

RAIL WHEEL FACTORY
OFFICE OF THE CONTROLLER OF STORES



No: RWF/S/IP/Procurement Policy

Dt.02.09.2015.

Sr.EDPM

Sub: Joint Procedure Order for revision of calendar
months for stock items recoupment.

Joint Procedure Order for revision of the calendar months for stock item
recoupment is approved by Competent Authority, for implementation from 01.10.2015.

A copy of the above JPO is enclosed, for making all the necessary modifications
in the existing programme under DMS/PMS modules.

DA: As above.

2/9/15
For COS
01/10/15
2/9

Copy to: CME, FA & CAO, COS, CE, CEE, CMM – for information pl.

Dy CMM/I, Dy CMM/II, Dy CMM/Depot,
SMM/I, SMM/II, SMM/Depot, AMM/I, AMM/II
AMM/Hq, AMM/LP, AMM/Depot } for information and
necessary action.

ChOS/L, ChOS/P1 – for necessary action.

ChOS/P3

RAIL WHEEL FACTORY
INDIAN RAILWAYS
YELAHANKA, BANGALORE-560 064.

No: RWF/S/IP/Procurement Policy

Dt. 31.08.2015.

JOINT PROCEDURE ORDER

**SUB: REVISION OF CALENDER MONTH FOR
STOCK ITEMS RECOUPMENT.**

The following Joint Procedure Order is issued with the approval of Competent Authority for implementation from 01.10.2015 onwards.

The Calendar Month for stock items are revised and fixed for all Stock Items of Category-1 i.e, for Ordinary Stores only, having constant demand with regular turnover. The procurement / recoupment action for all these items shall be programmed as per the following revised calendar months.

- (1) The Calendar month for generation of SRMs for the 1276 Category-1 stock items is revised as given below. The SRMs shall be generated one month ahead of the beginning of IP.

(a) For A & B Category items

Major Group	Contract Period		Period for recoupment		
	From	To	Interim period	Contract Period	Buffer reqt
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)
80, 90	April	March	12 Months	12 Months	03 Months & 06 months (**)
40, 60, 70 & other groups	May	April	12 Months	12 Months	
98 (*)	December	November	03 Months	12 Months	

(*) Steel melting scrap items under Issue Ward-22.
(**) 3 months for indigenous consumables and 6 months for imported consumables.

- (*) The scrap wheel disc, scrap wheel sets, scrap rails, scrap axles, LMS like bogie frames, plungers etc., which are scrap arisings across many Railway works shops are the raw materials to RWF for production of wheels. All these scrap items used for melting in RWF are maintained under Group 98, but are distinguished as Ordinary Stores by Issue Ward-22. Hence these melting scrap items (which is presently under Category-9) are proposed to be classified as Ordinary Stores under Category-1 to facilitate generation of all Exceptional Reports accordingly, under DMS and PMS modules.

M Sharma
(Meghna Sharma) 1/9/15
Dy FA & CAO/I

B.S. Ranganath
(B.S. Ranganath)
Dy CMM/II

(b) For all other major groups:

Major Group	Contract Period		Period for recoupment		
	From	To	Interim period	Contract Period	Buffer reqt
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)
40	April	March	9 Months	12 Months	03 Months
41					
42					
43					
46					
47					
62	May	April	9 Months	12 Months	03 Months
63					
64	June	May	9 Months	12 Months	03 Months
65					
66	July	June	9 Months	12 Months	03 Months
67					
66	August	July	9 Months	12 Months	03 Months
67					
68	Sept	August	9 Months	12 Months	03 Months
70	October	September	9 Months	12 Months	03 Months
71					
73					
74					
72	November	October	9 Months	12 Months	03 Months
75	December	November	9 Months	12 Months	03 Months
76					
77					
78					
79					
80	January	December	9 Months	12 Months	03 Months
81					
83	February	January	9 Months	12 Months	03 Months
84					
85					
86					
90	March	February	9 Months	12 Months	03 Months
91					
92					
93					
98 other than steel melting scrap items	March	February	9 Months	12 Months	03 Months

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(2) **QUANTITY CALCULATION BY ESTIMATED ANNUAL CONSUMPTION METHOD:**

The SRM shall be generated for the quantity computed for the above period (IP+CP+buffer) based on Estimated Annual Consumption calculated on weighted average method as given below, duly considering covered dues + uncovered dues.

