



**File Number:** BEML/Marketing RO/DO/Bilaspur-RO/PARTS & STORES/978--BILSAPUR/2024/3740532

## Basic Details

<b>Created On :</b> 28/06/2024 <b>Time :</b> 14:05:40	<b>Created By:</b> 25402/Sr. Manager (Service Bilaspur)/ KR
<b>Due Date:</b> 09/07/2024	<b>Priority:</b> High
<b>Subject:</b> Administrative Approval towards Physical stock verification at R.O. Bilaspur- St	<b>Last Changed By:</b> 23518/ SBU Head - Sustenance / CHANNAPPA
<b>Status:</b> In Process	
<b>Initiated By:</b> MVPH	

## File Description

**Sub: Administrative Approval towards Physical stock verification at R.O. Bilaspur- Stores for FY 2024-25.**

**Ref: J's Inter Office Memo Dated 11.06.2024.**

As per Management directives, the PSV for the year 2024-25 in R.O. Bilaspur is supposed to be conducted based on SOP([NEW SOP](#)) within time schedule and necessary approval must be put up before 15<sup>th</sup> Dec' 2024. The Inter Office Memo received from HQ in this connection is being attached ([J's INTER OFFICE MEMO](#)).

Also, it may please be noted that the value of Inventory, as on 31-03-2024 in R.O. Bilaspur was Rs. 24.09 Crores. As per SOP, following activities are to be done.

1. The PSV would be conducted between 03.10.2024 and 24.10.2024.
2. Hiring of 10 Nos. un-skilled manpower for 20 days, the same may be hired by any existing Service Provider, who would be providing such services to R.O. Bilaspur, in- line with the established rate Contract. The Total expenditure towards hiring of 200 Mandays would be around Rs. 1,58,479.96/- only ([UN-SKILLED MAN POWER ESTIMATE](#)).
3. For hiring the external agency, tender on SRM Portal would be floated as the similar services are not available on GeM portal. However same may cost us at around Rs. 32,804/- only, ([CA\\_ESTIMATE](#)). The draft NIT is attached for necessary vetting and concurrence ([NIT\\_DRAFT](#)).
4. One Senior executive from other region/Unity building (M&C)/ Mother Depots KGF/Mysore would be required in R.O. Bilaspur during the PSV Activity.

**Last year approvals are attached for ready reference:**

- a. Administrative approval for 200 mandays & hiring of CA. ([PSV-2023-24-APPROVAL](#))
- b. Approval for PO placement on CA/ Firm. ([CA\\_HIRING\\_APPROVAL](#))
- c. Approval for Deputation of Sr. Executive from other RO/DO. ([SR\\_EXECUTIVE\\_APPROVAL](#))

The total estimated financial expenditure towards PSV at R.O. Bilaspur would be Rs. 1,58,479.96/- only + Rs.32,804/- = Rs.1,91,283.96/- only (Approx.). The same may vary, subject to finalization of tender and labour cost on the date of execution of activities.

**In view of above, approval may please be accorded for the following activities.**

- (a) **Conducting the PSV in Oct'2024.**
- (b) **Hiring of 10 Nos. unskilled manpower for 20 days (200 Mandays) from any existing service provider at established rates and Terms and Conditions.**
- (c) **Hiring of External agency of Cost/ Chartered Accountants by floating tender on SRM Portal.**
- (d) **As per procedure, the services of one Senior Executive of other region/Unity Building(M&C)/Mother Depots KGF/Mysore may be availed in R.O. Bilaspur, during PSV Activity.**

**SBU Head - Sustenance, is the Approving Authority as per SDoP 56 & 37.**

Put up for kind Approval please.

## File Notings

**Noting ID - 000001**

Approval Status : PUT UP FOR KIND APPROVAL / कृपा अनुमोदन के लिए प्रस्तुत

**Created By:**25402/Sr. Manager (Service Bilaspur)/ KRISHNA KUMAR TIWARI

**Created On:** 28/06/2024 Time : 17:53:27

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**Noting ID - 000002**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

**Created By:**23225/Manager (Service Bilaspur)/ GOVIND SINGH KARKI

**Created On:** 29/06/2024 Time : 11:11:24

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**Noting ID - 000003**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

**Created By:**26846/Head (Service Bilaspur)/ ABHINAV KUMAR

**Created On:** 29/06/2024 Time : 14:40:02

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**Noting ID - 000004**

Approval Status : MAY BE APPROVED / अनुमोदन किया जाए

The proposal is for Physical Stock Verification of spare-parts at Regional Office - Bilaspur for FY 2024-25, may please be approved.

