

ISO9001:2015	Document No: QO-D-8.1-17	Version No:1.5	Date Effective: 23.07.2025
Document Title: Logistics provision by vendor for inspections			



## RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

### QO-D-8.1-17

*Logistics provision by vendor for inspections*

#### 1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1.	12.09.2018	1.0	First issue under ISO 9001:2015. Approved by DG/RDSO on NP-1 to NP-3 of MR/ISO9001/App/QMS/Doc/2018 on date 07.09.2018.No change in content from previous document no.QO-D-7.1-17 Ver. 2.0 of 9001:2008 QMS.
2.	19.06.2020	1.1	Special DG VD (Vender Development) has joined RDSO and looking after vendor development work. All proposal for ISO procedure related to vendor development , where it was earlier required to get the approval of DG/RDSO, now to be put up to Spl.DG/VD who is now designated as final authority in vendor development matters.  DG's note no. DG/Misc. dated 15.Jun.2020 and 16 June 2020 to ED /VDG RDSO/LKO
3.	24.09.2021	1.2	Para 4.0, modified, based on recommendation of standing committee duly approved by Spl. DG/VD at Note # 115 on 16.09.2021 in the e-office file no. <u>SO-MR0ISO(VRQ)/1/2020-O/o MR/ISO/RDSO-Part(1)</u> . Recommendations are placed at SN 81-88 in above e- office file.
4.	28.07.2022	1.3	Replaced word 'Directorate Head, or Head of Directorate' with 'ED controlling the item ( when final decision is taken at ED level)/ PED of Vertical ( where final decision is taken at PED level)' and Responsible authority for 'Requirement of deviation from directive' under the sub head 'Responsibility and Authority' in existing ISO documents with "PED of the concerned Vertical". These changes are based on recommendation of Standing Committee and duly approved by Spl. DG/VD on date 19.07.2022 at Note#14 in e-office file no. RDSO-MR0ISO(VD-C)/1/2020-O/o ED/Res/RDSO-Part(2) (Comp. No 123324). Recommendations of Standing Committee is placed at Note#11 in the above e-office file.

JRE/ISO Cell	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By:	Checked By:	Issued By:	Page 1 of 3

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No: QO-D-8.1-17	Version No:1.5	Date Effective: 23.07.2025
Document Title: Logistics provision by vendor for inspections			

S. No.	Amendment Date	Version	Reasons for Amendment
5.	19.03.2025	1.4	<i>ED controlling the item (when final decision is taken at ED level)/ PED of Vertical (where final decision is taken at PED level)” &amp; “Concerned Vendor Approving Authority” in whole document has been replaced with “Concerned Vendor Approving Authority i.e. Vertical head (which is normally the PED concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate). The changes has been approved by Spl. DG/VD on 13.03.2025 (Placed at SN-314) in e-office file no. RDSO-MR0ISO(VD-M)/1/2020-O/o MR/ISO/RDSO-Part(2) (Computer no. 82704).</i>
6.	23.07.2025	1.5	“Vendor Approving Authority i.e. Vertical head (which is normally the PED concerned, except in case when there is no PED posted/looking after, the senior most officer of the Directorate) has been replaced by” Vendor Approving Authority” in whole document. Placed at Note #14 in ED stores e-file 303042 & change in clause 8.0 (Requirement of deviation) approval placed at Note#9 of ED stores e-file 303042. All recommendations placed at SN 86-87 in e-office Master file no.306899.

## 2.0 Purpose

Provide guidelines for logistics to be provided by the vendors for visiting RDSO officials for inspections at vendor premises.

## 3.0 Scope of Application

Applicable to all directorates conducting such activities.

## 4.0 Procedure / Details

Normally RDSO official , while visiting the vendor's premises for inspections, shall use the Accommodation and Transport Facilities provided by the Railway Administration , however in case of non-availability of these facilities from Railways for the duration of Inspection Schedule, within the same municipal limits of firm premises , suitable logistic support for Accommodation/Transport shall be provided by the vendor for which, the Directorate shall inform the vendor, for the Transport/Accommodation requirements as per the entitlement of the official deputed for inspection. In this case the official deputed for inspection shall give his self-certification that “He has availed the transportation and accommodation facilities provided by the Vendor, with in the monitory limits as per the informed entitlement”. The guidelines for scale of accommodation/transport are as per the scales provided in the Government of India, Ministry of Finance, memorandum number 19030/2008 –E-IV dated 23/09/2008 or the latest. The relevant details are provided in the table below: -

Grade Pay	Accommodation Entitlement	Transport Mode Entitlement	Remarks
Rs. 10000/- and above	Rs. 5000 per day	AC vehicle	
Rs. 7600/- – Rs 8900/-	Rs. 3000 per day	Non AC vehicle	
Rs. 5400/- – Rs 6600/-	Rs. 1500 per day	Non AC vehicle	

JRE/ISO Cell	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By:	Checked By:	Issued By:	Page 2 of 3

Copy controlled only when viewed on the RDSO ISO Cell Website. Local/printed copies permitted, but are uncontrolled. Check controlled copies before use.

ISO9001:2015	Document No: QO-D-8.1-17	Version No:1.5	Date Effective: 23.07.2025
Document Title: Logistics provision by vendor for inspections			

Rs. 4200/- – Rs 4800/-	Rs. 500 per day	Non AC vehicle	
Below Rs. 4200/-	Rs. 300 per day	Non AC vehicle	

Dispensation on the above payment provisions can be given on case to case basis by Spl. DG/VD/RDSO.

## 5.0 Referenced Documents

None

## 6.0 Referenced Documents of External Origin

None

## 7.0 Associated Records

None

## 8.0 Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this document	MR/ISO Cell	Spl. DG/VD	Staff of ISO Cell	Standing Committee	All directorates through intranet
Compliance of directives contained in this document.	Director In-charge of Directorate	Concerned Vendor Approving Authority	Directorate Staff		
Requirement of deviation from directive.	Executive Director of concerned directorate	Vendor Approving Authority	Director In-charge	MR/ISO Cell	Spl. DG/VD & MR/ISO for discussion during MRM in agenda point-4

The Vertical Head shall approve deviations, if necessary, based on a fair and transparent procedure to be defined by the Directorates in their Directorate level documents/ procedures. Record of deviations permitted by the verticals shall be maintained by them.

## 9.0 Abbreviations

Nil

JRE/ISO Cell	SSRE/ISO Cell	MR/ISO Cell	Printed: 23.07.2025
Prepared By:	Checked By:	Issued By:	Page 3 of 3