- (a) The weighted average formula is given below:

$$EAC = \frac{C.yr\ 1 \times 3 + C.yr\ 2 \times 2 + C.yr\ 3 \times 1}{6}$$

EAC = Estimated Annual Consumption.

C.yr 1 = Consumption during last completed financial year.

C.yr 2 = Consumption during 2nd last completed financial year

C.yr 3 = Consumption during 3rd last completed financial year.

- (b) Wherever the item has been in issue for last completed two years i.e., during C.yr 1 and C.yr 2 and C.yr.3 is zero, the EAC shall be calculated as follows:

$$EAC = \frac{C.yr\ 1 \times 3 + C.yr\ 2 \times 2}{5}$$

EAC = Estimated Annual Consumption.

C.yr 1 = Consumption during last completed financial year

C.yr 2 = Consumption during 2nd last completed financial year

- (c) Wherever the item stocked is new i.e., C.yr 2 and C.yr 3 are both zero, the EAC should be calculated as follows:

EAC = C.yr.1 (or as per available trend of consumption)..

- (d) If new item is being procured for the first time, initial procurement shall be 1 EAC as advised by the user department.

(3) **PERIODIC REVIEW OF REQUIREMENTS:**


- (a) The first review shall be carried out before beginning of IP. The Stock Recoupment Memo shall be generated **one month prior to beginning of IP**, reviewed, signed by Depot Officer and sent to COS office for processing.

For eg: IP is 01.10.2015 to 30.09.2016 &
CP is 01.10.2016 to 30.09.2017, then
SRM will be generated during September 2015.

- (b) **MID-TERM REVIEW:** This review shall be carried out **during commencement of CP**. In case any shortfall is noticed, Shortfall SRM shall be generated by the system.

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- (c) **SECOND REVIEW:** Second review shall be carried out **six months after commencement of CP**. In case any shortfall is noticed, Shortfall SRM shall be generated by the system.

NOTE: During the above review stages, the shortfall SRM shall be generated only when the **net demand is more than buffer stock quantity**.

- (d) When the stock + UT + covered dues falls to less than 3 month requirement, RED REMINDERS shall be generated by the system, signed by Depot Officer and sent to COS office for processing.
- (e) **COLOUR CODING OF FILES:** The colour coding of files as given below shall be followed for easy identification of the urgency of the cases for processing and finalisation.
- (i) BLUE colour for normal requirements.
 - (ii) YELLOW colour for shortfall requirements.
 - (iii) RED colour for emergency requirements.

(4) VARIATIONS BETWEEN THE NEW CALENDER AND OLD CALENDER – HOW TO DEAL:

- (a) **Items where both calendars match:** No action is required (in existing and revised calendars).
- (b) **Items for which Annual Estimate Sheet is yet to be generated in the new system, but already generated in the old system:**
- (i) The Annual Estimate Sheets already generated in the old system before 01.10.2015 shall be processed for procurement accordingly.
 - (ii) Whenever the Annual Estimate Sheets are generated again as per the new system, the quantities shall be reviewed suitably to ensure that only the shortfall quantities upto the end of CP + buffer requirements are included.
- (c) **Items for which SRMs are due for generation as per old calendar, but “not due” as per new calendar.**

For such items, Depot shall submit Stock Recoupment Memo for the shortfall requirements till the start of CP as per new calendar, provided net requirements is more than buffer stock quantity.

Meghna Sharma 1/9/15
(Meghna Sharma)
Dy FA & CAO/I

3/8/15
(B.S.Ranganath)
Dy CMM/II

RAIL WHEEL FACTORY
INDIAN RAILWAYS
YELAHANKA, BANGALORE-560 064.

No: RWF/S/IP/Procurement Policy

DI. 19.12.2016.

AMENDMENT TO JOINT PROCEDURE ORDER

Sub: Revision of Calendar Month for Stock Items recoupment.

Ref: Joint Procedure Order dated 31.08.2015.

The following revised calendar towards A&B Category items in the Joint Procedure Order dated 31.08.2015, is issued with the approval of Competent Authority for implementation.

