts department.
- The object of stock verification by the accounts department of stores in the custody of depot and other departmental officer and subordinate to ensure that -
- the material accord with the description and specification shown in balances appearing in books.
- excess or deficiencies, if any, noticed on such verification are properly investigated and accounted for.

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Frequency of stock verification

Material at site -works	**Once a year**
Stores with imprest holders	Once in two year
All tools and plants	Once in three year
All material in depot as under (items A B C D , Misc)	
A items (all items having annual usage value of Rs. 1.25 Lakhs or more)	Once in six month
B items annual usage value Rs. 20000 and above but below 1.25 Lakhs	Once in a year
C items annual usage value below Rs. 20000	Once in two year
D items no issue for 12 month and over	Once in a year
Misc items in custody of inspectors entrusted with tools , instruments etc.	Once in three year

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PROCEDURE FOR VERIFICATION

Before taking up actual stock verification, the stock verifier/ISA should ensure that:

i) The ledgers and returns are posted up to date in respect of all receipts and issues.

ii) The SV should initial on the reverse of the last block copy of each Materials receipts & Issue Notes to prevent manipulation of issue transactions.

iii) The stock holder himself or his authorised representative attends the day to day verification.

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Daily Material Transaction Register (DMTR)

- A Daily Material Transaction Register (DMTR) in the prescribed proforma shall be maintained by all Inspectors.
- All receipt of stores in the Inspectors Office and all issues of Stores from the office are to be entered in this book along with a record of other transactions that happen along the line, based on the field day books of receipts and issues.
- **The DMTR Book should be specially printed with mechanized serial number and it should be maintained separately for the financial year.**
- No direct posting of ledger is done for stores, but through DMTR only.
- All transactions must first appear in the DMTR and then transferred to the ledgers, giving simultaneously a cross reference in the DMTR in the relevant column.

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Physical stocktaking:

All materials in the SE(P. way)'s Head Qrs. station should ordinarily be taken up for verification first before proceeding to check those along the section.

- **RAILS OF DIFFERENT TYPES AND STANDARD LENGTH :**
- **RAILS USED AT PRESENT :**
- **DIFFERENT TYPES OF POINTS & CROSSINGS: LAYOUTS ETC. ETC.**
- **Component parts of crossing, switch other P Way Items**

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Field Book of Receipts and Issues:

- A combined field book of receipts and issues in a handy stores note book form shall be maintained by each S.E.
- These books may be generally for individual sanctioned works. Stores for more than one work can also be recorded in one field book by allotting separate pages for each work.
- An independent field book will be kept by each J.E/S.E. for all stores other than for sanctioned works.
- Whenever materials are received by J.E./S.E, will verify the receipts and make necessary entries on the receipt side of the field book. Issues to works will similarly be posted in the same field book.
- These field books will be brought once in a fortnight (1st and 16th) from the field to the J.E./ S.E.'s Office for posting in the DMTR.

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REPORTS AFTER STOCK VERIFICATION

1. Daily Diary of activities done during stock verification
2. Individual measurements of items with location where found at site / store etc.
3. Summary of all items Checked – Theoretical and physical balance observed
4. Discrepancies found – Both Physical and accountal mistakes
5. Observations regarding procedural lapses, if any
6. Recommendations if any

Called the Stock Sheet

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DISPOSAL OF STOCK SHEETS

- The result of stock verification are entered in a statement called stock sheet.
- The item wise explanation is submitted by the stock holder for discrepancies.
- The competent authority take appropriate action against stock holder (custodian) of the stores if explanation is not acceptable.

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Scrutiny of stock sheets is a matter of prudence by the official, who must keep in mind the following facts:

- **1)** knowledge of materials/stores and their utility/use.
- **2)** know the unit of accountal of materials/stores and the method of receipt issue and accountal of the different materials.
- **3)** knowledge about the scope for domestic use and of the commercial utility of different materials.
- **4)** knowledge about the utility of different scrap items of stores.
- **5)** know the method of stock verification of items of stores in stock sheets under scrutiny.

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DISPOSAL OF STOCK SHEETS

Scrutiny and disposal of Stock Verification Reports :

- Scrutiny of remarks offered by the stock-holder in respect of discrepancies reported through stock sheets issued by stock verifier or ISA or reported through departmental stock verification sheets is an important phase of work.
- There is no rule relating to scrutiny of stock sheets. Paras 3262-S & 3263-S contain broad guidelines for the scrutiny of explanations offered for the discrepant items reported through stock sheets.

