

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 08-03-2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Administrative and Material Management Activities in Zonal Hospitals

Some Zonal Railways have posted stores officers in Zonal Hospitals to exclusively look after the Material Management requirements of the Hospitals. In a few cases, this has been done by utilizing the post / element from Medical Department. In view of the importance of Material Management activities in Hospitals and the advantages derived from this arrangement, it has been decided by Board (CRB) that this system should be extended to all Zonal Hospitals. In addition, it is also recommended that a Joint Director (JAG/SG) may also be posted to handle all administrative functions at Zonal Hospitals.

The following instructions are accordingly issued.

(a) Posting of Joint Directors in Zonal Hospitals

General Managers should, by suitable re-allocation, strive to post a Joint Director (JAG/SG) to handle all administrative functions at Zonal Hospitals.

(b) Posting of Stores Officers in Zonal Hospitals

One Sr. Scale stores officer (Senior Materials Manager, SMM) may invariably be posted in all Zonal Hospitals, reporting to MD of the hospital.

(c) Powers of Nominated SMM

- (i) Nominated SMM shall exercise same Direct Acceptance purchase powers as exercised by JAG/SG Stores officers. This shall include procurement of Medical and Surgical as well as general items including Proprietary Medical and Surgical items.
- (ii) Acceptance of TC recommendations of SMM shall be done by MD, or by JD (Admn.) wherever posted.
- (iii) If considered necessary, Local Purchase of Medicines may also be done by the nominated SMM. In case of local purchase of medicines however, powers of purchase shall be exercised as per Medical SOP.

(d) Spot Purchase Committee

A **Standing Spot Purchase Committee** may be nominated for purchase of items suitable for spot purchase. The committee may have the following members:

Sr.No.	Designation of Officers for Committee	
1.	Convener	SMM Concerned (Sr. Scale)
2.	Technical Member	XEN/DEN Concerned (Sr. Scale)
3.	Finance Member	Sr AFA/DFM Concerned (Sr.Scale)

(e) **Survey Committee**

A **Standing Survey Committee** may be nominated for condemnation of all items of Zonal Hospitals as below:

Sr. No.	Designation of Officers	Purpose
1.	XEN/DEN, SMM & SrAFA/DFM (Same as Standing SPC)	All furniture, T&P, Computers, Printers & all items of IT etc.
2.	SMM, SrAFA/DFM & Sr.DMO/ DMO (Admin.)	All Medical equipments & other medical related items.

Note: SMM shall be the Convener in both cases.

(f) **Digitization of Procurement of Medicines**

Necessary steps may be taken to digitize procurement of medicines for better accountability and transparency. Medicines which are regularly required or procured through Annual Medical Indent (AMI) may be procured through IREPS and accountal may be done in iMMS. This will prevent wastage / leakage, if any, and enable better tracking and monitoring of availability of medicines.

This issues with the concurrence of Associate finance of Transformation Cell of Railway Board.


(V. Arun Kumar)
Director / Transformation Cell

No. 2017/Trans/01/Policy/Pt-S

New Delhi, dated: 08-03-2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

Copy for information to:

1. The PCMMs & PCMDs: All IR/PUs.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.

7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, PEDs & Executive Directors of Railway Board


(V. Arun Kumar)
Director / Transformation Cell