

(Issued in the Stores and Purchase Department)

Sub :- Local Purchase

INTRODUCTORY :

1.00 The General Standing Order consolidates the orders issued from time to time in the past regarding Local Purchase of stores and modifies and revises them in the context of existing circumstances. It supersedes the following G.S.Os. and the circulars issued on the subject.

G.S.O.No. 229 dated 31- 8-54
G.S.O.No. 544 dated 18- 1-61
G.S.O.No. 551 dated 15- 3-61
G.S.O.No. 606 dated 26-12-62
G.S.O.No.611 dated 6- 3-63
G.S.O.No. 620 dated 15- 5-63
G.S.O.No. 640 dated 27-12-64
G.S.O.No. 647 dated 4- 3-64
G.S.O.No. 775 dated 4- 6-68
A.B.C.No. 19 dated 10-10-74

These orders do not apply to purchase of items of capital nature, except for items mentioned in para 5.00(b) below.

DEFINITION :

2.00 Local Purchase means purchase made in local market by a Head of Unit and includes purchase made independently of the Stores, and Purchase Department in Central Office or Stores Division, in the interest of the most efficient working of his Unit.

2.01 The geographical limits for local purchase will generally be within the State of Maharashtra. Where it is considered necessary in the interest of the Corporation to buy stores from a place outside the State, the Regional Manager may authorise the Unit Head or any other Officer to do so.

AUTHORISED DEALERS :

3.00 An authorised dealer means a dealer appointed by chassis manufacturers or manufactures of proprietary items or manufacturer of ancillary parts; the pricing and sales policy of such a dealer is generally controlled by the manufacturers.

3.01 Manufacturers of proprietary items are those the warranty claims for whose product are entertained by them directly and not by the chassis manufacturers, although the latter may be using their product as original equipment for their chassis for example MICO, TVS, LUCAS, SUNDERAM CLAYTON, Tyre Companies, Battery Manufacturers are regarded as manufacturers of proprietary items.

3.02 Manufacturers of ancillary parts are those manufacturers, whose product is used as either original equipment by chassis manufacturers or quality of which has been tested and approved by the Corporation and declared suitable for use by it.

4.00 APPROVED DEALERS :

4.00 Apart from the above categories, there are general traders located in various places as general dealers who buy and sell, without any contractual obligations direct on the manufacturers but are traditionally established as dealers in a particular line of spare parts or materials. They are declared as approved dealers for their products by the respective manufacturers.

4.01 A list of such approved dealers which is maintained by the Purchase Section of the Stores and Purchase Department, contains names of dealers in important cities. This list will be revised and circulated by the Dy. General Manager (Stores & Purchase) to all the Regional Managers/Unit Heads from time to time. Besides this list, each Regional Manager and Unit Head may prepare a list of approved dealers for his Region/Unit with the approval of Regional Committee or the Local Purchase Committee respectively, mentioned in para 6.03 below, by registering such of the dealers as are regularly dealing in the prescribed items. The Regional Manager and the Unit Heads may circulate these lists to other units to enable them to take advantage of purchasing from those dealers if they so require. Before registering such a dealer, care should be taken to ascertain whether the dealer is recognised as his approved dealer by the manufacturer concerned; such a dealer will then be recognised as an approved dealer.

4.02 A form for registration of local firms as "approved dealers" is at Annexure 'A'. No registration fee will be charged and the firms so registered locally will not have to pay Earnest Money Deposit or Security Deposit. The Dy. General Manager (S&P) will review the list of approved dealers circulated by him and the Regional Managers and the Unit Heads will review the list of firms registered by them once a year.

A register of such approved dealers will be maintained by the Asstt. Stores Officer/Stores Officer of the Unit and by the Regional Stores Officer of the Region.

MATERIAL WHICH MAY BE PURCHASED LOCALLY :

5.00 All materials to be purchased locally, subject to the orders in this General Standing Order are grouped as follows :-

- (a) Auto spare parts required for repairs and maintenance of passenger buses at Divisional level. These are listed in Annexure 'B'. The items in this Annexure are mainly those that cannot be repaired at Divisional level.
- (b) Spare parts required for keeping domestic vehicles (including trucks, training buses, wreckers, ambulances etc.) on road. Assemblies for makes other than Tata, Leyland, Dodge and Bedford, may be purchased locally, if they are required to keep the domestic vehicles on road. Tyres, tubes and batteries required for domestic vehicles may also be purchased locally.
- (c) Miscellaneous consumable items which are not supplied from the Stores Division but are required by their nature to be purchased locally as and when required. A list of such items is at Annexure 'C'.

- (d) Small tools and spare parts for plant, machinery and road rollers, required to keep them in working condition.
- (e) Any item which in personal opinion of the Unit Heads is likely to cause hold up of production in his Workshop, if not procured immediately. The quantity to be purchased in such a case should be limited to quantity required for immediate consumption and not for stocking.
- (f) Items not covered by the above groups but which are required for day-today maintenance and operation of vehicle and workshop equipment which if not made available, can effect normal working in that Unit or even cause hold-up Workshop production. A list of such items is at Annexure 'D'.
- (g) Medicines and equipment of revenue nature generally required at the Corporation's dispensaries, but not supplied by Government Medical Stores in time.
- (h) The Unit Heads may decide in consultation with their User Sections to buy any other items not included in the Annexures when the items are such as are not normally supplied by Stores Division or are such as must be procured immediately without waiting for their purchase and supply through the Stores Division.

5.01 The Dy.General Manager(S&P) may add items to these Annexures or revise them from time to time.

5.02 The Regional Managers, besides having the authority of the Unit Heads in respect of local purchase, are authorised to buy any stores for Divisions in their charge when their stocks are expected to be "NIL" or reach a near-stockout position, if not procured during the lead time for obtaining supplies from the Stores Division or Supplier.

PROCEDURE FOR LOCAL PURCHASE :

6.00 An item will not be purchased locally unless it is demanded for immediate consumption by the User Section and is certified as "Not Available" in the stores immediately by the Asstt.Stores Officer/Stores Officer as the case may be.

