GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2017/Trans/01/Policy/Stores New Delhi, dated: 29-12-2017

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Process Reforms - Procurement
Ref: (i) Board’s letter no. 88/RS(G)/779/14 dt. 18.10.2017
(ii) Board’s letter no. 2016/RS(M)/Paperless Working dt. 27.09.2016

End to end Digitization of Contracts and Empowerment of Field Officers has been a priority area for Board. A review of some of the Stores Procedures has been carried out and the following provisions have been approved by Board (FC, CRB).

1.0 End to end digitization of Contract Activities

1.1 Digitization of non-stock procurement

It has been decided that NS demand / proposal generation and preparation as well as NS demand vetting / concurrence and submission should be done online. Tendering and order placement is already online. To complete the chain, receipts, accountal, issues, consumption and stock availability should also be made online. Demand stock linkage will optimize procurement, stock distribution and thereby reduce stockout as well as stockout situations. This should be started upon the readiness of corresponding iMMS module under development by CRIS and attendant training of Consuming Department.

1.2 Digital Bill Passing

Board’s letter under reference (ii) above includes provision for bill passing / bill payment through IPAS based on digitally generated/available Receipted Challan / Receipt Note / Inspection Certificate etc. on iMMS without insisting on hard copy of the same either from depot or from supplier. It has now further been decided as follows:

Bill submission by vendor should be on-line on IREPS and the same is to be used by IPAS along with other digitally signed documents like Receipted Challan / Receipt Note / Inspection Certificate etc. for registering vendor’s bill (CO-8). The bill payment by the bill paying authority will be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of the same either from depot / consignee or from supplier.

2.0 Strengthening and Empowerment of Field Stores setup

2.1 Empowering Divisions

Stores set-up in divisions should be re-organized the as follows:

2.1.1 Divisional Store Depot (DSD)

Each Division should have centralized Divisional Store Depot which will cater to the Divisional requirements. General Store Depot, wherever available should be converted into Divisional Store Depot for that Division. Where GSD is not available, divisional depot should be set up to cater to divisional requirements. Alternative arrangements may be done by utilising local facilities...
which are available, e.g., existing space / ward from depots in sheds or workshops, unused godowns, signal depots etc. All the material requirements i.e. general items, electrical items, C&W items, S&T items, Civil Engineering items etc. (items required other than Diesel Shed, Electrical Shed, EMU/ DMU shed etc.) should be stocked in the Divisional Depot. All the materials (including non stock items) will be directly delivered to the Divisional Depot and in turn material will be distributed from the Divisional Depot to the various consignees. This will ensure proper receipt, account and speedier distribution of material besides preventing leakages (if any).

2.1.2 Divisional Set-up at Divisional HQ

(a) Minimum JAG/SG Officer (Sr DMM) should be posted in a division to be assisted by at least one JS/SS Officer. One stores officer of appropriate level as per need may be posted in the Divisional Stores Depot, with Sr DMM of division as the Depot officer. The staff/posts needed for the Divisional Store Depot for preparation of estimates/demands, receipt and other activities should be arranged from the General Store Depot as far as practicable and otherwise from neighboring depots or from HQ office by making suitable re-adjustments. As General Store Depot caters to the requirement of 4/5 Divisions, staff/posts from such Depot should be transferred to Divisional Depot, since work load will shift from General Stores Depot to Divisional Stores Depots as they will function independently.

(b) Suitable Ministerial and Non-Ministerial staff may be posted in the Divisional HQ by making suitable readjustments by DRMs as the power to deal with TCs at SS/JAG has also been delegated. Some staff may also be transferred from the HQ. (PCMM) Office, as after the delegation, the load of HQ office will reduce.

(c) Initially, seniority of the transferred staff may be maintained by their respective parent units till further instructions are issued in this regard.

2.1.3 Acceptance of TCR of Divisional Stores Officers

(1) Acceptance of TCR of SS Stores officers as convener in divisions/sheds will be done by Sr DMM of that division.

(2) Acceptance of TCR of Sr DMM as convener in divisions will be done by ADRM of that division.

2.2 Empowering Sheds

As per extant instructions, Loco Sheds having holding of 70 locos should have SS level stores officers posted in attached depots. It has been observed that in many cases despite loco holding crossing 200, assistant level stores officers are posted in such sheds. In view of the difference in purchase powers of JS and SS level depot officers, it is reiterated that extant instructions regarding posting of SS level stores officers in sheds should be scrupulously followed.

2.3 Empowering Construction Organisations

2.3.1 On Railways where there is a post of CMM/C charged to construction estimates, they should report to CAO/C to look after the material requirements of Construction Organization. CMM should be responsible for all demands of construction irrespective of the nature of the item. SAG stores officers have been delegated Tender Committee powers upto Rs 200 Cr. which is considered adequate to cater to the urgent requirements of Construction Organization. Even if no SAG stores post is charged to construction estimates, one CMM should be nominated for construction wing. Accepting authority for TCs with CMM/Con as convener shall continue to be PCMM.
2.3.2 In case there no SAG stores officer available to cater to the material requirements of Construction Organization, the tender committee powers of Dy CMM/Con. as convener for stores tenders shall be at par with JAG/SG officers for works contracts, i.e., Rs 20 Cr. (Acceptance of TC shall be with concerned CMM). Where there are more than one posts of JAG/SG stores officers charged to construction estimates, minimum one DyCMM should report to CAO/C.

