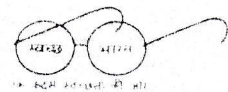


दक्षिण पूर्व मध्य रेलवे
SOUTH EAST CENTRAL RAILWAY
कार्यालय महाप्रबन्धक (सतर्कता) द पूम रे बिलासपुर
Headquarters Office, General Manager (Vigilance), S.E.C.R. Bilaspur
☎ 64006 (Rly), (Telefax) 07752 414229



No. SECR/V/E&S/VKS/520026/ 763

Date: 2 June 2020

To,
The Principal Chief Signal & Telecom Engineer,
S E C Railway, Bilaspur

Sub : System Improvement in connection with inspection of materials by consignee.

1. During a recent vigilance check, as well as in the various previous checks, it is observed that there is no standard format for issue of inspection certificate for material inspections done by consignee. All divisions and units are following their own inspection certificate formats, which cannot be considered as technically correct and complete information of the items inspected are not available.
2. It is felt that there is a need to issue a standard format for issue of inspection certificate by the consignees.
3. This is also necessitated by the fact that the financial limit for inspection by the third party inspection agencies like RDSO or RITES has been raised to ₹5 Lakhs. Due to this stipulation, a lot of items will now be required to be inspected by the consignee.
4. In order to streamline the whole process of consignee inspection, the following System Improvement is proposed:
 - i. Inspection Certificates shall be issued in the enclosed format only.
 - ii. The inspection certificates should be serially numbered by every consignee and filed along with relevant test certificates.
 - iii. All consignee units should have a unique seal. All items inspected should be sealed/ marked properly. Facsimile of seal should be incorporated in the inspection certificate.
 - iv. The inspection certificate should be countersigned by the concerned officer.
5. Format of Inspection Certificate duly incorporating the suggestions of the department is enclosed. This may be circulated amongst the divisions, construction and project units for implementation.
6. Necessary action may kindly be taken at your end under intimation to this office.

This is issued with the approval of SDGM/SECR.

Encl: As above

(A.Chatterjee)
Dy.CVO/E&S

South East Central Railway

Inspection Certificate

Division:

Office:

1. Inspection Certificate No.
2. P.O./CA/LOA No.
3. Name of Contractor/Supplier :
4. Name of Manufacturer :
5. Consignee:
6. Date of Inspection:
7. Place of Inspection:
8. Details of stores inspected:

Date:

Date:

Item No	Description of Stores	Qty. on Order	Qty. Offered	Qty. Accepted	Qty. Rejected	Remarks

9. Total No. Of Items Inspected and passed:
10. Facsimiles of Seal/ Marking on inspected material:

Certified that:

- i. The items mentioned in para 8 above have been Physically/Functionally/Physically & Functionally both *, inspected by the undersigned on the basis of specifications mentioned in P.O./CA/LOA.
- ii. The materials were inspected within the time stipulated (or extended by the competent authority) as mentioned in the P.O./CA/LOA.

Countersigned:

Signature:

Officer's Name :

Consignee's Name:

Designation with seal:

Designation with seal:

Remarks: This certificate is valid for a period of 01/02/03 months from the date of issue for delivery of material.

*: Strike out whichever is not applicable

Handwritten signature and date