6.01 In the case of Regional Managers, however, they should resort to local purchase when the stage mentioned in para 5.02 above is reached.

6.02 Before, initiating action for local purchase in a Unit, the Asstt.Stores Officer/Stores Officer concerned will ascertain and make sure that there is a demand on the Stores Division or the Stores and Purchase Department for the item and that there is no possibility of his receiving the item either from the Stores Division or from the Supplier in time. In order to establish this, he will fill in the form attached as Annexure 'E'. He will thereafter, obtain sanction of Head of Unit to buy the item in local market, duly recommended by the Head of the User Section.

6.03 Purchase of the quantity authorised will be made without calling for quotations, from the authorised dealers with whom rate contracts have been made by the Dy. General Manager(S&P); even if there is no rate contract with the authorised dealers, purchase may be made from them without calling for quotations, if they agree to supply the item on cost price basis (and any discount if they agree to give).

6.04 When items to be purchased in local market are not available from the authorised dealers, at least 3 quotations will be obtained from the approved dealers. If there are less than three approved dealers for the items to be purchased in the local market, quotations should be called for from other dealers also. But the minimum quotations which should be called is three. If there is no possibility of getting atleast three quotations, a remark to that effect should be made on the comparative statement of rates. These should be opened at a specific time and on specified date.

6.05 From amongst the quotations received and accepted, the quotation which is the lowest should normally be approved; where a quotation which is higher than the lowest is approved, specific reasons as re: suitability, quality, etc. should invariably be recorded on the comparative statement by the Local Purchase Committee.

6.06 Items costing upto Rs (25/-) *Gen-10 Auto 2007-* each may be purchased without obtaining quotations.

6.07 The quotations will be invited to remain valid for 3 months from the date they are invited and no fresh quotations need be called for the same item during the period of validity of the quotations.

6.08 Quotations will be finalised by the Local Purchase Committee consisting of the following Unit Officers -

- | | | |
|----|--|---|
| 1. | Divl. Controller/Works Manager | Chairman |
| 2. | H.E.O./D.M.E./(Supdt. or Dy. Supdt. in case of Central Workshops). | Member (for Mechanical Engineering items only) |
| 3. | Divl. Traffic Officer | Member (for Stationery Printing items of general stores only) |
| 4. | Dy. Engineer | Member (for Civil Engg./Electrical items only) |
| 5. | Divl. Accounts Officer/Accounts Officer. | Member |
| 6. | Asstt. Stores Officer/Stores Officer. | Member-Secretary. |

In the absence of any one of the above members the next senior officer/Supervisor of the Section is authorised to represent him. In the absence of the Unit Head the senior most member of the Committee will be its Chairman.

6.09 In an emergency the Asstt. Stores Officer/Stores Officer will obtain decision of the Committee by circulation of relevant papers among the members prior to making purchase.

6.10 In respect of the local purchases which will be made at the Regional Level, the Regional Committee will finalise the quotations, subject to the financial limits prescribed for it from time to time.

6.11 The Local Purchase Committee and the Regional Committee will finalise the tender on the merits of each case, keeping in view the urgency of having the material its ex-stock availability, past performance of the firm, quality of the product offered and reasonableness of the price quoted.

GENERAL CONDITIONS COVERING LOCAL PURCHASE :

7.00 No item will be locally purchased, unless the Head of the User Section demands it in the prescribed stores requisition form (Code No.72408-A(Revised) and the Asstt.Stores Officer/Stores Officer certifies that it is not available in his store immediately.

7.01 The Unit Head is authorised to buy an item locally if due to its non-availability in time, a vehicle is likely to be off road, or production of the Workshop is likely to be heldup or, machinery or equipment is likely to remain out of order or it is likely to go out of commission or an assy. is likely to remain out of commission.

7.02 The quantity to be purchased at any one time will not exceed 3 times the actual quantity for which the vehicle is off road or an assy. is out of commission or the production is likely to be heldup; this quantity will cover the quantity actually required for the vehicle or the production, the quantity anticipated for V.O.R. or for future holdup and an extra quantity for stock.

7.03 The value of an item to be purchased locally will not exceed Rs. 500/- per item at a time and the aggregate value of local purchase in a financial year will not exceed the budgetary grant from the Dy.General Manager(S&P).

7.04 The above limitations do not apply to Regional Manager.

BUDGETORY CONTROL :

8.00 The Dy.General Manager(S&P) will at the beginning of financial year allocate budget grant to each Region and Unit for purchase of stores mentioned in para 5 of this order. It will be the responsibility of the Regional Managers/Unit Heads to watch and control expenditure from the grant and to approach the Dy.General Manager(S&P) in time for allocation of additional grant, if necessary. This expenditure from budget grant will be watched through a register in the following proforma :-

Sr. No.	Dt. of Purchase	P.O.No. & Dt.	Nomen- clature of part	Amou- nt in P.O.	Progre- ssive total	B/L amount from sanctioned amount	Sign. of ASO	Sign. of Unit Head/ etc
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8.01 The Register which will be in the custody of the Asstt.Stores Officer/Stores Officer/Regional Stores Officer will be submitted to the Regional Manager/Unit Head each time he submits the Purchase Order for his signature to enable the Regional Manager/Unit Head to know the latest position of the budget grant.

*Revised ASP/L
Grant of Rs. 500/-
SIT (S&P) 502/LP
ASO-14043024
dt. 17.12.84
Finalised
Limit. 1000/-
purfu-*

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8.02 The Asstt. Stores Officer/Stores Officer/Regional Stores Officer will prepare every month a statement in the above proforma group-wise showing the balance of grant available till the end of the month to which the statement pertains it will be countersigned by the Unit Head/Regional Manager before it is submitted to the Dy. General Manager(S&P) before 25th of every month. While forwarding the statement the Unit Head/Regional Manager will point out to the Dy. General Manager(S&P) if there is any likelihood budget grant being exhausted faster than estimated and requested additional grant, if necessary, giving full justification.