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- While scrutinizing stock sheets, ensure the following

(1) that the stock sheets have been countersigned by the competent authority as per schedule of powers.

(2) The explanations recorded against discrepancies represent facts.

(3) The explanations are clear intelligible and definite. Wherever necessary, documentary evidence should be called for.

(4) That independent explanations have been furnished against individual discrepancies.

(5) In exceptional cases where sufficient justification exists for clubbing up of items of similar nature and use having scope for issue of one for the other or accountal of one in the ledger account of another may be admitted (i.e. understanding of the possibility of cross-issue or cross-posting is vital).

6. Adjustment between dissimilar items should not be considered.
7. Adjustment between analogous items where sizes only differ may be admitted up to 2% of the transactions since the date of last verification
8. Large differences in items accounted for in numbers should not be accepted as a matter of routine, even though the same may be within the normally acceptable % limit admitted on retail transactions.
9. Shortages arising out of the neglect of the sub-ordinate holding charge of stores or any other staff, the amount of loss involved has to be regularised by recovery from the staff at fault.
10. Shortages arising out of breakage, leakage and similar other reasons in respect of which no staff is considered responsible will have to be written off by the competent authority duly concurred by the associated accounts.
11. Memorandum of sanction for write off should be endorsed to Accounts and Audit.

12. In the course of scrutiny of stock sheets any serious irregularity noticed or any other shortcoming in the method of receipt and issue accountal or any other procedural defects noticed should initially be brought to the notice of the Divisional authority with comments/observations, suggesting remedial measures and the correct procedure to be followed.

13. Wherever necessary, serious or important cases are to be brought to the personal notice of the DRM/HOD according to the nature of the case.

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CLOSURE ADVICE

- Once all the discrepancies have been satisfactorily explained, all the closure advices should be sent immediately to the concerned Executive Officers, under the signature of Controlling Accounts Officer or concerned ISA/Sr.ISA with the approval of Controlling Accounts Officer **duly endorsing a copy of the same to the concerned custodian also, so that the custodian would also receive the communication of closure forthwith.**

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PROCEDURE FOR RECOVERY OF VALUE OF STORES FOUND SHORT DURING STOCK VERIFICATION :

Materials when found short with the custodians due to

(a) fraud or misappropriation on the part of the employee, value should be assumed at the market rate or average book rate whichever is more duly adjusting for depreciation plus 7% towards freight and incidental charges plus 12.1+2% for supervision charges over the total cost i.e. prime cost, freight and incidental charges.

(b) defective or irregular accounting of negligence to observe the prescribed procedure for custody and accountal of stores and recovery for such loss should be made from the employee on the value at book rate or market rate at the time of detecting of the shortage whichever is higher plus 7% towards freight and incidental charges.

DO NOT FORGET

1. Excesses are more serious than shortage, since they may pave the way for out of the way practice by interested persons.
2. SV's responsibility is not only to comment but also to suggest improvement for constructive purposes.
3. Time and energy should not be wasted concentrating on petty discrepancies or discrepancies involving small amounts.
4. To investigate heavy discrepancies particularly in respect of items of commercial utility and value.
5. To ensure that the stock sheet under scrutiny has been prepared by the stock verifier correctly and the date of verification, ledger folio reference etc., unit, F.Book reference, page reference etc. have been properly and correctly shown by the stock verifier in the respective column and that other columns have been correctly filled in.

