The General Managers, All Indian Railways & PUs including NF(Constr.), CORE, Allahabad.
Metro Railway, Kolkata.
The Director General, RDSO/Lucknow and RSC/Vadodara.
The Managing Director, RITES, RITES Bhavan, Sector-29, Gurgaon.
The Managing Director, MRVC, 2nd Floor, Churchgate Station Building, Mumbai – 400 020.
The Managing Director, CRIS, Chanakyapuri, New Delhi.
CAO/Workshop Projects Organisation, 1st Floor, Chamber Bhawan, J.C. Road, Patna – 800001.
CAO, DMW/Patala and COFMOW/New Delhi.
The MD/MTP, NBCC Place, Bhishma Pitamah Marg, Pragati Vihar, New Delhi.
CAO/MTP, Mumbai, Chennai, Kolkata & Delhi.

Sub: Vetting of Non-Stock demands/requisitions and essentiality certification of the same.

Ref: i. Board’s letter No.2007/RS(G)/779/1 dated 16-10-2008
iii. Board’s letter no. 84/RS(G)/645/9 dated 24-05-1985.

Board vide letter under reference (ii) had enhanced the powers of signing of non-stock demands/requisitions by user departments. Along with this enhancement, the essentiality certification by headquarter officers for procurement against non-stock demands/requisition through tenders at headquarter level was also specified. Thus after issue of Board’s letter dated 16-10-2008, dual essentiality certification of non-stock demands before procurement through tenders at headquarter level was to be done by field officers and by headquarter officers as well.

During the 68th conference of Controller of Stores held in Chennai on 18th and 19th December, 2008, one of the Railways requested for dispensation of dual essentiality certification by simplifying the existing procedure in this regard.

Contd…2/-
The matter was deliberated & discussed in the conference & in the Board's office thereafter. Accordingly, it has been decided to do away with essentiality certification by field level officers for non-stock demands/requisitions which are to be processed for procurement through tenders at headquarter level.

In view of this decision, the following instruction on financial vetting of non-stock demands/requisitions and essentiality certification are issued in supersession of Board's letters under reference (i).

1. The value limits for financial vetting of non-stock demands will be as under:

<table>
<thead>
<tr>
<th>SN</th>
<th>Item</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Vetting of non-stock demands/requisitions</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. For items other than safety items - above Rs. 1 lakh.</td>
</tr>
</tbody>
</table>

2. All Non-stock purchase at depot/divisional level will require essentiality of purchase as follows:

- 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..

- 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.

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

(Trilok Kothari)
Director Railway Stores(IC)
Railway Board
Contd...3/-
No. 2007/RS(G)/779/1
New Delhi, dated: 16-02-2009

Copy to:

1. FA&CAO, All Indian Railways & Production Units.
2. FA&CAO/Workshop Projects Organisation, 1st Floor, Chamber Bhawan, J.C. Raod, Patna – 800001.
3. PCEs, All Indian Railways & Production Units.
4. CMEs, All Indian Railways & Production Units.
5. CEEs, All Indian Railways & Production Units.
6. CSTEs, All Indian Railways.
7. CCMs, All Indian Railways.
8. COMs, All Indian Railways.
9. CPOs, All Indian Railways & Production Units
10. The ADAI(Railways), New Delhi (with 10 spare copies)
11. The Director of Audit, All Indian Railways.

[Signature]
for Financial Commissioner/Railways

No. 2007/RS(G)/779/1
New Delhi, dated: 16-02-2009

Copy to:

1. The COSs, All Indian Railways/PUs.
2. The Directors-
   a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
   d. Prof. (Inv. Mgt.), Railway Staff College, Vadodara.
   e. Indian Railway Institute of Civil Engg., Pune.
3. Chairman, Railway Rates Tribunal, Chennai.
4. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
5. The Managing Director, RITES, RITES Bhavan, Sector-29, Gurgaon.
7. ED(QA)/RITES, RITES Bhavan, Sector-29, Gurgaon, Haryana-122001.
8. CPM/CRIS, Chanakya Puri, New Delhi.
9. GM/Project-V, CRIS, Chanakya Puri, New Delhi.

[Signature]
[Trilok Kothari]
Director Railway Stores(II)
Railway Board
Contd..4/-
No. 2007/RS(G)/779/1

New Delhi, dated: 16-02-2009

Copy to:

(1) The General Secretary, AIRF, 4, State Entry Road, New Delhi-55.
(2) The General Secretary, NFIR, 3, Chelmsford Road, New Delhi-55.
(3) The Secretary General, IRPOF, Room No. 268, Rail Bhavan, New Delhi.
(4) The Secretary General, FROA, Room No.256-D, Rail Bhavan, New Delhi
(5) The Secretary General, AIRPFA, Room No.256-D, Rail Bhavan, New Delhi.

(Trilok Kothari)
Director Railway Stores(IC)
Railway Board

Copy to:-

Sr. PPSs / PPS / P.S to:

(i) CRB, FC, ME, MM, MS, ML, MT, SECY., DG(RHS), DG(RPF)
(ii) All AMs and Advisor of Railway Board.
(iii) All Executive Directors of Railway Board.

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