

NORTH EASTERN RAILWAY

CE'S CIRCULAR NO.P.W.22 OF 1961.

SCRUTINY OF P.WAY MATERIALS RECEIVED FROM
FIRMS AND ACCEPTANCE OF THE MATERIALS.

A case has come to the notice of this office where proper and timely action has not ever been taken by the consignee or consignee's agents who had received defective P.Way materials directly from the firms. On receipt, the materials have not been checked by the P.W.Is or material Checkers. But they have accepted the material and verified the challan and acknowledged them as correct. The defect is found subsequently, perhaps at the time of relaying or putting them on track, when it had become too late to take effective action. The consequences and responsibilities, involved under such circumstances, need no further description and mention. The responsibility in all such cases will lie on the person accepting the defective material.

In this connection the attention of all P.W. Staff is drawn to this office letter Nos.W/235/27/6/Track/Pt.II/11846 dated 19th.March 1960 and W/349-2/Track/59-60 dated 16.6.1960. If the instructions contained therein are strictly followed, there will be no occasion when the receipt of the defective materials will be left unreported. It has to be made very clear that the APWIs or the Depot Keepers whoever receive the materials should carefully examine for its quality as well as quantity with reference to the correct drawings and specification and take suitable action failing which the responsibility will rest on them for accepting defective materials.

Copies of the 2 letters mentioned above are herewith enclosed for ready reference. Receipts of this letter alongwith its enclosures may be acknowledged immediately.

When two spikes are used, the outer ones should be in line on one side and the inner ones in line on the other side of the centre line of the sleeper.

(b) Where cast iron anchor plates are used on intermediate sleepers for arresting creep, the number of spikes or fang bolts per plate should be three.

(c) Dogspikes should be dipped in coal tar before use.

It is necessary to draw and redrive spikes or to drive spikes in holes other than those freshly bored, such spike hole should first be carefully plugged with well fitting tarred wooden plugs and rebored before spikes are driven.

(d) Enhanced life from "Spike-killed" sleepers should be obtained wherever possible by laterally shifting to a small extent and providing new rail seats.

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N.E. RAILWAY.

Chief Engineer's Office,
Gorakhpur.

No.W/235/27/6/Track/Pt.II/11346 Dated 19.03.1960.

The DENS/FCR IZN LJN GD BSB SEE at MFP SPJ
KIR(W) AT MNE KK DOUBLING AT MNE
XEN/BJU-SPJ BG CONSTN. AT BJU
ASE/PWI/JNU, APWI/ML.

Sub- Visual Examination of P.W. Materials
on receipt from firms.

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All new P.W. materials are either being consigned to DENS at work site or to Track depots. According to a Board's directive in TSO's conference, held in Calcutta on the 14th. & 15th. of January, 1960, the PWI or APWI attached to the depot or in open line, receiving the materials, will be responsible to carryout a visual examination and compare with type plan, of all such materials immediately after receipt and in case, any item is found defective a report must be submitted by the PWI or APWI concerned within a fortnight of the date of receipt of the material to his Distt. Engineer under whom he is working, and the Track Supply Officer.

The report should be submitted on the following proforma:-

1. Description of the material.....
2. Nature of defect.....
3. Nature of defect.....
4. Total quantity of the material possessing the defect.....
5. Name of supplier or consignor from whom received.....
6. Rly. receipt & invoice particulars.....
7. Wagon nos. in which the defective materials have been received.....
8. Name of despatching station.....
9. Name of receiving station.....
10. Particulars of consignee.....
11. Particular of order reference against which the supply has been received.....

The Distt. Engineer concerned or the Track Supply Officer according as the material pertains to supply on line or at depot, will, on receipt of the defective report from his PWI or APWI, will review the specification plan and other conditions given in the corresponding acceptance of Tender/Agreement/Supply Order and take up the firm (endorsing a copy to the T.S.O. in case of DEN, XEN's) within a period of ten days after receipt of the report from the PWI.

