

N E Railway

Office of The
Principal Chief Materials Manager
Gorakhpur

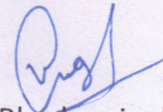
Sub:- Revised Joint Procedure Order(JPO) for passing of firms' bills.

Ref:- JPO No. SA/B/Policy/2018 dated 19.08.2019

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Copy of above referred JPO regarding subject matters are hereby
circulated for information and necessary action please.

This is issued with the approval of CMM/II and FA&CAO/WST/NER/GKP.



Veer Bhadur Singh
SMM/IC

For Principal Chief Materials Manager

No. S/policy /JPO/part-I/2026

Dated 10.04.2026

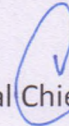
Copy to:

Secy. To General manager /NER/Gorakhpur

All PHOD/NER/GKP

All DRM's/NER/GKP &

All Stores Officer



For Principal Chief Materials Manager

AMENDMENT TO EXISTING JPO

Subject: Amendment to provisions relating to Fund Availability and Certification under Joint Procedure Order (JPO) for passing of suppliers' bills.

Reference: JPO No. SA/B/Policy/2018 dated 19.08.2019

It is submitted that, in continuation of Para 5 of the existing JPO, the following Note is proposed for insertion:

Background

The Accounts Department has suggested implementation of online fund certification in IMMS, citing Para 5 of the referred JPO, with a view to dispense with the existing system of manual fund certification, which is presently contributing to delays in bill processing.

Briefly, at the Board level, grants are entered in IREPS for the respective Zonal Railways and are reflected accordingly in the system. Thereafter, distribution to various purchase sections including those of HQ and field units is carried out in IREPS by the PCMM office with the approval of the competent authority.

In IMMS, fund availability (as fetched from IREPS) is displayed at the stage of processing and issuance of Purchase Orders (POs). However, this remains a system-based internal validation and is not explicitly recorded on the PO document. Nevertheless, the real-time fund position is available at any time in IREPS.

In view of the above, although fund utilization and availability are comprehensively captured, recorded, and reflected, and are readily available in the system, the absence of explicit certification on the Purchase Order necessitates that the following mechanism is proposed herewith:

Note (Proposed for insertion under Para 5)

1. Purchase Sections shall ensure that adequate funds are available and reflected in IMMS under the relevant Head of Allocation for POs issued for their respective sections.
2. A similar exercise shall be carried out by the Purchase Section in cases involving additional financial implications, including PVC, SVC, quantity enhancement under the Option Clause, or any other amendment having budgetary impact.
3. The issuing authority shall monitor that adequate funds are available or provisioned at the time of issuance of POs/MAs.
4. In cases where funds are found to be insufficient or likely to become inadequate, immediate corrective action shall be taken by all concerned through re-appropriation of funds among purchase sections or liability reduction measures such as DP deferment, cancellation of redundant POs, etc., for fund regularization.

5. Issuance of PO/MAs shall be deemed as confirmation that adequate funds have been ensured/provisioned for the purpose of vetting and payment. Accordingly, no separate/manual fund certification shall be required thereafter.
6. A duly endorsed monthly fund position statement (showing section-wise utilization and availability), as reflected in IREPS, shall be generated and circulated by the Budget Section of the PCMM office to Accounts and all concerned Purchase Sections for record, monitoring, and necessary corrective action.
7. POs/MAs pertaining to any section shall not be vetted by Accounts where the fund position is inadequate or reflects a negative balance in the monthly statement, unless the same is regularized appropriately.

In view of the above, the requirement of separate/manual fund certification may be dispensed with. This amendment shall come into force with immediate effect.