PASSING OF BILLS :

9.00 The Divl. Accounts Officer/Accounts Officer/Finance and Accounts Officer before passing the bills of materials purchased locally, check whether the procedure laid down in this order is followed and bring to the notice of the Unit Head/Regional Manager any irregularity in it that he may observe, including non-availability of funds.

9.01 When a Regional Manager or Unit Head decides to make local purchase even when his budgetary grant is exhausted, the Divl. Accounts Officer/Accounts Officer/Finance & Accounts Officer should pass the local purchase bills provisionally if all other conditions prescribed in this order are fulfilled, on getting a written assurance from the Unit Head/Regional Manager that sanction of the Dy. General Manager(S&P) will be obtained. The responsibility for getting such a sanction will be that of the Unit Head/Regional Manager and his Regional Stores Officer/Asstt. Stores Officer/Stores Officer jointly.

9.02 Such payment may be admitted and entered in the provisional payment register maintained by Divl. Accounts Officer/Accounts Officer/Finance & Accounts Officer to facilitate watching of sanction in respect of each transaction.

LOCAL PURCHASE BY DEPOT MANAGER :

10.00 Local purchases required to be done by the Depot Manager are generally not on high magnitude, the following instructions will govern his local purchases :-

- a) The Depot Manager is authorised to purchase locally material of a value not exceeding Rs. ~~25/-~~ 1000/- per vehicle off road at a time. Bill for such material will be passed for payment after scrutiny by the Divisional Audit Section in the same manner as in case of items locally purchased by the Unit Head.
- b) Local Purchase of value not exceeding Rs. ~~25/-~~ 500/- at a time may be made without inviting quotations and on "cash down" basis.
- c) For purchase with amount exceeding Rs. ~~25/-~~ 500/- the Depot Manager will invite atleast three quotations and decide the agency on the basis of merit.
- d) Items which the Depot Manager normally purchases locally will be from amongst the lists attached as Annexure 'B' to 'D' to this General Standing Order.

- e) A list of approved dealers prepared in accordance with instructions in para 4.01 will be supplied by the Asstt.Stores Officer to Depot Manager. If there are any general traders located at the Depot Hd. Quarters, the Divl.Controller with the approval of his Local Purchase Committee may register them as approved dealers, and place them on the Division's list of approved dealers.
- f) The Depot Manager will ask his Stores Clerk to invite atleast three quotations and they will be opened in the presence of the Accountant attached to his depot; if he is not available they should be opened in the presence of the Asstt.Tr.Suptd./Traffic Inspector. The Depot Manager will decide from whom to buy in absence of the Depot Manager, the Asstt.Works Suptd./Traffic Inspector may decide this.
- g) The bills on account of local purchase of stores made by Depot Managers will be scrutinised by the Depot Accountant, and paid from imprest amount at depot level. The imprest recoupment statement should be audited by the Divl.Accounts Officer/Accounts Officer at the time of recoupment according to usual procedure.
- h) The Budget to be allotted to Depot Manager for this purchase will be from the budget sanctioned for the division. The amount to be allotted to the Depot Manager from the Divisional budget grant will be decided by the Divisional Controller in consultation with his Local Purchase Committee.

Accompaniments : Annexures-
'A' to 'E'

Sd/-S.Jambunathan.
GENERAL MANAGER.

No.ST/S&P/ADM/18/GSO-1402/2885
Dt./- 24th July 1976.
Copy f.w.cs. to -

ST Stores & Purchase Deptt.
Bombay-400 008.

(9) 17

GENERAL STANDING ORDER NO. 1402 OF 1981
(Issued in Stores and Purchase Department)

Sub :- Local Purchase - General Conditions
Governing Local Purchases.

Amendment to para 7.03 and 7.04

The financial limits in respect of an item to be purchased locally has been reviewed. The Clause 7.03 read together with Clause 7.04 of the G.S.O. 1402, therefore, stands amended as follows :

PARA : 7.03

"The value of an item to be purchased locally will not exceed Rs.1000/- per item at a time and the aggregate value of local purchase in a financial year will not exceed the budgetary grant from the Dy.General Manager(S&P)".

PARA : 7.04

"The above limitations do not apply to Regional Managers". The amendment is effective from 31st October, 1984.

Sd/-

Vice Chairman/Managing Director.

No.ST/S&P/SOR/LP/GSO-1402/3024
S.T.Stores & Purchase Department,
Jahangir Boman Behram Marg,
Bombay-400008.

Date : 17th December 1984.

Copy f.w.cs. to -

1. The Regional Manager, S.T. Bombay-Pune-Aurangabad-Nagpur.
2. The Works Manager, S.T., C.W./shops, Pune-Aurangabad-Nagpur.
3. The Divisional Controller, M.S.R.T. Corporation,
Aurangabad-Beed-Nanded-Osmanabad-Parbhani-Dhule-Nashik-
Jalgaon-Palghar-I/Palghar-II/Raigad-Ratnagiri-Sindhudurg-
Thane-Akola-Amravati-Bhandara-Buldhana-Chandrapur-Nagpur-
Wardha-Yeotmal-Ahmednagar-Kolhapur-Pune-Sangli-Satara-
Sholapur.
4. The Divisional Controller(Stores), S.T., Stores Divn.,
Kurla, Bombay-400086.
5. All Departmental Heads.

Sd/-

DY. GENERAL MANAGER (S&P).

