No. 12/RITES/ QA/ Zonal Railways
Dt.05.04.2019

Principal Chief Materials Manager,
All Indian Zonal Railways & Production Units
(As per list enclosed)

Sub: Sharing of Inspection documents with Consignee, Purchaser & Vendor
Ref. i) Railway Board letter no. 2000/RS(G)/379/2 dated 02.01.2019
ii) This Office even no. letter dated 27.09.2018

Vide this office letter dated 27.09.2018; it was informed that RITES has introduced a facility of downloading Test reports from RITES website by all concerned. However, after issues were raised, Inspecting Engineers were asked to give hard copy of test reports to Vendors for onward submission to Consignee along with consignee copy of IC.

Recently, Railway Board have issued instructions vide letter no. 2000/RS (G)/379/2 dated 02.01.2019 regarding pre- dispatch inspection of stores. Para 3.2 of the instructions inter alia state that

"Digitally signed IC and relevant Test Certificate / Test report/ Lab report etc. available on RITES web site satisfy all the requirement of IC and report as per Information Technology Act 2000. There is a no need for hard copy of IC and the lab/test reports to be submitted to various authorities including consignee."

In view of the above, RITES Inspecting Engineers have been directed to upload test reports along with Inspection Certificate issued by them on RITES website. Following inspection records have been identified for uploading on RITES website:

i) Duly filled Inspection and test plan (check sheet) excluding Dimensional report.
ii) Lab Report of Testing witnessed by the Inspecting Engineer at Manufacturer’s works as part of Acceptance Test during the process of inspection.
iii) Lab report for samples which have been taken by the Inspecting Engineer as part of Acceptance Test and sent to outside Lab during the process of Inspection.
iv) Manufacturer’s Test Certificate or Lab reports attached with such Manufacturer’s Test certificate whenever the Inspection is done against Manufacturer’s Test Certificate in terms of conditions of the PO.
v) Any other document required to be submitted to Consignee as per P.O/ contract requirement

Inspecting Engineers have also been instructed to stop physical dispatch of Test reports to consignees directly or through vendors from 15.04.2019. Test reports will be visible to all Consignees at the site address given below -

http://ritesinsp.com/RBS/Calls_Marked_For_Specific_PO.aspx?ACTION=I

For downloading the Test reports, the Purchaser/ Consignees will be required to access the above link and following steps to be taken thereafter:
1. Select Client as Railways
2. Select Name of Zonal Railways/PUs by whom PO has been issued
3. Submit PO date (in specified format)
From the drop down list select the relevant PO to view details. On extreme right is the option to download relevant Test report and Inspection Certificate. Please note that for material accepted in multiple installments, all copies of documents will be visible & relevant copy of IC & test report can be downloaded.

Further, it has been decided that as Inspection Certificates are being uploaded on RITES website, hard copies of Inspection Certificate will not be dispatched from 01.05.2019. However copy of Inspection Certificate for Contractor with bill, Contractor for consignee and Paying Authority with RITES bill will continued to be issued in physical form as these will be required for billing and lot identification purpose. The change in status of copies of ICs thereafter is reflected in the table placed below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Copy No. *</th>
<th>Copy for *</th>
<th>Colour*</th>
<th>IC copy prior to 01.05.2019</th>
<th>IC copy with effect from 01.05.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Original</td>
<td>Contractor with bill</td>
<td>Pink</td>
<td>Physical copy</td>
<td>Physical copy</td>
</tr>
<tr>
<td>2.</td>
<td>First</td>
<td>Contractor for Consignee</td>
<td>Pink</td>
<td>Physical copy</td>
<td>Physical copy</td>
</tr>
<tr>
<td>3.</td>
<td>Second</td>
<td>Purchasing Authority</td>
<td>White</td>
<td>Physical copy</td>
<td>Digital copy</td>
</tr>
<tr>
<td>4.</td>
<td>Third</td>
<td>RITES Office Copy</td>
<td>Light green</td>
<td>Physical copy</td>
<td>Physical copy</td>
</tr>
<tr>
<td>5.</td>
<td>Fourth</td>
<td>Paying Authority with RITES bill</td>
<td>Light blue</td>
<td>Physical copy</td>
<td>Physical copy</td>
</tr>
<tr>
<td>6.</td>
<td>Fifth</td>
<td>Contractor's Office Copy</td>
<td>Pink</td>
<td>Physical copy</td>
<td>Digital copy</td>
</tr>
<tr>
<td>7.</td>
<td>Sixth</td>
<td>Advance Copy for Consignee</td>
<td>White</td>
<td>Physical copy</td>
<td>Digital copy</td>
</tr>
<tr>
<td>8.</td>
<td>Seventh</td>
<td>Spare Copy (To be submitted as accountal of complete book)</td>
<td>White</td>
<td>Physical copy</td>
<td>Digital copy</td>
</tr>
<tr>
<td>9.</td>
<td>Blank Copy</td>
<td>Spare Copy</td>
<td>White</td>
<td>Physical copy</td>
<td>Digital copy</td>
</tr>
</tbody>
</table>

* RITES Logo, Copy no, Copy for, Colour as indicated in col.iv and facsimile of the seal/ stamp will not be appearing on digital IC. Inspection Certificate will be digitally signed by the Inspecting Engineer.

It is requested to kindly give wide publicity to all consignees within the Zonal Railways and Production Units (PUs) for availing the facility of downloading inspection Certificate & test report.