The T.S.O. will put up all cases to the undersigned for making a reference to the Railway Board.

Please acknowledge receipt of these instructions.

Sd/-
(K.N. MITTRA)
for CHIEF ENGINEER.

Copy to Dy.CE/Cons/GKP & XEN/GEC/SEE for information.

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N.E. RAILWAY.

OFFICE OF THE
CHIEF ENGINEER: GORAKHPUR,

NO. W/349/2/Track/59-60/2747 GORAKHPUR: DT. 16/6/1960 .

All Distt. Engineer (Open Line)
XEN/BJU-SPJ Construction,
D.N/GBC at SEE XEN/NER/at IZN
DEN/KK Doubling Mansi.

Sub- Verification of firm's challans in respect of
P.W. materials received direct from Trade against
supply/purchase orders placed by COS/NER/GKP,
DGS&D, New Delhi or the Iron & Steel Controller,
Calcutta.

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With a view to operate the stores suspense to
the minimum extent possible and to avoid the delay and
handling expenditure consequent upon the receipt and
despatch of the P.W. materials at Track Depots, arrange-
ments are made to despatch the materials direct from
Trade sources to the work sites.

On the basis of consignee instructions, issued
accordingly from this office, the Controller of Stores,
N.E. Railway, Gorakhpur places the indents on the
DGS&D and the Iron & Steel Controller or issues
the formal supply orders on firms when it is within
the powers of the Controller of Stores to purchase
the stores. On such indents and/or supply orders, a
copy of which is invariably endorsed to the DEN/XEN
concerned, the consignee particulars name of work
and chargeable head is always mentioned.

When the materials are despatched to the
consignee PWI or DEN/XEN by a firm according as
laid down in the indent and/or supply orders, the
firm sends a challan in triplicate, detailing
therein, the particulars of indents and/or supply
orders to which the receipt of the materials
pertains. If the DEN/XEN received the challans
from the firm he will forward these immediately
to the PWI concerned, who is to receive these
materials, and maintain an account for them.

CONTD...2.

It is incumbent on the receiving PWI to verify these challans as to the correctness of receipt both quantitatively as well as qualitatively. A numerical count or physical weightment is to be carried out according as the quantity has been stipulated on the relevant supply order/challan, for correct verification of the quantity. Similarly, a visual examination as well as a physical check to verify the item stores under supply to conform to the drawing as referred on the supply order is to be carried out for purposes of verification of the challan regarding quality.

Under circumstances where the articles enumerated on the challan are in order, with regard to the quantitative and qualitative verification as detailed above, the proforma of endorsement would be of the following orders:-

Certified that I have received the following materials as endorsed on the challan in correct and good condition, (here state the description of the materials and quantities received).

I have accounted for these receipts vide item(s)
No..... page(s) No..... on my Ledger/
Tally Book No.(s).....

SIGNATURE OF RECEIVING PWI

Where the articles, enumerated on the aforesaid lines of instructions, are found either deficient in quantity or defective in visual examination and/or in conforming to the drawing, the following action is to be taken by the P.W. Inspector.

(a) In cases of short receipts, quality being in order, it should be assured that all the wagons have been received, as endorsed on the challans. If the shortage is still there, in spite of all the wagons having been received and no discrepancies in the card label seals were found prior to opening the wagons and the card label figures were found to be in variance with the contents after unloading (which should be done in presence of a Traffic representative), thus attributing for the shortage, an intimation to the effect

should be immediately sent to the firm by a letter detailing the challan reference, the shortage of the contents, the No.(s) of the wagon and the relevant card label particulars, seeking the firm's advice as to whether they are going to recoup the shortage or they desire the challan to be dealt as per actual receipts. A copy of such reference is to be endorsed to the Distt. Engineer/XEN under whom the PWI is working for his information. A specific date, say about 10 days after the date of issue of this letter should be stipulated on the letter for the firm's reply. If no reply is received within the period stipulated the challan should be verified as per actual receipt and one copy of the same returned to the firm under cover of a forwarding letter, in which the reference of the letter, issued previously must be given. A copy of the forwarding letter and the challan bearing the receipt particulars is to be endorsed to the DEN/XEN by the PWI for his information and record.