3.0 Purchase Powers of Stores Officers

3.1 Procurement of Stock Items by field officers (In urgency, and also for those items identified by PCMM for regular purchase by Field Units):

<table>
<thead>
<tr>
<th>SN</th>
<th>Authority</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SrDMM/DyCMM Depot</td>
<td>Upto Rs 5 lakh per case</td>
<td>Upto Rs 50 lakh per case</td>
</tr>
<tr>
<td>2</td>
<td>DMM / SMM Depot</td>
<td>Upto Rs 5 lakh per case</td>
<td>Upto Rs 10 lakh per case</td>
</tr>
<tr>
<td>3</td>
<td>ADMM / AMM Depot</td>
<td>Upto Rs 2 lakh per case</td>
<td>Upto Rs 5 lakh per case</td>
</tr>
</tbody>
</table>

3.2 Procurement of Non Stock Items by field officers (Including Turnkey Contract)

a) Direct Acceptance by Depot/Divisional Stores Officers through normal mode of tenders in terms of Para 328-S of Stores Code

<table>
<thead>
<tr>
<th>SN</th>
<th>Authority</th>
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<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SrDMM/DyCMM Depot</td>
<td>Upto Rs 45 lakh per case</td>
<td>Upto Rs 50 lakh per case</td>
</tr>
<tr>
<td>2</td>
<td>DMM / SMM Depot</td>
<td>Upto Rs 8 lakh per case</td>
<td>Upto Rs 10 lakh per case</td>
</tr>
<tr>
<td>3</td>
<td>ADMM / AMM Depot</td>
<td>Upto Rs 3 lakh per case</td>
<td>Upto Rs 5 lakh per case</td>
</tr>
</tbody>
</table>

b) Tender Committee by Depot/Divisional Stores Officers through normal mode of tenders in terms of Para 328-S of Stores Code

<table>
<thead>
<tr>
<th>SN</th>
<th>Item</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SrDMM/DyCMM Depot</td>
<td>Rs 1 Cr. to Rs 5 Cr. per case</td>
<td>Rs 1 Cr. to Rs 10 Cr. per case</td>
</tr>
<tr>
<td>2</td>
<td>DMM / SMM Depot</td>
<td>Rs 45 lakh to Rs 1 Cr. per case</td>
<td>Rs 50 lakh to Rs 1 Cr. per case</td>
</tr>
</tbody>
</table>

3.3 Purchase powers of HQ Stores Officers

a) Direct Acceptance of Tenders

<table>
<thead>
<tr>
<th>SN</th>
<th>Authority</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AMM</td>
<td>Upto Rs 3 lakh per case</td>
<td>Upto Rs 5 lakh per case</td>
</tr>
<tr>
<td>2</td>
<td>SMM</td>
<td>Upto Rs 8 lakh per case</td>
<td>Upto Rs 10 lakh per case</td>
</tr>
<tr>
<td>3</td>
<td>Dy CMM</td>
<td>Upto Rs 45 lakh per case</td>
<td>Upto Rs 50 lakh per case</td>
</tr>
</tbody>
</table>

b) Constitution of Tender Committee

<table>
<thead>
<tr>
<th>SN</th>
<th>TC Level</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SMM</td>
<td>Rs 45 lakh to Rs 1 Cr. per case</td>
<td>Rs 50 lakh to Rs 1 Cr. Per case</td>
</tr>
<tr>
<td>2</td>
<td>Dy CMM</td>
<td>Rs 1 Cr. to Rs 5 Cr. per case</td>
<td>Rs 1 Cr. to Rs 10 Cr. per case</td>
</tr>
<tr>
<td>3</td>
<td>CMM</td>
<td>Rs 5 Cr. to Rs 200 Cr. per case</td>
<td>Rs 10 Cr. to Rs 200 Cr. per case</td>
</tr>
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</table>

3.4 The above revision of purchase powers shall be subject to the following:

a) Powers of PHOD / CHOD level of TC shall remain unchanged.
b) Conditions and details as applicable on the delegation of powers issued vide Bd.'s letter no. 88/RS(G)/779/14 Pt. dt. 06-01-2017 shall apply.
c) The powers shall effect prospectively, i.e., for tenders invited after the issue of this letter.
d) The delegation is also applicable to cases pertaining to procurement of track items.
e) Composition of SMM level TC shall be same as contained in Bd.'s letter no. 2017/Trans/01/
f) Value limit for issue of advertised tender (in normal circumstances) shall remain Rs 25 lakh.
g) In case the emergent / urgent demand for stock item is beyond the competency of depot officer,
   the same shall be forwarded to HQ.
h) In case the emergent / urgent demand for stock item (stocked in divisional depot as mandated in
   para 2.1.1 above) is beyond the competency of depot officer, the same shall be forwarded to HQ.

4.0 Powers of Stores Officers to enter into Service / AMC / Consultancy Contracts

Competent Authority / TAA may, in appropriate cases, nominate stores officer as convener for
   tenders pertaining to procurement of services / AMCs and procurement of consultancies. This
   may be followed wherever need is felt by DRM / CWM / CAO.

This is issued with the concurrence of Finance Directorate of Railway Board.

(V. Arun Kumar)
Director / Transformation Cell

New Delhi, dated: 29-12-2017

(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

No. 2017/Trans/01/Policy
1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

Copy – As per list enclosed
Copy for information to
1. The Director General, NAIR, Vadodara.
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4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

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2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

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2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, PEDs & Executive Directors of Railway Board

(V. Arun Kumar)
Director / Transformation Cell