We are working with CRIS to develop interface to submit RITES invoice digitally. With successful trial of digital invoicing, the way forward is to dispense with all physical copies of Inspection Certificates and shift completely towards digital Inspection Certificate.

(Pankaj Agrawal)
ED/QA

CC- Executive Director Railway Stores(G), Railway Board, Rail Bhawan, New Delhi
FA&CAO, All Indian Zonal Railways & Production Units (as per list enclosed)
GGM //RITES, ER, NR, WR, SR
Mailing list:

i. PCMM, Northern Railway, Baroda House, Copernicus Marg, New Delhi.
ii. PCMM, South Central Railway, Rail Nilayam, Secunderabad, Telangana Pin-500071
iii. PCMM, Western Railway Head Quarters Office, Churchgate, Mumbai, Pin-400020
iv. PCMM, Central Railway, COS office, 1st Floor, Chatrapati Shivaji Terminal (CST), Mumbai-400001
v. PCMM, East Coast Railway Headquarters, Chandrasekharpur, Bhubaneswar, Pin-751023.
vii. PCMM, East Central Railway, Hajipur, District : Vaishali (Bihar), Pin- 844101
ix. PCMM, Office of the General Manager, North Eastern Railway, Gorakhpur, Pin- 273012
xi. PCMM, Northeast Frontier Railway, District : Kamrup, PO:Malegaon, Assam, Pin - 781011.

vii. PCMM, North Western Railway, HQ Office, Near Jawahar circle, Jaipur, Pin-302017
xii. PCMM, South Eastern Railway, 11, Garden Reach Road, Kolkata, Pin - 700043
xiii. PCMM, Southern Railway, Ayanavaram, Chennai-23
xiv. PCMM, South Western Railway, New Zonal Office, Gadag Road, Hubli, Pin-580020

xv. PCMM, West Central Railway, Indira Market, Jabalpur, Pin-482001
xvi. PCMM, Chitranjan Locomotive Work, Chitranjan, West Bengal, Pin-713331
xvii. PCMM, Integral Coach Factory, South Colony, Chennai, Tamil Nadu-600035
xviii. PCMM, CORE, Indira Bhawan, Sardar Patel Marg, Civil Lines, Allahabad, Uttar Pradesh, Pin-211001
xxviii. FA & CAO, Northern Railway, Baroda House, Copernicus Marg, New Delhi.
xxix. FA & CAO, South Central Railway, Rail Nilayam, Secunderabad, Telangana Pin-500071
xxx. FA & CAO, Western Railway Head Quarters Office, Churchgate, Mumbai, Pin-400020
xxxi. FA & CAO, Central Railway, COS office, 1st Floor, Chatarpati Shivaji Terminal(CST), Mumbai-400001
xxxii. FA & CAO, East Coast Railway Headquarters, Chandrasekharpur, Bhubaneswar, Pin-751023.
xxxiii. FA & CAO, East Central Railway, Hajipur, District: Vaishali (Bihar), Pin- 844101
xxxiv. FA & CAO, Eastern Railway, Fairlie Place, 17 Netaji Subhash Road, Kolkata Pin-700001
xxxv. FA & CAO, N.C. Railway HQ Office, Subedarganj Allahabad, Pin—211011
xxxvi. FA & CAO, Office of the General Manager, North Eastern Railway, Gorakhpura, Pin- 273012
xxxvii. FA & CAO, Northeast Frontier Railway, District: Kamrup, PO: Malegaon, Assam, Pin - 781011.
xxxviii. FA & CAO, North Western Railway, HQ Office, Near Jawahar circle, Jaipur, Pin -302017
xxxix. FA & CAO, South East Central Railway, New Zonal Building, Bilaspur, Pin – 495004
xl. FA & CAO, South Eastern Railway, 11, Garden Reach Road, Kolkata, Pin - 700043
xli. FA & CAO, Southern Railway, Ayanavaram, Chennai-23
xlii. FA & CAO, South Western Railway, New Zonal Office, Gadag Road, Hubli, Pin-580020
xliii. FA & CAO, West Central Railway, Indira Market, Jabalpur, Pin-482001
xliv. FA & CAO, Chitraranjan Locomotive Work, Chitraranjan, West Bengal, Pin-713331
xlv. FA & CAO, COFMOW, Tilak Bridge, Bahadur Shah Zafar Road, New Delhi -110002
xlvi. FA & CAO, Diesel Locomotive Works, Varanasi, Uttar Pradesh, Pin-221004
xlvii. PCMM, Diesel Loco Modernisation Works, DMW Complex, Administrative Building, Patiala, Pin-147001
xlviii. FA & CAO, Integral Coach Factory, South Colony, Chennai, Tamil Nadu-600035
xlix. FA & CAO, Administrative Building, Rail Coach Factory, Kapurthala (Punjab), Pin-144602
l. FA & CAO, Rail Wheel Factory, Yelahanka, Bangalore, Karnataka, Pin-560064
li. FA & CAO, Kolkata Metro Railway, Metro Rail Bhawan, 33/1, J.L. Nehru Road, Kolkata – 700071
lii. FA & CAO, Modern Coach Factory, Raebareli, Near Lal ganj ,Uttar Pradesh-229120
liii. FA & CAO, Railway Wheel Plant. , Arvind Nagar, Distt-Saran, Bela, Bihar, Pin-841221
liv. FA & CAO, CORE, Indira Bhawan, Sardar Patel Marg, Civil Lines, Allahabad, Uttar Pradesh, Pin-211001