9

GENERAL STANDING ORDER NO.1402-B

(Issued in the Stores and Purchase Department)

Sub : Local Purchase - Delegation
of powers.
Amendment to para-10.00

As per C.R.No.96:07:15 dated 10th July,96 the power delegated for local purchase without obtaining quotation are reviewed. Therefore, the G.S.O. 1402 of 23-7-76 para 10.00 stands amended as follows :-

PARA 10.00 :

- a) "The Depot Manager(Sr.) or Depot Manager(A) in the case of Depots where the Depot Manager(Sr.) has not been provided, is authorised to purchase locally material of a value not exceeding Rs.1000/- per vehicle off-road at a time, bill for such material will be passed for payment after scrutiny by the divisional audit section in the same manner as in case of items locally purchased by the unit head.
- b) Local purchase of value not exceeding Rs.500/- at a time may be made without inviting quotations and on "Cash down" basis.
- c) For purchase with amount exceeding Rs.500/- the Depot Manager(Sr.) or Depot Manager(A) will invite atleast three quotations and decide the agency on the basis of merit."

There is no change in the other procedure prescribed in the said para.

This amendment is effective from the date of issue of C.R.No.96:07:15 dated 10th July,1996.

Sd/-

VICE CHAIRMAN & MANAGING DIRECTOR

No.ST/S&P/SOR/LP/GSO-1402/3852
S.T.Stores & Purchase Deptt.,
Jahangir Boman Behram Marg,
Bombay-400008.

Date : 19 Sept.1996.

Copy f.w.cs. to :

- 1) Departmental Head - G.S.&V.O./C.A.O./F.A./DY.G.M.(T)/DY.G.M.(ME)/DY.G.M.(P&IR)/G.C.E./M(PLAN)/M(EDP) for information.
- 2) The Personal Secretary to Chairman for information of Chairman.
- 3) The Personal Assistant to VC/MD for information of VC/MD.

- 4) The Regional Manager, S.T., Mumbai/Pune/Aurangabad/Nagpur/Nasik/Amravati for information.
- 5) The Divisional Controller, S.T., Thane/Pune/Solapur/Kolhapur/Satara/Sangli/Ahmednagar/Nasik/Dhule/Jalgaon/Mumbai/Raigad/Palghar/Ratnagiri/Sindhudurg/Amravati/Akola/Yavatmal/Buldhana/Nagpur/Bhandara/Wardha/Chandrapur/Aurangabad/Jalna/Latur/Osmanabad/Parbhani/Beed for information.
- 6) The Works Manager, S.T. Central Workshops, Pune/Aurangabad/Nagpur for information.
- 7) The Ex. Engineer S.T. Mumbai/Pune/Aurangabad/Nagpur/Kolhapur/Akola/Dhule/Parbhani for information.
- 8) The Manager, C.T.I., Bhosari, Pune-26 for information.
- 9) The Director of Training, C.I.R.T. (R&T) MIDC plot No.26 Bhosari, Pune for information.
- 10) The Divisional Controller (Stores), S.T. Stores Division, Kurla, Bombay-86 for information.
- 11) All Sectional Heads :- Manager(S)/Sr.A.O.(P)/Sr.S.O.(P)/Sr.S.O.(G-I)/Sr.S.O.(G-II)/Sr.S.O.(I&M)/M.F.(S)/S.O.(BT)/S.O.(CB)/S.O.(R)/S.O.(RC)/ASO(OPB)/ASO(TOB)/ASO(M&T)/Sr.Stat/O.S. for information.

DY. GENERAL MANAGER (S&P).

15/11/95 4:21 PM

(Recd)

RES. NO. 23

EXTENSION TO THE VALIDITY PERIOD OF THE RATE CONTRACT.

RESOLUTION NO. : 95.11.23 dt. 21.11.95 :

Corporation authorise Vice Chairman & managing Director to extend the contract period upto 6 months duration from the expiry of the old contract period, when Stores & Purchase Department cannot submit the proposals for selection of sources for new year contracts either because of non receipt of A.S. (T.U. decision or unavoidable delays in finalisation of Open Tender. Corporation also authorise Vice Chairman & Managing Director to accept prices for such extended period either on the basis of A.S.R.T.U. decision (to be taken in future with retrospective effect) or as per price variation clause of old Rate Contracts and also reallocate the percentage of business of the firm who do not accept the extension to the old Rate Contract amongst the other approved sources who have accepted the extension to Old Rate Contracts. The delegation of power is in addition to the powers delegated to Vice Chairman & Managing Director vide C.R.No.28 dated.18.6.85 and 106 dated 5.9.86.

-X-X-X-X-X-X

59

GENERAL STANDING ORDER No. 1402 -C
(Issued in the Stores & Purchase department)

Sub:- Local Purchase - Delegation of Powers - Amondment to Para 5
under heading " Material which may be purchased locally".

As per the note approved by the Departmental Committee up to V.C. & M.D. on 18.09.2007, the powers are delegated to the Units for purchases of items having low value & low consumption as stated in Annexure "F" attached to this amendment.

In view of this, Clause no. 5 of G.S.O 1402 is hereby amended by incorporating one more Sub-Clause (i) & therefore the Clause No. 5 of G.S.O 1402 Dtd. 23/07/1976 stands amended as follows -

Para 5

i) " Items having low value and low consumption including printed stationery items, electrical items & office stationery as per list attached herewith at Annexure "F" should be purchased locally by Unit Heads as per their requirement".

There are no changes in other procedure as prescribed in G.S.O. 1402 & it's amendments issued from time to time.

This amendment to G.S.O.1402 is effective from the Date of approval of the proposal by Deptt. Committee up to V.C. & M.D. on 18.09.2007.

Encl : Annex - "F"

[Signature]
Vice Chairman & Managing Director

Stores & Purchase Department,
Dr. J.B.B. Marg, Mumbai Central,
Mumbai 400 008
ST/S&P/SO(R)/230/ 1720
Date: .09.2007

Copy to:-

P.S.to V.C.& M.D, S.T. Central Offices, Mumbai-8, for information & perusal of V.C.& M.D.

F.A. & C.A.O,S.T. Central Offices, Mumbai 400 008, for information.

