



रेल मंत्रालय/Ministry Of Railway  
पूर्व मध्य रेल/East Central Railway  
समस्तीपुर डिवीज़न/Samastipur Division



Office of the  
Divisional Railway Manager/Stores  
Samastipur Division, E.C. Railway

No. ECR-SPJ0STRP(Misc)/273/2022

Dated 21.04.2023

**TO,**  
**CWM & All BO's**  
**ECR/SPJ**

**Sub:** Processing of Non-stock demand .

**Ref:** (1) Railway Board letter no.- 2023/AC II/46/1 dtd.- 03.02.2023  
(2) Railway Board letter no.- 2016/AC II/01/06/CRIS dtd.- 22.02.2023  
(3) Railway Board letter no.- 2022/RS(G)/779/16 dtd.- 22.02.2023  
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In reference to above CWM & All BO's are requested to process Non-stock demand for procurement with following details which are must -

- (1) Available fund for current FY with details of allocation head, Accrual Accounting Code.
- (2) If non-stock demand booked under demand no. 16, then please mention UWID code against all allocations/source code.
- (3) GST ITC Flagging done in demand or not if not then same to be done based on end use of the item.

Further, for your convenience an additional check-list has been enclosed herewith to avoid re-tendering etc after opening the case.

Encl. :- As above.

(Gaurav Kumar Singh)  
**Sr. DMM (Admin)/ECR/SPJ**

Copy to -

- (I) PS to DRM for kind information of DRM/SPJ.
- (II) ADRM- I & ADRM- II/SPJ for kind information please.

### CHECK LIST

1. Please check and correct the description of item on DS-II, if required. ☐
2. Please Check specification and furnish correct full description if required. ☐
3. Whether the demanded items covered under GeM or Not. If yes please attach the copy of GeM products details. ☐
4. If item is available on GeM portal, then please confirm whether consignee is registered on GeM portal or not, if Yes, then give full details of the consignee. ☐
5. If the items is not in GeM portal then please provide the complete description, Specification (IS) and Drg. No, Size etc. ☐
6. Confirm whether item is to be procured from approved source ? If yes then pls provide valid vendor Directory. ☐
7. If the item is not a restricted item, then please provide likely sources of this item with full correspondence address. ☐
8. Please provide fund for Current FY with details of allocation head, Accrual Accounting Code. ☐
9. If non stock demand booked under Demand No. 16, then please mention UWID Code against all allocations/Source Code. ☐
- 10 GST ITC Flagging done in demand or not if not then same to be done based on end use of the Item. ☐
- 11 All cutting/overwriting should be counter signed by indenter with stamped. ☐
- 12 Please indicate any other special terms and conditions if any. ☐