

East Central Railway

JOINT NOTE

File No. ECR-HQ0STR(GS)/4/2024-(e 279759)


Dated : As signed.

Sub : Standard time frame for vetting of Purchase Orders/amendments/ Annual Average Consumption/ RC-RGC contract etc.

- 1.0 Timely issue of Purchase Orders/RC-RGC contracts after settlement of tender cases is one of the KPI of Stores department and improves availability of materials too. It has been noted that in 2024-25, the average time for release of Purchase orders requiring vetting is 31 days. Delays have occurred both at the end of Stores officials as well as account officials.
- 2.0 To streamline and improve the situation, following instructions are issued :
 - (i) Purchase officers will send the Purchase orders/contracts requiring vetting within 2 days of acceptance of the tender case.
 - (ii) In cases where Security Deposit is mandatory, the case should be forwarded to Accounts within 2 days after receipt of SD. Accounts officials will vet the Purchase Orders/contracts within 3 days of receipt.
 - (iii) MA may be sent to accounts within 1 day of approval and account officials should vet the same within a time frame of 3 days.
 - (iv) AAC/EAR revisions should be sent to accounts within 1 day after approval by PCMM for vetting and the same should be vetted within next 3 days.
- 3.0 The online requests as well as efile should be sent concurrently to avoid delays.
- 4.0 In case, there are observations/objections/clarifications requiring by accounts during vetting, the same should be sent in one go and not in a piecemeal manner. The stores official will reply such observations within 2 days and accounts should vet the PO/MA/AAC etc within next 3 days based on clarifications.
- 5.0 In case of clarifications, the same be provided on efile only. In case of correction, draft PO/MA can be returned by accounts officials.
- 6.0 There are certain repetitive observations, which are raised in many files. A standing clarification in writing shall be provided ⁱⁿ CMM-II for such repetitive observations/clarifications.
- 7.0 The above timeline may be followed strictly.

CMM-II and FA&CAO/WST will monitor the above guidelines on weekly basis to start with.


PFA/ECR


PCMM/ECR 2/5/25

East Central Railway

Sub: Meeting on timely vetting of POs/MAs held on 07.05.2025

Ref: Joint note no. ECR-HQ0STR(GS)/4/2024-(e 279759) dated 02.05.2025.

In reference to above joint note, a meeting was held on 07.05.2025 in the chamber of CMM-II to discuss the observations of same/similar nature raised during vetting of POs/MAs.

Following officials attended the meeting:

Shri Mahesh Kumar, CMM-II

Shri Kishor Malakar, SMM/C&W

Shri Sankalp Narayan Singh, FA&CAO/WST

Shri Viraj Singh, Dy.FA&CAO/S&W

Shri M.A. Haque, Sr.AFA/S&W

Following points were discussed:

Sr. no.	Common Finance observation	Course of action to be taken
1	History Sheet of the item is required to be digitally signed/authenticated.	HS attached in TC minutes/Acceptance note on IREPS is digitally signed by the purchase officer/his authorized official. The same HS will be placed in e-office file.
2	NPQ calculation should be attached separately in file with authenticated HS.	NPQ calculation will be done based on the HS attached with TC minutes/acceptance note and the same will be reproduced in the TC minutes/acceptance note. Copy of TC minutes/acceptance note is attached with e-office file while sending the POs for vetting. NPQ calculation will thus be available to the PO vetting officials.
3	Stock shown in UDM should be deducted in NPQ calculation/Quantity Review sheet.	As per Stores Instruction No: 119 dated 25.04.24, stock in excess of 02 months' requirements in UDM is to be considered in NPQ calculations except where exemptions are given in Office Order.
4	In Quantity Review Sheet, column of Demand No., Demand Date, Tender Details, Qty. & Total Quantity have been left blank in Uncovered Dues, which requires to be mentioned.	NPQ calculation is mandatorily done in every purchase case and therefore there is no possibility of excess procurement against old demands. There are some old demands (uncovered dues) in IMMS. Authority for deletion of these old demands has not been given to P-sec dealers. These demands are required to be deleted individually by Purchase officer. At the time of preparing PP for processing tender/ finalization of tender, the old (not needed) demands should be weeded out.

