

## Do's & Don'ts of Stores

### Railway Consumer Depot

#### DOs

- Ensure that the quantity of HSD oil received in Tank Wagons/Tankers is as per the vouchers i.e. invoice quantity.
- Ensure that seals of Tank Wagon/Tanker Truck of HSD oil are intact while taking the delivery.
- Ensure that mean of glow rod reading is considered for issue of HSD oil in the locos in case of failure of flow meters.
- Ensure latest Board's instructions regarding periodical stock- verification of HSD oil by various level of officials.
- Ensure that Tank Wagon/Tanker Truck is totally emptied of its contents.
- Issue of HSD oil for each trip as per prescribed ration.
- Adhere to the laid down targets of shed consumption of HSD oil.
- Investigate and take up handling losses of HSD oil beyond the prescribed limit of 0.1%.
- Ensure imposition of suitable penalties on Drivers for frequent bursting of trip rations of HSD oil.
- Ensure that proper accountal of drained HSD oil is maintained and the oil is sent to the nearest refining unit.
- Ensure proper working of flow meter for receipts & issue of HSD oil.
- Do trials on locos twice a year for fixing up trip rations.

#### Don'ts

- Do not permit decanting of HSD oil from tankers after sunset. Unless extreme urgency warrants so. The urgency for decanting of oil after sunset is to be certified by the Sr.DME.
- Do not permit decanting of HSD oil directly to locomotives.
- Do not permit decanting of HSD oil, if water contamination is found.
- Do not delay to lodge the claim for short receipt of HSD oil or contaminated HSD oil detected in sealed Tank Wagon .
- Do not permit losses of HSD oil without write off sanctions from competent authorities.
- Do not allow leakage of oil from pipe joints, valves and pumps.
- Do not allow unauthorized persons into the RCD premises.

## **Medical (Stocking and Maintenance of Records)**

### **DOs**

- Preserve all the prescription memos/challan/sick memos month wise as per schedule.
- Maintain Drug Register properly. Entries regarding expiry date of medicines should be made in the register. A separate register may be maintained for costly drugs.
- Get the ground stock of medicines checked periodically by the Pharmacist in-charge.
- Keep proper accountal of all medicines.
- Check the ground stock of important items like linen store and follow prescribed procedure for condemnation and disposal.
- Ensure proper maintenance of Day Book of Receipt of Medical stores and make relevant entries in the Stock Register of Medicines for Medical stores simultaneously. All entries should be attested by Medical officer concerned.
- Ensure the check of the records pertaining to the various medical examinations of candidates and patients, issue of certificates, observance of the laid down procedures regarding marking of attendance etc. with particular emphasis on the following items:-
  1. Proper maintenance, custody and issue of sick & fit certificate books. Issue of certificates should be in chronological order with proper dating and without leaving blank leaves in the book.
  2. Thumb impressions or signatures of the employees wherever required.
  3. Proper discharge of staff placed on sick list for nonattendance and also intimate to the deptt. Concerned immediately.
  4. Entries in the sick attendance register and proper marking of attendance as per rules.
- Observance of extant instructions about regularity of the visits of the patient.
- Prompt entry of medicines in the issue register and case sheets.
- Maintenance of attendance register of patients and ensure that the entries are correctly and properly made so that they are in conformity with other hospital records.

### **Don'ts**

- Do not sign the condemnation register without physical verification of the articles proposed for condemnation and compliance of extant procedure.
- Avoid leaving blank entries in the Medical attendance Register.

## **Indenting of Non-stock items**

### **DOs**

- Estimated rate should be based on last purchase rate or budgetary quotation collected after market survey supported by price list.

- Description and specification of indenting item should be clear and complete.
- Price list, budgetary quotation etc. should be obtained from OEMs, authorized distributors or reputed firms.
- Indicate rate and quantity both in words and figures on indents.
- Genuine likely suppliers should be incorporated on the indent.
- Indent should be signed by competent authority as per latest/revised SOP.
- Availability of funds should be enclosed.
- Get the Non-stock certificate for indenting item from concerned stores officer.
- Proposed and indenting quantity should be clear and justified.

### **Don'ts**

- Do not issue a Proprietary Article Certificate for any item, unless you are fully and personally satisfied about it.
- Do not generate artificial inflated demands.
- Do not furnish names of fictitious/non-existent vendors on the indent.
- Do not split the actual required quantity.

## **Local purchase of materials at Division/Depot level**

### **DOs**

- All the important aspects like LPR/Budgetary quotation, quantity and rate, signature of competent authority, availability of funds etc. should be ensured before processing NS indents.
- Rate reasonableness should be carefully examined before accepting the offer.
- Restricted items of RDSO/CLW/DLW etc. should be procured only from Restricted sources.
- DP extension should be granted only after receipt of request either from firm or consignee.
- Approval of competent authority should be obtained to issue tender inquiries to un-registered firms.
- In case of acceptance of offer in deviation to firm's original offer, Purchase Order should be issued only after obtaining consent from the tenderer.

### **Don'ts**

- Tendered quantity should not be decreased to bring the value within the competency of a specific accepting authority.
- DP should not be re-fixed to mere benefit of the supplier.
- Orders for items covered under rate contract should not be placed on the firm other than existing in the rate contract.