The Regional Manager,S.T. Mumbai/ Nasik/ Pune/ Aurangabad/Amravati/Nagpur

The Works Manager,S.T. Central Workshop, Dapodi-Pune / Aurangabad/ Nagpur

The Divisional Controller, S.T. Thane/ Raigad/ Palgahr/ Jalgaon/ Nasik/ Dhule/
Ratnagiri/Sindhudurg/ Mumbai/ Pune/ Kolhapur/ Solapur/ Satara/ Sangli/
Ahmednagar/ Aurangabad/ Beed/ Osmanabad/ Parbhani/ Nanded/ Jalna/ Latur/
Nagpur/ Akola/ Amravati/ Chandrapur/ Buldhana/ Bhandara/ Yavatmal/ Wardha.

The Mech. Engineer (O), S.T. Baramati / Shrirampur.

The Executive Engineers, S.T, Thane/Pune/Aurangabad/Nagpur, for information.

The Dy.General Manager, C.T.I, Bhosari, Pune - 26, for information.

Sr. Accounts Officer (P) /Sr.S.O. (P),(G-II),(G-I) S.T. S&P Deptt. Mumbai400 008, for information.

Divisional Controller (S), Stores Division, Kurla, Mumbai-86 for information with instructions to procure the items mentioned in enclosed Annexure "F" for the requirement of Central Offices.

Important Note - All Units will procure these Items at local level as per the laid down procedure prescribed in G.S.O. 1402. These items should be purchased for immediate consumption and care should be taken that, stock of such items should not exceed more than one months consumption. The expenditure to be incurred for the purchases of these items should be debited to Bulk Purchase Account.

[Signature]
Sr.S.O.(I&M)



[Signature]
General Manager (S&P)

Sr. No.	Item Code Nos.	Nomenclature
45	5101172123	Confidential Report Class III
46	5101172134	Confidential Report Class IV
47	5101172145	Periodical Increment Chart
48	5101172178	Identity Card
49	5101172214	Default Register
50	5101173148	Application Form For Free Pass
51	5101192109	Engine R.C. Card
52	5101173068	Local Dispatch Book
53	5101173159	Car Diary
54	5101178094	Fitness Certificate
55	5101178108	Medical Case Paper
56	5101178119	Accident Report Form
57	5101178196	Confdl. Book For S.T. Employee
58	5101191059	Time Punching Card
59	5101191208	Inspection Book 4000 M. Dock
60	5101191220	Quality Inspection Of Vehicle
61	5101191274	W/Shop & Depot Vech. Diary
62	5101191285	Vehicle Transfer Form
63	5101191321	Divisional Equipment Register
64	5101192040	Divisional Tyre register
65	5101192051	Tyre Mileage Card
66	5101192062	Battery Mileage Card
67	5101192109	Engine Record Card
68	5101192277	Write Off Vechle
69	5101192335	Machinery card
70	5101198014	ABC Register
71	5101198025	Driverwise Monthly KPTL Register
72	5101192120	Assy. Record Card (for FIP In Marathi)
73	5101192131	Assy. Record Card (for Starter in Marathi)
74	5101192153	Assy. Record Card (for G/Box In Marathi)
75	5101192186	Assy. Record Card (for Radiator in Marthi.)
76	5101192200	Assy. Record Card (for Rr. Axle Hsg.)
77	5101192029	Tyre Sectional Retreading Card
78	5101192062	Battery Milage Card
79	5101211065	Memo Pad Division (Big)
80	5101211076	Memo Pad Division (Small)
81	5101151065	Default Card
82	5101152126	Luggage Slip Book
83	5101178163	Application for Referring Hospital
84	5101192277	Vehicle Log Book
85	5101192109	Engine Record Card
86	5101192186	Assy. Record Card
87	5101192197	Assy. Record Card
88	5101192255	Record Card

Allem
Sr. S.O. (S&P)

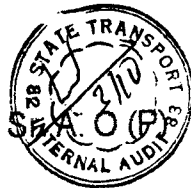


horm
General Manager (S&P)

PRINTING ITEMS

Sr. No.	Item Code Nos.	Nomenclature
01	510111050	Comparative Statement O.T.
02	5101112020	P.O. Order Form
03	5101112030	P.O. Continuation Sheet
04	5101112041	P.O. Forwarding Forms
05	5101115017	Stock Taking Sheet
06	5101116010	Kalamzoo Card
07	5101116064	Stock Control Cards
08	5101116144	Stock Discrepancy Statements
09	5101116155	Tyre Register for depo
10	5101117191	VOR Indent Casual Book
11	5101118026	Daily Lub. Oil Issue Book
12	5101119018	Personal Equipment Card
13	5101131057	Officer Pay Bill (TA)
14	5101131080	Acquaintance Roll Forms
15	5101121090	Acquaintance Roll Forms
16	5101131126	Last Pay Certificate
17	5101132093	Application for P.F. Advance
18	5101132130	P.F. Cheque Register
19	5101132504	P.F. Form "A" Type
20	5101133041	T.A. Bill Form Marathi
21	5101133074	T.A. Bill for class I & II
22	5101116122	Divl. Register for Float Assy.
23	5101135058	Worker Time card in Marathi
24	5101138045	Budget Control Register
25	5101138034	Divisional Revenue register
26	5101138158	Fund Accounts Register
27	5101138216	T.A. Audit Register
28	5101139183	General Slip
29	5101131021	Driver/Condt. Attendance Card Cards
30	5101151043	Duty Allocation Chart
31	5101151054	Condt. service Instruction Chart
32	5101151056	Record Sheet (T-14)
33	5101152090	C.W. Bill traffic Forms
34	5101151065	Default Card
35	5101153220	Accident Register
36	5101153253	Accident Form
37	5101154030	Condt. Cash Card
38	5101154063	Reservation memo Pad
39	5101156014	Application For Casual Contract
40	5101156025	Stat. A/c. Casual Contract
41	5101159034	Inspection Check report
42	5101159045	Complaint of Suggestion Book
43	5101172032	Service Book
44	5101172087	Leave Application G-37

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S.S. CHANDRA
3/8/07



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General Manager (S&P)

GENERAL STANDING ORDER No. 1402 -D
(Issued in the Stores & Purchase department)

Sub:- Local Purchase - Delegation of Powers - Amendment to Para 5
under heading " Material which may be purchased locally".

