

**RAIL COACH FACTORY, KAPURTHALA**

Office of the  
General Manager

No: - G-106-12

Date: - 24.10.2024

**All PHODs/CHODs/HODs  
RCF, Kapurthala**

**Sub: - RCF Amendment Slip No. 2 to Model Schedule of Powers-2018.**


Ref: - This office letter of even No., dated 12.07.2024.

Model Schedule of Powers-2018 (Model SOP-2018) circulated by Railway Board vide letter No. 2018/Trans/01/Policy dated 24.07.2018 delegating various Financial and Administrative powers across Zonal Railways/PUs has been implemented over RCF, Kapurthala with immediate effect vide above referred letter dated 12.07.2024.

The provision contained in **Para No. 3.1 & 3.2 of Part-D of Model SOP 2018, Stores Matters** (Composition of Tender Committee and Accepting authority) stands modified/amended as per enclosed "Annexure" in place of the existing provisions. This amendment is issued for implementation in RCF only.

This is being issued with the concurrence of PFA & approval of the General Manager.

**Enclosure: As above (01 Page)**

  
(Anuj Kumar)  
Dy. General Manager (G)

**Local Amendment Slip No. 2 dated 24.10.2024 to Para 3.1 and 3.2(A) of Part-D of Model SOP 2018**

**(For RCF Only)**

<b>3. CONSIDERATION OF OFFERS</b>				
<b>3.1 COMPOSITION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR RAILWAYS/PUs/OTHER FIELD UNITS (INCLUDING DRUGS AND SURGICAL ITEMS))</b> (TRACK ITEMS ARE ITEMS DEFINED IN STORES CODE PARA 0702)				
<b>S. No.</b>	<b>TC Level with Revised Value Limit</b>	<b>Composition of Tender Committee</b>	<b>Accepting Authority</b>	<b>Remarks</b>
(i)	TC of Sr. Scale <b>Above Rs. 50 lakhs and up to Rs. 1 Crore</b>	Two Member TC: 1. SMM/DMM (Convenor) 2. Sr. Scale level of Accounts Deptt (to be specified as Sr. AFA for HQ, DFM for Divisions& WAO for workshops)	Respective Dy. CMM for HQ and Workshops; Sr DMM for Divisions and Sheds.	<b>Authority:</b> 1. 85/F(S)/I/PW/7/1 dt.12.7.90 2. F(X)/II-91/PW/3 dt. 13.12.91 3. 85/F(S)/I/ PW-7/I dt.19.11.97 4. 2001/F(S)/I/PW/7/2 dt 12.10.2001. 5. 2001/F(S)/I/PW/7/1 dt. 7.12.2007 6. 2007/RS(G)/779/1 dt.4.4.2008 7. 88/RS(G)/779/14Pt dt. 27.02.2015 & 12.03.15. 8. 88/RS(G)/779/14Pt dt. t. 06.01.2017 [Para 1.0 B (i) to (vi) & Para 2.0 S.No. 11]. 9. 2017/Trans/01/Policy dt. 18.10.2017 10. 2017/Trans/01/Policy/Stores dt. 29.12.17 11. 2017/Trans/01/Policy/Stores dt. 08.01.18  <b>Note:</b> 1. In case of only one SAG officer in any department (in Stores, Finance, User Department), a JAG level officer of respective department will be member of Tender Committee up to Rs.120 Crores. 2. Whenever DMM is not available, Sr. DMM will act as Convenor and accepting authority will be ADRM concerned. 3. Depot/Divisional Officers have TC powers only for NS items.  * For Track items # 1. Officers of the same level from Civil Engg. Department shall act as Convenor of the Tender Committee. 2. Officers of the Stores Department of the same level as Convenor shall be the third member of the Tender Committee. 3. Sr. Scale TC will be a 3-member committee with SS officer from Civil Engg. Deptt. As Convenor, SS officer from Accounts and SS officer from Stores.  ^ Officers of the same level from Civil Engineering Department will be the Accepting Authority.
(ii)	TC of JAG <b>Above Rs. 1 Crore and up to Rs. 5 Crores.</b>	1. Dy. CMM/Sr. DMM (Convener)*, 2. JAG/SG Officer from indenting# 3. /JAG/SG of Accounts Department (wherever JAG is not available SS officer may be nominated) *Dy. CE for Track Items # Dy. CMM for Track items	CMM^ for HQ CWM for workshops ADRM for Divisions	
(iii)	TC of SAG <b>Above Rs. 5 Crores and up toRs. 120 Crores,</b>	1. CMM (Convener)*, 2. SAG of indenting# and 3. SAG of Accounts Department *CE for Track Items # CMM for Track items	PCMM^	
(iv)	TC of PHOD/CHOD <b>Above Rs. 120 Crores and up toRs. 500 Crores</b>	1. PCMM (Convener)*, 2. PHOD/CHOD of indenting# and 3. PHOD/CHOD of Accounts Department *PCE for Track Items # PCMM for Track items	AGM  In case AGM is not there, GM is the Accepting Authority	
(v)	TC of PHOD/CHOD <b>Above Rs. 500 Crores</b>	1. PCMM (Convener)*, 2. PHOD/CHOD of indenting# and 3. PHOD/CHOD of Accounts Department *PCE for Track Items # PCMM for Track items	GM	