(b) Where the quantity received tallies with the challan particulars but the quality is not in order, instruction issued under CE/GKP letter No.W/235/27/6/Track/Pt.II/ dt.19.3.60 is to be followed up. The endorsement for verification on the challan would be of the following pattern.

"Certified that (i) I have received the following materials as endorsed on the challan with regard to quantity only.
(here state the description of the materials and quantity received).

(ii) The following materials out of above have been received in defective condition and therefore not accepted.
(here state the description of materials, quantity and nature of defects).
Materials out of (i) which are in correct and good condition are therefore accepted.
(here state the description of materials, quantity which are received without any defect).

(iv) The materials accepted under (iii) have been accounted for under receipt items No. pages... on my ledger/tally Book No.(s).....

SIGNATURE OF RECEIVING PWI

One copy of the challan, certified as above, should be immediately sent to the firm under cover of a forwarding letter, wherein the firm should be requested to remove the defective articles, detailed on the challan enclosed, at their own cost lying at the premises of his stores without any risk to the Railway. A specific date, say about 15 days should be mentioned on the letter for removal of the defective items. It should also be mentioned in the letter that if no disposal instructions are received in 15 days the rejected material will be loaded and booked back to the firm freight to pay at P.T. rates and the loading charges would be recovered from the contractor's dues.

A copy of the forwarding letter and the challan bearing the receipt particulars should be endorsed simultaneously by the PWI to his DEN/LEN, who will make it convenient without delay to verify the defects personally or through his AEN and submit a detailed report to the Chief Engineer/GKP in accordance with CE/GKP letter No.W/235/27/6/Track/Pt.II/11346 dt.19.3.1960.

(c) Where the whole quantity against the challan is defective, the proforma of certificate should be amended as follows:

Certified that the materials received in full as endorsed the challan are defective as detailed below and hence not accepted.

(here state the description of materials quantities and defects.)

The materials are, therefore, not being accounted for in my ledger/tally Book and are lying at the supplier's risk at my stores premises, which must be removed by the supplier within a fortnight at his cost.

SIGNATURE OF THE RECEIVING PWI.

(11)

One copy of the challan, certified as above should be immediately sent by the PWI to the firm under cover of a forwarding letter in which the attention of the firm should be drawn to his certificate on the challan enclosed and no needful. A copy of the forwarding letter with the challan bearing the certificate should be simultaneously endorsed to the DEN/XEN, who will make it convenient without delay either personally or through his AEN to verify facts and see that the instructions contained in CE/GKP letter No. W/235/27/6/Track/Pt. I/11846 dt. 19.3.1960 are followed up.

7. The receiving PWI should be the PWI who is the subordinate incharge of the work for which the material has been arranged and who has been authorised by the DEN/XEN to receive the materials, maintain an account and hold custody thereof.

Ordinarily, if the materials are meant for re-laying works, the PWI/Relaying will be receiving PWI and otherwise the maintenance PWI, if the materials is for casual renewal or other line capacity works.

8. From the experience, gained so far, on this Rly. normally there should not arise any ground for variation from the drawings as such stores are inspected by an Inspector arranged by the Director, Inspection and every challan is supposed to be supported by an Inspection Certificate, which the receiving PWI must look out for before verifying the challans. Even then, a visual examination to segregate cracked or damaged stores if any would be necessary for endorsement on the challan. The checking with the drawing is considered necessary in spite of the challan being supported by an Inspection Certificate.

The Instructions, given above, are to be carefully gone through by staff concerned and strictly acted upon.

Please acknowledge receipt.

Sd/-K.N. MITRA.
for CHIEF ENGINEER.