

ISO9001:2015	Document No: QO-D-8.1-17	Version No:1.1	Date Effective: 19.06.2020
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

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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

The RDSO official while visiting the vendor's premises for inspections shall be provided suitable logistic support for accommodation and transport. The official while planning inspections shall inform the vendor of the transport and accommodation requirements as per entitlement.

The guidelines for scale of accommodation and 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. 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	
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	Head of Directorate	Directorate Staff		
Requirement of deviation from directive.	Head of Directorate	Spl. DG/VD	Respective officer of directorate	MR/ISO Cell	All directorates through intranet

9.0 Abbreviations

Nil

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