

MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 99/RS(IC)/165/SRC

New Delhi, dated 25--2-03

GMs,
All Indian Railways & PUs.
OSDs, New Zones.
GM/CORE, Allahabad.
CAOs, MTP, Mumbai, Chennai & Metro/Kolkata.
CAOs (Construction), All Indian Railways and GM(Const), NF Railway.

Sub: Procurement of Safety items

Ref: Recommendations made in the Report of Railway Safety Review Committee-1998

In pursuance to the recommendations of Railway Safety Review Committee – 1998 (Khanna Committee), Board have issued various instructions/guidelines/procedures orders in regard to procurement of safety items, which are summarized below:

- i) Railways should ensure 100% availability of safety items.
- ii) The definition of stock availability will be minimum of one month's stock.
- iii) RDSO will draw out a list of safety items and circulate the same to the Railways who should in turn ensure procurement of bulk quantities from sources approved by RDSO/PU/ZR only.
- iv) The Railways will ensure availability of adequate funds for procurement of safety items.
- v) Safety items should get overriding priority in procurement. This will include both stock and non-stock items.
- vi) Ways and means should be found out to exclude second rate suppliers in supply contracts and intensive monitoring of safety items should be done at all levels.

The subject of availability of quality safety items has assumed greater importance in view of some recent accidents and Board has desired that all the instructions/guidelines and procedures in this regard should be rigidly implemented. The subject was discussed in the 57th COS Conference in Jan., 03 and also in the Special Meeting of GMs on Safety held on 8.1.03 in Board wherein it was decided that there should not be any delay in procurement of safety related items and accountability should be fixed in case of delays.

Board has since decided that the Railways should immediately implement the following additional steps in regard to the safety items:

- 1) Immediate steps should be taken to eliminate too many unnecessary stages of movement of files between different levels and

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between different departments by locally rationalizing the systems and procedures.

- 2) Each safety item should be identified with a tag/display board on the bin where that particular item is stocked in the Stores Depots and the Numerical Ledger Cards of the safety item should have a distinct colour different from other items say it can be in red colour.
- 3) The recoupment sheets of the safety items should be of a different unique colour paper say pink colour so as to give it unique identity for quick action at all levels.
- 4). The File cover of the tender cases dealing with procurement of safety items should be of a distinct colour, different from other tender cases, say in red colour.
- 5) A separate procurement calendar for safety items should be drawn, copy of which should be kept handy for monitoring by all Stores Officers as well as officers of User Department & associated finance and dealing staff in Purchase Sections & Stores Depots.
- 6) A sheet indicating date-wise scheduled dates of each activity right from the demand generation to the completion of supplies should be drawn and pasted on first inside/last inside cover of the purchase case file.

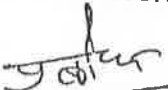
E.g. the sheet identifying the various activities along with its scheduled dates duly filled in can be as per the following proforma:

Activity	Scheduled date	Actual Date	Remarks
Date of submission of requisition/recoupment sheet to the purchase office	31.12.02		
Date by which the tender should be issued.	15.01.03		
Date by which the tender should open.	15.02.03(for limited tenders) 07.3.03(for advertised tenders)		
Date by which the tender should be decided.	28.02.03(for limited tenders) 07.04.03(for advertised tenders)		
Date by which the Purchase order should be sent for vetting.	03.03.03(for limited tenders) 11.04.03(for advertised tender)		
Date when the Purchase order should be issued.	07.03.03(for limited tenders) 15.04.03(for advertised tender)		
Date of completion of supplies	D.P. Date		

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- 7) The standard system of posting movement of files on the top cover should be strictly followed.
- 8) The monitoring of each activity of safety items should be done at all levels including the HOD of various departments and a suitable mechanism should be developed so as to take up the concerned officials in case of delays beyond schedule dates.
- These instructions may please be implemented with immediate effect.

Please acknowledge receipt and confirm that this system has been put in place.


24.2.03

(P.C. Sharma)
Executive Director, Rly. Stores(G),
Railway Board.

Copy to:

- 1) All COSs, CMEs, CEEs, CSTE, PCEs & FA&CAOs of All Indian Railways, PUs, New Zones, Construction Organizations, Metro Railway Kolkatta, MTP, Mumbai, Chennai.
- 2) DG(RDSO), Lucknow
- 3) PPS/CRB, FC, MM, ME, ML, MT, MS and Secretary, Railway Board.
- 4) All AMs, EDs, JSs and other officers and Branches of Railway Board.