Disposal of stores

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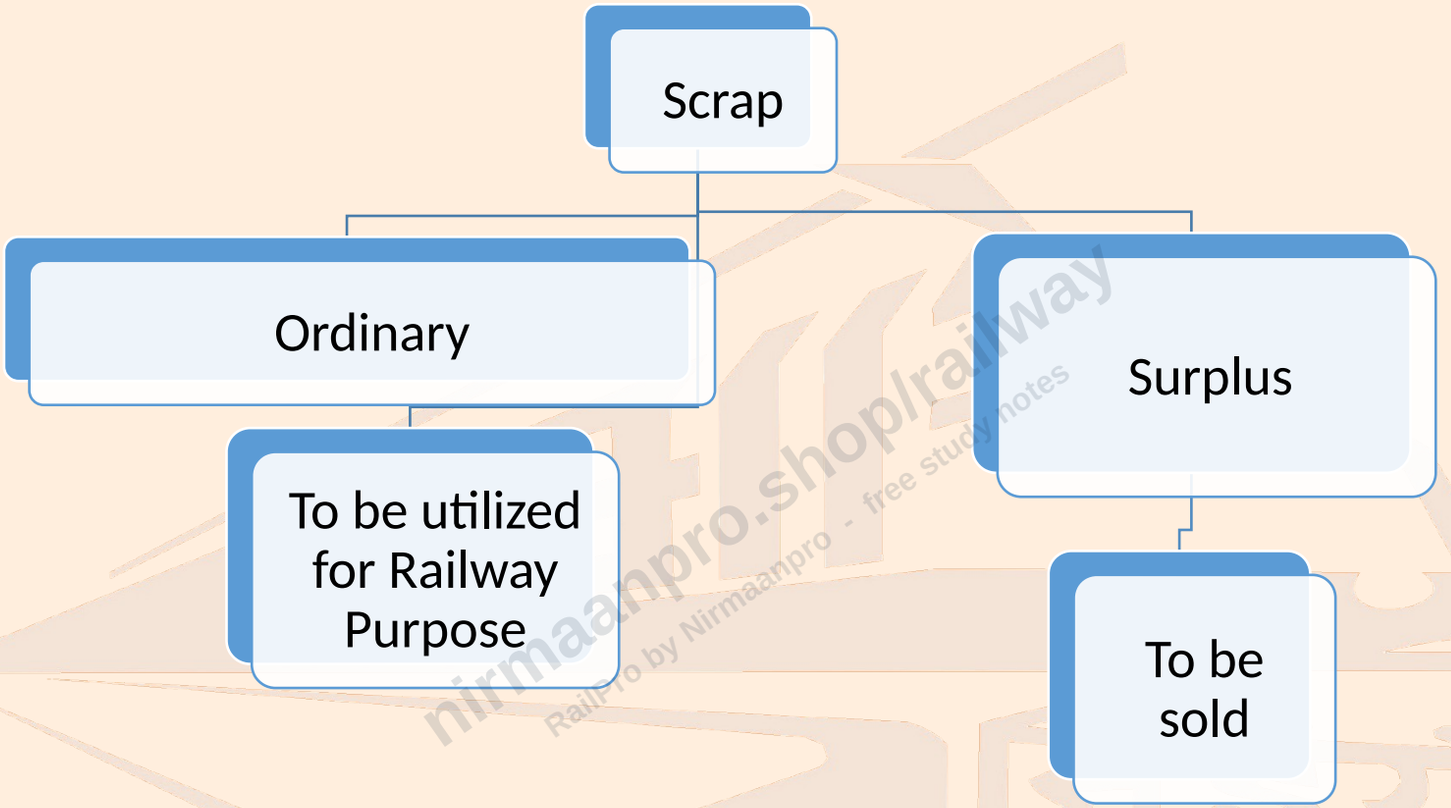

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Disposal of Unwanted / Surplus / scrap Stores

- The voucher prepared to transfer scrap to the depot or material returned to stores is known as **DS-8 NOTE.**
- **It is prepared by scrap returning official in 6 copies.**
- **It must be signed by consignee and the controlling officer.**
- **Details-** consignee code, allocation number, P L numer, description and quantity of material, rate,unit .
- **Ist copy- office copy of material sender depot.**
- **2nd - associate account , 3rd - issue voucher & 4th - receipt copy kept by depot-copies should be sent along with material.**
- **5th – to depot account. 6th - division office.(to issuing official)**

Ways of Scrap disposal

Sale to Railway Employee
Sales to outside parties – Tender sale
Sales to outside parties – Auction Sale
Sales to other Railways
Sales to other Govt. Departments
Sales to Public Undertaking

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Scrap schedule

- The scrap is being disposed off mainly through Public Auction . COS is the authority to decide to dispose of scrap at site or at the point of generation of scrap.
- Generally each railway has created a or more Scrap Depots on consideration of fright charges availability of Space and proxity to market.

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SEQUENCE OF PWAY SCRAP DISPOSAL

1. Lot formation (SS-11) / DS8 Preparation
2. SS-11 & DS8 Sanction from CA for onward submission to stores
3. SS-11 & DS8 Sanction from Stores Authority
4. Sanctioned SS-11 & DS8 submitted to Scrap Depot,
5. Joint Inspection by (Stock Holder & SV), Lots are included in Auction Catalogue
6. e-Auction, Sale and Bid sheet preparation
7. Delivery Order issued and Delivery given in presence of (Stock Holder /SV/RPF)
8. Compliance Report Prepared by Stock Holder & send to HQ and Scrap Depot.

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