As per the note approved by the Departmental Committee up to V.C. & M.D. on 13.02.2008, the powers are delegated to the Units for purchases of items having low value & low consumption as stated in Annexure "G" attached to this amendment.

In view of this, Clause no. 5 of G.S.O 1402 is hereby amended by incorporating one more Sub-Clause (i) & therefore the Clause No. 5 of G.S.O 1402 Dtd. 23/07/1976 stands amended as follows -

Para 5

i) " Items having low value and low consumption including printed stationery items, electrical items & office stationery as per list attached herewith at Annexure "G" should be purchased locally by Unit Heads as per their requirement".

There are no changes in other procedure as prescribed in G.S.O. 1402 & it's amendments issued from time to time.

This amendment to G.S.O.1402 is effective from the Date of approval of the proposal by Deptt. Committee up to V.C. & M.D. on 13.02.2008.

Encl : Annex - "G"

[Signature]
Vice Chairman & Managing Director

Stores & Purchase Department,
Dr. J.B.B. Marg, Mumbai Central,
Mumbai 400 008
ST/S&P/SO(R)/104/ 464
Date: 04.03.2008

Copy to:-

P.S.to V.C.& M.D, S.T. Central Offices, Mumbai-8, for information & perusal of V.C.& M.D.

F.A. & C.A.O.S.T. Central Offices, Mumbai 400 008, for information.

The Regional Manager, S.T. Mumbai/ Nasik/ Pune/ Aurangabad/Amravati/Nagpur

The Works Manager, S.T. Central Workshop, Dapodi-Pune / Aurangabad/ Nagpur

The Divisional Controller, S.T. Thane/ Raigad/ Palghar/ Jalgaon/ Nasik/ Dhule/
Ratnagiri/Sindhudurg/ Mumbai/ Pune/ Kolhapur/ Solapur/ Satara/ Sangli/ Ahmednagar/
Aurangabad/ Beed/ Osmanabad/ Parbhani/ Nanded/ Jalna/ Latur/ Nagpur/ Akola/
Amravati/ Chandrapur/ Buldhana/ Bhandara/ Yavatmal/ Wardha.

The Mech. Engineer (O), S.T. Baramati / Shirampur.

The Executive Engineers, S.T, Thane/Pune/Aurangabad/Nagpur, for information.

The Dy.General Manager, C.T.I, Bhosari, Pune - 26, for information.

Sr. Accounts Officer (P) /Sr.S.O. (P),(G-II),(G-I) S.T. S&P Deptt. Mumbai 400 008, for information.

Divisional Controller (S), Stores Division, Kurla, Mumbai-86 for information with instructions to procure the items mentioned in enclosed Annexure "G" for the requirement of Central Offices.

Important Note - All Units will procure these items at local level as per the laid down procedure prescribed in G.S.O. 1402. These items should be purchased for immediate consumption and care should be taken that, stock of such items should not exceed more than one months consumption. The expenditure to be incurred for the purchases of these items should be debited to Bulk Purchase Account.

[Signature]
Sr. S.O.(H&M)

[Signature]
Sr. A. O.(P)

[Signature]
General Manager (S&P)

PRINTING ITEMS

Sr.No	Code No.	Nomenclature
1	510 111 1038	Tender form
2	510 111 6100	Stores Bin Card
3	510 113 1104	Payment Order form Book
4	510 113 1115	Payment Order form Book
5	510 113 1137	Petty Bill form
6	510 113 2515	P.F form "B" Type
7	510 113 2526	P.F form "E" Type
8	510 113 2537	P.F form "F" Type
9	510 113 2548	P.F form "G" Type
10	510 113 2559	P.F form "H" Type
11	510 113 4135	Bill Receipt Register
12	510 113 8191	Rent Register
13	510 113 9015	Wages Slip Book
14	510 115 3210	Accident Register
15	510 115 4518	Reservation Requisition slip
16	510 117 3024	Inward Register
17	510 117 3035	Outward Register
18	510 117 3160	Leave Account Book
19	510 119 2142	Assly. Record Card
20	510 119 2324	Vehicle log book
21	510 119 2358	PME Register
22	510 119 4013	Inspection report form
23	510 119 4035	Test report random sample
24	510 119 4046	Test report random sample
25	510 119 4217	Test report random sample
26	510 121 1407	Officer Diary
27	510 121 1509	Essential Certificate
28	510 121 1611	Application form for pvt. Medical treatment
29	510 121 1622	Certification form EDP
30	510 121 1735	Letter head small
31	510 121 1804	Letter head English
32	510 121 1815	Letter head Marathi
33	510 121 1826	Letter head English
34	510 121 4019	Report Book Big Marathi
35	510 121 4020	Report Book small Marathi
36	510 121 4802	Letter head big for Divisions
37	510 121 4813	Letter head medium for Divisions

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Sr. S.O. (I&M)

Sr. A.O. (P)

General Manager (S&P)

PRINTING ITEMS

No	Code No.	Nomenclature
38	510 123 1233	Consolidated statement of debit & credits
39	510 125 1161	Fuel statistics form
40	510 125 2018	Decade operational report
41	510 125 2029	Decade Vehicle position Register
42	510 125 2030	Cause wise cancellation Register
43	510 125 2040	Punctuality Register
44	510 125 2051	Depotwise DOR Register
45	510 125 2062	Expected earning Register
46	510 125 2073	Depotwise Break down Register
47	510 125 2084	Break down causewise Register
48	510 125 2095	Cummulative Performance Register
49	510 125 2109	LF-1 Register
50	510 125 2110	LF-2 Register
51	510 125 2120	Operation of long distance Register
52	510 125 2131	TR-3 Service Type Register
53	510 125 2142	Accident Summary Register
54	510 125 2153	Causewise 0.7 kg Register
55	510 125 2164	Cause wise cancellation Register
56	510 125 2175	O.T Expenditure Register
57	510 125 2186	Route posting Register
58	510 125 2197	Fair operation Register
59	510 125 2200	Bazar operation Register
60	510 125 2211	Casual contract Register
61	510 125 2222	Budget evaluation Register
62	510 125 2233	Tripwise Register
63	510 125 2244	Diesel consumption summary Register
64	510 125 2255	Battery performance Register
65	NPN	Driver K.P.T.L card
66	NPN	Conductor cash deposit card
67	NPN	Tax Invoice (for VAT) Book