6	Whether the item which is to be procured through the instant tender is available on GeM or not? Confirmation in this regard may please be connected for better appraisal.	Items of general use (not specific for railway's use) only are to be purchased through GeM. Availability of items on GeM is examined at the time of tendering. A declaration in this regard is mandatorily required to be given by the officer at the time of publishing the tender and it is part of the NIT.
7	Item as per LPO was a Safety item whereas in present tender it is a non-safety item.	Nature of the item that whether it is a safety/passenger amenity/must change item will be as per HS of the item attached with TC minutes/acceptance note.
8	Net required quantity as per Demand Review of Depot differs from the required quantity calculated in TC minutes/acceptance note.	As per stores Instruction 79A, Net Procurable Quantity (NPQ) in a tender is to be decided by the Purchase Officers based on data/details available in IREPS/IMMIS/UDM as per extant procedures and in accordance with latest instructions issued from time to time on this matter.
9	Unaccepted Counter offer quantity was allotted to the firm including ordered quantity and system generated LoA as well as Auto Generated PO were prepared and processed for finance clearance rather than manual draft PO.	The matter has been taken up with CRIS. A reminder will be sent to CRIS. Till the issue is resolved by CRIS, following uniform procedure for dealing such cases will be adopted by all purchase officers: <i>LOA and counter offer will be issued as per acceptance. Unaccepted counter offer quantity will be loaded on the firms to whom LOA has been issued/who has accepted counter offer as per acceptance. PO will thereafter be made manually in IMMS and sent for vetting to finance as per value limit of PO vetting.</i>
10	Calculation of buffer shown in Acceptance Note seems incorrect. The same may please be reviewed and rectified.	All relevant details for arriving at the NPQ including buffer should be correctly mentioned in TC minutes/acceptance note. Inadvertent mistakes needs to be corrected/resolved expeditiously.
11	Instead of mentioning SD as Not Applicable in PO, basis of exemption from the SD money i.e. RDSO/CLW approved vendor list, Not Applicable for order value below 25 Lakh etc, is required to be mentioned.	Ground of SD exemption should be mentioned in the TC minutes/acceptance note and the same can be mentioned in PO also. Followings may be mentioned for SD exemption depending upon the situation: (i) SD exempted PO value being less than Rs. 25 lakh (ii) SD exempted as the firm is RDSO/CLW/ICF approved (iii) SD exempted as the firm is registered with Railways for trade group of the item (iv) SD exempted as the firm is a PSU/Govt. department.


Long

Yes

12	Rounding off should be done at the final stage of quantity calculation and not at the monthly consumption stage (MC).	Calculation of NPQ should be done on the basis of AAC and rounding off, if required should be done to the calculated NPQ.
13	Value of draft PO is Rs.9,14,116/-. Vetting limit of PO value is above Rs.15 Lakh for Safety/ Passenger Necessity Items. It is mentioned in office note that "This is non-safety item". If item is not safety then it may be passenger necessity item.	Nature of the item i.e. safety/Passenger necessity/Must change will be as per the HS attached with TC minutes/acceptance note.
14	As per Demand/Demand Review of Depots, Purchase Proposal, Tender Schedule, Tabulation Statement, Acceptance & LoA, the unit of quantity is mentioned in "Set" whereas in the Demand Review of depot, the unit of quantity has been shown in "Nos." which is contrary to each other. The same may please be clarified whether actual unit is "Nos." or "Set".	Stocking unit and buying unit of item should be examined at the time of making PP. For multi-depot item it should be ensured that buying unit of the item is same for all depots.
15	Bank details furnished are in firm's letter head instead of Bank's Letter head. Hence, Mandate Form for EFT/NEFT/RTGS in original/proper format duly authenticated and issued by the concerned bank branch requires to be attached with the Modification Advice to avoid litigation in future.	While processing request for change of bank details, following details can be checked: <i>(i) Firm's request (ii) bank details on firm's IREPS login (iii) bank details of the firm in recently opened tenders/recently placed POs (iv) compliance of JPO issued by Railway Board vide L/No: 2019/AC-11(CC)/37/8 dated 10.07.2019 in this regard.</i>
16	Change in bank details is highly sensitive issue, therefore, to safeguard the interest of Railways and also to avoid any sort of litigation in future, a practice of asking No dues/objection certificate from the previous bank should be adopted and this will also check the possibility of ill-intention of the firm having any outstanding/liabilities with the previous bank.	

17	Signing of PO by Competent officers	POs will be signed by competent officers as per para 4(D) of SOP Pt. 'D' i.e. as follows: Signing of Purchase orders on suppliers selected in accordance with the prescribed rules and procedures and post order correspondence: Dy.CMM & above-full power, SMM- Upto acceptance powers of Dy.CMM. AMM- Upto acceptance powers of SMM.
18	Some POs of NIL value are sent for vetting.	When procurement of an item is done against more than demand for the same consignee, then NIL value PO is generated by IMMS. Such PO fetches only one demand. In such cases, draft PO is to be prepared manually on IMMS after incorporating all the demands against which tender was processed.

Guidelines/timeline issued vide above referred joint note are to be complied by all concerned. Vetting of POs/MAs for safety/passenger necessity/Must change items should be given priority and may be cleared on priority.


FA & CAO/WST/ECR


CMM-II/ECR

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Dated : 20.05.2025

Copy: PCMM/ECR: for kind information please.
PFA/ECR: for kind information please.
All Stores officers for information and necessary action please.
All Accounts officers (S&W): for information and necessary action please.