

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](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/PU by whom PO has been issued
3. Submit PO date (in specified format)

*Contd...*

कॉर्पोरेट कार्यालय: राइट्स भवन नं०. 1, सेक्टर-29, गुडगाँव-122 001 (भारत) **Corporate Office:** RITES Bhawan, No. 1, Sector-29, Gurgaon-122 001 (INDIA)

पंजीकृत कार्यालय: स्कोप मीनार, लक्ष्मी नगर, दिल्ली-110 092. (भारत) **Registered Office:** SCOPE Minar, Laxmi Nagar, Delhi-110 092, (INDIA)

दूरभाष: (Tel.): (0124) 2571666, फैक्स (Fax): (0124) 2571660, ई-मेल (E-mail) info@rites.com वेबसाइट (Website): www.rites.com

~~CIN : L74899DL1974GOI007227~~

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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:

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

\* 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, 1<sup>st</sup> Floor, Chatarpati Shivaji Terminal(CST), Mumbai-400001
- v. PCMM, East Coast Railway Headquarters, Chandrasekharpur, Bhubaneswar, Pin-751023.
- vi. PCMM, East Central Railway, Hajipur, District : Vaishali (Bihar), Pin- 844101
- vii. PCMM, Eastern Railway, Fairlie Place, 17 Netaji Subhash Road, Kolkata Pin-700001
- viii. PCMM N.C.Railway HQ Office, Subedarganj Allahabad, Pin—211011
- ix. PCMM , Office of the General Manager, North Eastern Railway, Gorakhpur,Pin- 273012
- x. PCMM, Northeast Frontier Railway,District : Kamrup, PO:Malegaon ,Assam, Pin - 781011.
- xi. PCMM, North Western Railway, HQ Office, Near Jawahar circle, Jaipur, Pin-302017
- xii. PCMM, South East Central Railway, New Zonal Building, Bilaspur, Pin – 495004
- xiii. PCMM, South Eastern Railway, 11, Garden Reach Road, Kolkata, Pin - 700043
- xiv. PCMM, Southern Railway, Ayanavaram,Chennai-23
- xv. PCMM, South Western Railway, New Zonal Office, Gadag Road, Hubli, Pin-580020
- xvi. PCMM, West Central Railway, Indira Market, Jabalpur,Pin-482001
- xvii. PCMM, Chitranjan Locomotive Work, Chitranjan, West Bengal, Pin-713331
- xviii. PCMM, COFMOW, Tilak Bridge, Bahadur Shah Zafar Road, New Delhi -110002
- xix. PCMM, Diesel Locomotive Works, Varanasi, Uttar Pradesh, Pin-221004
- xx. PCMM, Diesel Loco Modernisation Works, DMW Complex, Administrative Building, Patiala, Pin-147001
- xxi. PCMM, Integral Coach Factory, South Colony, Chennai, Tamil Nadu-600035
- xxii. PCMM, Administrative Building,Rail Coach Factory, Kapurthala (Punjab),Pin-144602
- xxiii. PCMM, Rail Wheel Factory, Yelahanka, Bangalore, Karnataka, Pin-560064
- xxiv. PCMM, Kolkata Metro Railway, Metro Rail Bhawan, 33/1, J.L. Nehru Road,Kolkata – 700071
- xxv. PCMM, Modern Coach Factory, Raebareli, Near Lal ganj ,Uttar Pradesh-229120
- xxvi. PCMM, Railway Wheel Plant,, Arvind Nagar, Distt-Saran, Bela, Bihar, Pin-841221
- xxvii. 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.
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