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 Sr. S.O. (I&M)

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 Sr. A.O. (P)

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 General Manager (S&P)

Annexure - "G"

TOOLS

Sr. No.	Code No.	Nomenclature
		Double Open End Spanner DE BSW
1	2201011058	3/16"x1/4" CF
2	2201011070	5/16"x1/4" CF
3	2201011091	5/16" x 3/8" CF
4	2201011116	7/16" x 3/8" CF
5	2201015139	7/16" x 1/2" CF
6	2201016007	Spanner DE 6x7 mm CF
7	2201016018	Spanner DE 9x10 mm CF
8	2201016030	Spanner DE 12 x14 mm CF
9	2201016040	Spanner DE 14 x15 mm CF
10	2201016051	Spanner DE 14 x17 mm CF
11	2201016073	Spanner DE 16 x 17 mm CF
12	2201016110	Spanner DE 17 x 19 mm CF
13	2201016175	Spanner DE 22 x 24 mm CF
14	2201016200	Spanner DE 24 x 27 mm CF
15	2201016277	Spanner DE 30 x 32 mm CF
16	2201016335	Spanner DE 8 x 10 mm CF
17	2201016357	Spanner DE 10 x 11 mm CF
18	2201016380	Spanner DE 12 x 13 mm CF
19	2201016561	Spanner Set DE of 12- 6to 32 mm CF
20	2201021051	Ring Spanner BSW 3/16 x1/4" CF
21	2201021073	Ring Spanner BSW 5/16 x1/4" CF
22	2201021095	Ring Spanner BSW 5/16 x3/8" CF
23	2201021110	Ring Spanner BSW 7/16 x 3/8" CF
24	2201021131	Ring Spanner BSW 7/16 x 1/2" CF
25	2201025041	D E Ring Spanner Set of 12-6 to 32 mm CF
26	2201025278	D E Ring Spanner 10 x 11 mm CF
27	2201025289	D E Ring Spanner 12 x 13 mm CF
28	2201025303	D E Ring Spanner 14 x 15 mm CF
29	2201025314	D E Ring Spanner 16 x 17 mm CF
30	2201025325	D E Ring Spanner 18 x 19 mm CF
31	2201025336	D E Ring Spanner 17 x 19 mm CF
32	2201025347	D E Ring Spanner 19 x 22 mm CF
33	2201025358	D E Ring Spanner 20 x 22 mm CF
34	2201025370	D E Ring Spanner 22 x 24 mm CF
35	2201025391	D E Ring Spanner 24 x 26 mm CF
36	2201025405	D E Ring Spanner 25 x 27 mm CF
37	2201025460	D E Ring Spanner 30 x 32 mm CF
38	2201025518	D E Ring Spanner 14 x 17 mm CF
39	2204011189	Screw Driver 6 " 10 x10 x150 mm CF
40	2204011247	Screw Driver 8" 10 x10 x200 mm CF

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Sr.S.O (I&M)

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Sr. A.O. (P)

Wam
General Manager (S&P)

TOOLS

Sr. NO.	Code No.	Nomenclature
41	2204011270	Screw Driver 10 " 10 x10 x250 mm CF
42	2204011305	Screw Driver 10 " 10 x10 x300mm CF
43	2209011030	Hammer E B P 1/2 LB
44	2209011051	Hammer E B P 1 LB
45	2209011073	Hammer E B P 1.1/2 LB
46	2209011095	Hammer E B P 2 LB
47	2201036037	Socket 1/2 " Sq. DR 10 mm C F
48	2201036070	Socket 1/2 " Sq. DR 13 mm C F
49	2201036060	Socket 1/2 " Sq. DR 14 mm C F
50	2201036081	Socket 1/2 " Sq. DR 17 mm C F
51	2201036106	Socket 1/2 " Sq. DR 19 mm C F
52	2201036139	Socket 1/2 " Sq. DR 22 mm C F
53	2201036140	Socket 1/2 " Sq. DR 24 mm C F
54	2203011048	Pipe Wrench 10 " CF
55	2203011059	Pipe Wrench 12 " CF
56	2203011060	Pipe Wrench Heavy 14 " CF

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Sr. A.O. (P)

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General Manager (S&P)

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STATIONERY

Sr.No.	S.T.Code No	Nomenclature
1	511 108 1013	Envelop Small-15x19 cms
2	511 108 1046	Envelop Medium-23x10 cms
3	511 108 1079	Envelop Large-38x15 cms
4	511 108 1160	Envelop Cloth lined- 30x36 cms
5	NCN	Envelop Medium Window-24x11 cms
6	511 112 1355	Stencil Papers for Gestetner Multi hole Rotary duplicator fullscap Wax less with ISI mark. as per IS. No 5086 revised up to date .DOUBLE SIDE CARBON.
7	511 101 4016	Zerox Paper A/4 Size 210mmx297mm 75GSM
8	511 101 4027	Zerox Paper F/S Size 215mmx330mm 75GSM.
9	511 101 4038	Zerox Paper A-3 Size 297mmx420mm 75GSM.
10	511 101 4049	Zerox Paper B/4 Size 257mmx364mm 75GSM.
11	NCN	Zerox Paper A/4 Bond Paper.
12	321 519 3246	First Aid Refill
13	518 862 1113	Nylo Plate
14	472 001 1036	Stitching Wire
15	511 114 3030	Rubber Band 1.5"
16	511 114 3041	Rubber Band 3"
17	511 102 1816	Printing Ink Blue
18	511 102 1758	Printing Ink Black
19	511 102 1770	Printing Ink Orange
20	511 102 1838	Printing Ink Green
21	511 102 1871	Printing Ink C.Red.
22	511 107 1075	Box File
23	164 002 1030	Acqua Lub for Envelop.