Major Group/PL No.	Contract Period		Period for recoupment		
	From	To	Interim period	Contract Period	Buffer reqt (**)
Col (1)	Col (2)	Col (3)	Col (4)	Col (5)	Col (6)
Major Group 9000-9010 ✓ (Steel Blooms) & 81, 90	April	March	Jul-Mar (9 months)	12 Months	1 month & 6 months
9011- 9298,	May	April	Aug-Apr (9 months)	12 Months	
74-80 & 84	June	May	Sep-May (9 months)	12 Months	
41-49 & 62-73	July	June	Oct -Jun (9 months)	12 Months	
Others	April	March	Apr-Mar (12 months)	12 months	
Imported items 81980851, 81908337. 84980916, 81908064, 84018768					
98 (*)	Dec	Nov	3 months	12 months	

(*) Steel melting scrap items under Issue-Ward 22.
(**) 1 month for indigenous consumables and 6 months for imported consumables.

NOTE:
1) For indigenous items IP + CP + Buffer = 9 months + 12 months + 1 month
2) For imported items IP + CP + Buffer = ~~12~~ months + 12 months + 6 months

All other conditions of the JPO dated 31.08.2015 remain unaltered.

M. Sharma
(Meghna Sharma)
Dy FA & CAO/I
20/11/16

B.S. Ranganath
(B.S. Ranganath)
Dy CMM/II
19/11/16

RAIL WHEEL FACTORY
INDIAN RAILWAYS
YELAHANKA, BANGALORE-560 064.

22/12/16

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No: RWF/S/IP/Procurement Policy

Dt. 22.12.2016.

**CORRIGENDUM TO
Amendment to JPO, dated 19.12.2016**

Sub: Revision of Calendar Month for Stock Items recoupment.

- Ref: 1) Joint Procedure Order dated 31.08.2015.
2) Amendment to JPO dated 19.12.2016.

Please read the following entry in the AMENDMENT TO JOINT PROCEDURE ORDER dated 19.12.2016 as amended below:

EXISTING ENTRY	AMENDED AS
<p>Principal Technical Officer (PHS) Section Head, Purchase Email: sureshnm@cdac.in Tel: 091-0471-2312627</p> <p>NOTE: 2) For imported items IP + CP + Buffer = 12 months + 12 months + 6 months</p>	<p>NOTE: 2) For imported items IP + CP + Buffer = 12 months + 12 months + 6 months</p>

For Centre for Development of Advanced Computing

Most important: Please acknowledge the receipt of the Purchase order within 3 days

कृपया 3 दिनों के भीतर कृपया ऑर्डर की खरीद की प्राप्ति शेष

<p>Centre For Development of Advanced Computing Vellayambalam, Thiruvananthapuram District State : Kerala, PIN - 695033, India Tel: +91 471 2723333, 2721067 Fax: +91 471 2723456, 2721067 Email: tnm@cdac.in</p>	<p>Section Head, Stores Centre For Development of Advanced Computing Vellayambalam, Thiruvananthapuram District State : Kerala, PIN - 695033, India Tel: +91 471 2723333, 2721067 Fax: +91 471 2723456, 2721067 Email: tnm@cdac.in</p>	<p>Dy FA & CAO/I (Meghna Sharma) Name of Bank & Branch Account No & IFSC Code PAN & Service Tax Registration No. TIN/TAN Email ID</p>
<p>Bill to: Centre For Development of Advanced Computing Vellayambalam, Thiruvananthapuram District State : Kerala, PIN - 695033, India Tel: +91 471 2723333, 2721067 Fax: +91 471 2723456, 2721067 Email: tnm@cdac.in</p>	<p>Ship to: Section Head, Stores Centre For Development of Advanced Computing Vellayambalam, Thiruvananthapuram District State : Kerala, PIN - 695033, India Tel: +91 471 2723333, 2721067 Fax: +91 471 2723456, 2721067 Email: tnm@cdac.in</p>	<p>Warranty - 1 year manufacturer's Warranty against any Manufacturing Defect Special Condition 100% payment within 15 days after delivery</p>
<p>FOR CDAC Thuvandrum GST @ 18% extra</p>	<p>Mode of Despatch Door Delivery</p>	<p>Delivery Schedule Within 6 weeks ARO</p>
<p>Terms of Price GST Nos in the invoice.</p>	<p>Terms of Payment GST Nos in the invoice.</p>	<p>Terms of Payment GST Nos in the invoice.</p>

हस्ताक्षर (यदि कोई) / Note (if any): Our GST registration No is : 32AAATC0934H2Z8. Please mention both (Supplier's and Purchaser's)