*(Signature)*



S. No.	Nature of Powers	PCMM	C.M.M.	Dy, CMM	S.M.M.	AMM	Other Officers	Remarks
3.2	(A) Acceptance of Tenders vide Para 341-S (including drugs and surgical items) (refer Note- i to iv and xii below & 0117S)	Rs.120 Crs	Rs. 5 Crores	Direct Acceptance; Rs. 50 lakhs. on recommendations of SS TC: Rs.1 Cr	Rs. 10 lakhs	Rs. 5 lakhs	As per Item 6 (B)  For drugs and surgical items only: Depot and Divisional  Stores Officers; Rs. 1 Lakh per case.	<ol style="list-style-type: none"> <li>1. The powers delegated under this item are generally referred to as the purchase powers of the respective authorities.</li> <li>2. The item includes Turnkey Work involving supply of Stores &amp; performance of service on Turnkey basis.</li> </ol> <p><b>Authority:</b></p> <ol style="list-style-type: none"> <li>1. 85/F(S)/PW-7/1 dt.19.11.97</li> <li>2. 87/RS(G)/779/26/Pt. dt. 21.2.97</li> <li>3. 2001/F(S)/I/PW/7/2 dt 12.10.2001</li> <li>4. 2007/F(S)/I/PW/7/2 dt 7.12.2007</li> <li>5. 88/RS(G)/779/14Pt dt: 27.02.2015 &amp; 12.03.15</li> <li>6. 88/RS(G)/779/14Pt dt: 06.01.2017 [Para 1.0 A &amp; B].</li> <li>7. 2017/Trans/01/Policy dt 18.10.2017</li> <li>8. 2017/Trans/01/Policy/Stores dt. 29.12.1</li> </ol> <p>* For Medicines &amp; Surgical items - based on the list of items from vetted AMI circulated by PCMD and authorized to MD/CMS of field units. No other medicine will be procured at Division/Depot level.</p> <ol style="list-style-type: none"> <li>1. All Direct purchase should be critically examined with the LARs of Open Tenders.</li> <li>2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores.</li> <li>3. For all direct purchases, e-Tendering (IREPS) should be followed.</li> <li>4. For all Medical items, technical scrutiny should be done by Medical Department before acceptance.</li> </ol>



(Anuj Kumar)

Dy. General Manager/G

RCF Kapurthala

उप महाप्रबन्धक (सां०)

Dy. General Manager(G)

रेल डिब्बा कारखाना,

Rail Coach Factory

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