

East Coast Railway

OFFICE ORDER NO. 04/ECOR/92/165

Dated 01.06.2010

Sub : Standardization of items/Enhancement of EAC/Issuance of correction Slip



The following procedure is to be followed for Standardization of an item and Enhancement of EAC of stock items in E.Co.Railway.

A. Procedure for Proposing of Standardization of Items and approval.

- (i) Proposal for standardization of items should be advised by the Indenting Department and sent to I.C Cell/H.Q/COS office complying the following:
- (c) The proposal should be sent in standard format, clearly provisioning fund either by Closure of Card of equivalent value or reduction of EAC or extra fund to be made available in Purchase Grant duly approved by HOD/HQ of concerned department.
- (d) The technical inspector of Indenting Department should scrutinize the proposal and arrange to submit the same to I.C Cell/COS office after obtaining approval & technical clearance from SAG officer of the concerned Department duly forwarded by JAG officer.
- (ii) The I.C. Cell should scrutinize the proposal and send to Dy.CMM of concerned Purchase Cell for providing sub-group. The concerned Purchase Section should also note down, if any closure of card/reduction of EMC is proposed & take suitable action for pending demands accordingly. After receipt of the same, the proposal will be put up to Competent Authority for approval of standardization.
- (iii) **Competent Authority for approval of Standardization of Items are as follows:**
 - COS** – for 'A' Category items.
 - CMM** - for 'B' and 'C' Category items.
- (vii) After approval of the proposal for standardization of items(s) by Competent Authority, a copy of the same should be sent to the Stocking Depot for entering data in MMIS.
- (viii) After Depot enters the data in MMIS, IC Cell/HQ will generate PL No. for MMIS and circulate the same to all concerned.

B. I. Procedure for Proposing Enhancement of EAC of Stock items and approval.

- (i) Proposal for Enhancement of EAC of stock items should be advised by the Indenting Department in prescribed format and sent to I.C. Cell/COS/HQ office complying the following:
- (c) Indicating proper justification with the approval of SAG officer of Indenting Department duly vetted by Associated Accounts.
- (d) Indicating clear provision of fund by either Closure of Card of equivalent value or reduction of EAC or extra fund to be made available in Purchase Grant duly approved by HOD/HQ of concerned Department.

(ii) Competent Authority for approval of Enhancement of EAC are as follows:

- COS – (i) For any revision of EAC of 'A' category items.
- (ii) For any enhancement of EAC of 'B' category items which comes under 'A' category items.
- CMM– (i) For 'B' category items- Enhancement of EAC above 10% of last 3 years average annual consumption.
- (ii) For 'C' category items- Enhancement of EAC above 20% of last 3 years average annual consumption.

N. B. : For any enhancement of EAC below 10% for 'B' category and below 20% for 'C' category of last 3 years average annual consumption, approval is not required. Concerned depot officers will consider the average annual consumption of last 3 years for enhancement of EAC and intimate through ARD-II to I.C. Cell/HQ.

- (v) After initial approval by Competent Authority, the file will be sent to FA&CAO office for finance vetting for all 'A' category items and for all 'B' category items, in which EAC is enhanced above 10% of last 3 years AAC. After vetting the file will be put up to Competent Authority for final approval.
- (vi) Copy of approval of the proposal for enhancement of EAC of stock item(s) by Competent Authority should be sent to the concerned depot officer for submission of ARD-II. The depot will post the ARD in MMIS & I.C. Cell will authorize the same in MMIS.

This issues with concurrence of Dy.FA&CAO(S&W) and approval of COS

Encl: FORMAT FOR STANDARDISATION/REVISION OF EAC

MM/ECOR/S-5/Delegation/ 1010

Copy to: 1. All PHOD/CHOD 2. DRM- KUR,WAT&SBP 3. CWM/MCS

4. Dy.CVO(S) 5. All Purchase Officers 6.All Depot/Divnl Officers.

7. All Purchase Section

1.

(S. K. Patnaik)
Dy.CMM/Systems
Dt01.06.2010

For Controller of Stores

FORMAT FOR STANDARDISATION/REVISION OF EAC
(To be sent by HQ office of user department for each item)

1.	Main Group		
2.a)	Complete Description		
b)	Unit of A/c		
c)	Specification/Drawing reference		
d)	Firm's Cat. Reference:		
3.	Nature of Stores: Ordinary/Emergency/WS manufactured/Safety/Must-change		
4.	Exact end use of materials		
5.	Normal sources of supply (Trade/Imported/Proprietary with particulars of latest supply received)		
6.	Raw materials required for manufacture (where applicable).		
7.	Estimate annual requirement:		
a)	Requirement per Rolling Stock		
b)	<div style="text-align: right;">EAC =</div>	Requirement per Rolling Stock X Population of Rolling Stock	
		Estimated life	
c)	Life of item		
d)	Price per Unit		
e)	Estimate annual value indicating C.I.F. value in case of import.		
8.	Stocking Depot		
9.	Justification for quantity against 7(a) supported by factual data based on non-stock demand and/or average life basis.		
a)	Price per Unit		
b)	Required for maintenance	Requirement per Rolling Stock X Population of Rolling Stock	
		Estimated life	
c)	POH		
	*In case of proprietary item, regular PAC should be sent along with proposal.		
10.	Does it replace an existing item. If so, stock/value of the existing Standardization and remarks with regards to disposal of the same.		
11.	If not, reasons for standardizing the new item and how has the requirement been met in the past.		

12.	Alternate substitutes acceptable in lieu.	
13.	Each new standardization/revision of EAC should invariably be accompanied by closure of cards of equivalent value or reduction of EAC of the same value or extra fund made available in Purchase Grant.	The same has been certified at---

JAG Officer (HQ)

SAG Officer (HQ)