



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)



No.2024/RS(M)/SCM

New Delhi, Dated: 06.03.2024

Principal Chief Materials Managers
All Zonal Railways and PUs

Managing Director
CRIS

Sub. : Auto assignment of Non-Stock (NS) demands to respective purchase sections

While submission of demands for procurement of NS items has already been digitised, assignment of respective purchase sections for such demands, in the office of PCMM, is still being done manually. It is observed that registration of such demands gets delayed sometimes besides assignment of incorrect purchase section.

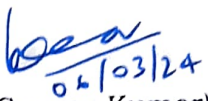
2. To avoid any possible delays and to further improve the supply chain it is decided to automate assignment of 'NS demands' to respective purchase sections. Broad methodology for such auto assignment shall be as below:

- i. Each purchase section shall be assigned 'PL major groups' for identification of the items being procured by the section. Facility for indicating 'PL major groups' for purchase sections shall be developed by CRIS. IREPS admin of respective Zonal HQ shall be responsible for correct assignment of 'PL major groups' for all purchase sections. This will be one time exercise, except in cases of reorganisation/ redistribution of work amongst various sections.
- ii. 'PL Major group' & 'sub group' field in the NS demands shall be made a mandatory field. Indenter(s) shall mention 'PL Major group' & 'sub group' in all NS demands in IMMS.
- iii. All demands for NS items submitted to the office of PCMM for procurement, shall be assigned automatically to respective purchase sections as per the 'PL major group' mentioned in demands.
- iv. Purchase sections shall be allowed either of any three actions against such demands assigned automatically:
 - a) REGISTER: To register the demands for initiating procurement action, or
 - b) TRANSFER: To transfer the demands to other sections in case of wrong PL major group, or

c) RETURN: To return the demands to the indenter in case of any clarification/ additional information is required.

For actions mentioned in (b) or (c), i.e. either to transfer or to return the demands, remarks shall be required mandatorily.

3. Once the functionality as detailed above is developed by CRIS, implementation of the same shall be notified.


06/03/24
(Gaurav Kumar)
Director RS(F)