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29/11
Sr.S.O (I&M)

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Sr. A.O. (P)

H
General Manager (S&P)

HAND TOOLS

Sr. No.	Code No.	Nomenclature
1.	2225011074	Hand taps BSW 1/4" AS PER BIS 949-1969/NTI/Nebson MAKE
2.	2225011096	Hand taps BSW 5/16" AS PER BIS 949-1969/ NTI/ Nebson MAKE
3.	2225012077	High speed steel Hand Tap set BSF 1/4" BS 949/1969
4.	2225012113	High speed steel Hand Tap set BSF 3/8" BS 949/1969
5.	2225012135	High speed steel Hand Tap set BSF 7/16" BS 949/1969
6.	2225012157	High speed steel Hand Tap set BSF 1/2" BS 949/1969
7.	2225012179	High speed steel Hand Tap set BSF 9/16" BS 949/1969
8.	2225012190	High speed steel Hand Tap set BSF 5/8" BS 949/1969
9.	2225016170	High speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529/1975 Hand Taps 6mm x1
10.	2225016250	High speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529/1975 Hand Taps 8mm x1.25
11	2225016373	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-10mm x 1.50
12	2225016497	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-12mm x 1.75
13	2225016577	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-14mm x 2
14	2225016635	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-16mm x2
15	2225016216	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-8mm x 1
16	2225016318	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-10 mm x 1
17	2225016330	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-10mm x 1.25
18	2225016431	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-12 mm x 1.25
19	2225016453	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-12mm x 1.5
20	2225016555	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-14 mm x 1.50
21	2225016613	High Speed steel and short machine taps ISO Metric thread-Ground thread IS 6175-1977/ISO529-1975 Hand Taps-15mm x 1.50

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Sr.S.O (I&M)

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Sr. A.O. (P)

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General Manager (S&P)

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H.S.S DRILLS

Sr. No	Code No.	Nomenclature	Size	
			Inch	M.M
1	2224011074	Morce Tapper Shank	1/8	---
2	2224011079	Drill H.S.S.T.S.	1/8	----
3	2224011080	Drill H.S.S.T.S.	9/64	---
4	2224011159	Drill H.S.S.T.S.	1/4	---
5	2224011170	Drill H.S.S.T.S.	9/32	---
6	2224011192	Morce Tapper Shank	5/16	8.00
7	2224011217	Drill H.S.S.T.S.	11/32	---
8	2224011239	Morce Tapper Shank	3/8	----
9	2224011272	Morce Tapper Shank	7/16	11.00
10	2224011319	Morce Tapper Shank	1/2	12.50
11	2224011320	Drill H.S.S.T.S.	33/64	-
12	2224011330	Morce Tapper Shank	17/32	13.50
13	2224011352	Morce Tapper Shank	9/16	14.20
14	2224011396	Drill H.S.S.T.S.	5/8	-
15	2224011410	Morce Tapper Shank	21/32	16.50
16	2224011476	Morce Tapper Shank	3/4	19.00
17	2224011498	Drill H.S.S.T.S.	25/32	-
18	2224014168	Morce Tapper Shank	5/8	15.75
19	2224031065	Paraller Shank Jobber Series	3/32	2.40
20	2224031076	Paraller Shank Jobber Series	7/64	2.80
21	2224031087	Paraller Shank Jobber Series	1/8	3.20
22	2224031098	Paraller Shank Jobber Series	9/64	3.60
23	2224031101	Paraller Shank Jobber Series	5/32	4.00
24	2224031123	Paraller Shank Jobber Series	3/61	4.80
25	2224031159	Morce Tapper Shank	1/4	6.20
26	2224031189	Morce Tapper Shank	9/32	7.20
27	2224031203	Morce Tapper Shank	5/16	1.00
28	2224031225	Morce Tapper Shank	11/32	8.80
29	2224031247	Morce Tapper Shank	3/8	9.60
30	2224031269	Morce Tapper Shank	13/32	10.30
31	2224031280	Morce Tapper Shank	7/16	11.10
32	2224031305	Morce Tapper Shank	15/32	11.90
33	2224031316	Paraller Shank Jobber Series	31/64	12.30
34	2224031349	Paraller Shank Jobber Series	17/32	13.50
35	2224031360	Paraller Shank Jobber Series	9/16	14.30
36	2224033130	Drill H.S.S.T.S. Jobber Series	-	5.20
37	2224033220	Drill H.S.S.T.S. Jobber Series	-	4.00
38	2224033344	Drill H.S.S.T.S. Jobber Series	-	16.00
39	2224031134	H.S.S Drill Paraller Shank Jobber Series	13/64	5.20
40	2224031167	H.S.S Drill Paraller Shank Jobber Series	1/4	6.40
41	2224031327	H.S.S Drill Paraller Shank Jobber Series	1/2	12.70

Sr.S.O (H&M)

Sr. A.O. (P)

General Manager (S&P)

BAND SAW / HACK SAW BLADES

Sr.No	Code No.	Nomenclature
1	222 307 1053	Band Saw Blade Metal Cutting 1.4 pitch
2	222 307 1075	Band Saw Blade Metal Cutting 1.8 pitch
3	222 307 1097	Band Saw Blade Metal Cutting 2.5 pitch
4	222 307 2012	Hack Saw Blade H.S.S 32 teeth
5	222 307 2034	Hack Saw Blade 24 teeth
6	222 307 2056	Hack Saw Blade 18 teeth
7	222 307 2216	Hack Saw Blade L.A.S 32 teeth
8	222 307 2238	Hack Saw Blade L.A.S 24 teeth

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Sr.S.O (I&M)

[Signature]
Sr. A.O. (P)

[Signature]
General Manager (S&P)