**Created By:**25175/Head (Parts&Stores Bilaspur)/ VINOD KUMAR VERMA

**Created On:** 01/07/2024 Time : 06:56:25

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**Noting ID - 000005**

Approval Status : MAY BE APPROVED / अनुमोदन किया जाए

May please be approved as proposed under SDoP 56 & 37 for engagement of contract labour and floating tender in SRM portal respectively.

**Created By:**25299/Head Accounts Bilaspur/ BARAL MANORANJAN

**Created On:** 03/07/2024 Time : 18:53:00

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**Noting ID - 000006**

Approval Status : MAY BE APPROVED / अनुमोदन किया जाए

May please be approved as proposed under SDoP 56 & 37 for engagement of contract labour through existing service provider and floating tender in SRM portal for hiring external agency respectively.

**Created By:**26574/Regional head bilaspur/ ONKAR NATH

**Created On:** 04/07/2024 Time : 16:35:36

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**Noting ID - 000007**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

**Created By:**24728/Zonal Head - North West Zone/ CHANDRASHEKAR SINGH

**Created On:** 05/07/2024 Time : 10:20:37

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**Noting ID - 000008**

Approval Status : FOR INFORMATION / सूचनार्थ

M(HR)- Pl go through and submit.

**Created By:**27044/Head HR Marketing/ BISHNU PRASAD PARIDA

**Created On:** 05/07/2024 Time : 15:38:54

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**Noting ID - 000009**

Approval Status : FOR INFORMATION / सूचनार्थ

- PSV is conducted for every FY.
- It is seen that for engaging unskilled manpower the estimate is based on min. wages valid from 01-04-2024 to 30-09-2024. The min. wages is due for revision from 01-10-2024 to 31-03-2025 and will be notified by the Govt. Since RO has planned PSV for 2024-25 from 03-10-2024 to 24-10-2024, to ensure payment of min. wages as per Govt. notification.
- Proposal is for engaging 10 unskilled TCLs for 20 days each. In the estimate, payment of bonus is taken into consideration. However, as per statute, bonus is payable if worked for not less than 30 days in an accounting year. RO to look into the matter.
- Proposal of RO for engaging 10 unskilled TCLs for 20 days from 03-10-2024 to 24-10-2024 thro' the existing service provider and also for hiring an external agency (Cost/CA) may be considered please.

**Created By:**17466/Asst. Manager (HR Mktg HQ)/ VENKATESH BABU KP

**Created On:** 09/07/2024 Time : 14:48:21

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**Noting ID - 000010**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

Further to 009, the file is coordinated for approval.

RO to ensure safety aspects while engaging such labours including compliances.

Moreover, in future, it is better to explore possibility for Job contracts for such short term assignments which will reduce our liability to certain extent.

**Created By:**27044/Head HR Marketing/ BISHNU PRASAD PARIDA

**Created On:** 10/07/2024 Time : 19:12:01

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**Noting ID - 000011**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

As per Management directives and new SOP 2nd,3rd and 4th Regions with highest inventory, the PSV committee have to conduct PSV through external agency under R.O Bilaspur. In view of the above, approval may please be accorded for NIT & initiating tendering action on SRM portal for Hiring external agency CA and un-skilled manpower for the PSV (FY 2024-25).

**Created By:**24788/DGM (Parts M&C HQ)/ LAXMIKANTH R

**Created On:** 12/07/2024 Time : 12:32:29

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**Noting ID - 000012**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

Proposal has been put up for approval for hiring of 10 Nos. unskilled manpower for 20 days (200 Mandays) from existing service provider & engaging External agency of cost/ Chartered Accounts by floating tender on SRM Portal to carry out PSV for 2024-25.

Total expenditure will be Rs. 1,58,479.96 + Rs.32,804/- = Rs.1,91,283.96 (Approx.) ( For Hire man power & cost/ Chartered Accounts).

Proposal is co-ordinated for SBU Head - Sustenance approval under DOP -37 & 56.

**Created By:**25309/DGM (F&A BC)/ SHASHI KANT PATHAK

**Created On:** 15/07/2024 Time : 12:37:23

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**Noting ID - 000013**

Approval Status : COORDINATED FOR APPROVAL / अनुमोदन के लिए समन्वित

**Created By:**26893/Head Parts M&C HQ/ PARITOSH PANDEY

**Created On:** 15/07/2024 Time : 18:50:19

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**Noting ID - 000014**

Approval Status : APPROVED / अनुमोदित

**Created By:**23518/ SBU Head - Sustenance / CHANNAPPA DYAMAPPA MADAR

**Created On:** 16/07/2024 Time : 09:46:23

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