रेलमंत्रालय/Ministry Of Railway

पूर्वमध्यरेल/East Central Railway

समस्तीपुर डिवीज़न/Samastipur Division

Office of the,
Sr. Divisional Material Manager(Admin.)
East Central Railway/Samastipur

No.- PRA/251/STORES/All BOS Letter Date:- 18-05-2026

All BO's/SPJ
CWM/SPJ

Sub.:-Mandatory Fund Certification and Thorough Administrative Scrutiny Prior to Forwarding of Demands.

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It has been observed that, in several instances, demands are being forwarded to the Purchase Office without clear and unequivocal fund certification and without adequate scrutiny at the originating stage. Such procedural deficiencies subsequently give rise to avoidable administrative complications, audit objections, contractual disputes and, in certain cases, litigation at advanced stages of procurement.

In order to obviate such contingencies, it is hereby impressed upon all concerned that every indent/demand must invariably be accompanied by explicit and duly authenticated fund certification under the appropriate head of account before its submission to the Purchase Office.This has also been advised in MSOP Part D-Para 6 B,Note 'B' and Store instruction No-139 dated-29.05.2025.

Further, all demands should undergo meticulous administrative and technical scrutiny at the initiating end with due verification of specifications, quantity justification, Estimate, consignee particulars and completeness of all requisite supporting documents.

It shall be ensured that only fully scrutinized and procedurally compliant demands are forwarded to the Purchase Office so as to maintain transparency, financial propriety and legal sustainability in procurement matters.

All to also note that items related to any work which are processed under capital heads are generally vetted during detail estimate stage and hence the same do not required to be sent for vetting subject to condition that nothing has been changed from detail estimate stage.

All concerned are hereby advised to ensure exacting compliance with these instructions to obviate avoidable complications at subsequent stages.

18/05/26

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

Copy to:-

(i)PS to DRM/SPJ for kind information of DRM/SPJ sir,please.
(ii) ADRM/SPJ for kind information pls.