(29)

EAST CENTRAL RAILWAY

Office of the
Controller of Stores
Hajipur

ECR/SMM/S.Control/Stores Instruction

Dated: 21.12.2011

Stores Instruction No. 42

Sub: Management of user id & password for placement of supply orders against DGS&D R/C.

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On the subject matter, following stores instructions are being issued for strict compliance:

1. Officers proceeding on transfer should hand over the user id and password as well as digital signature to their incumbent in the charge report itself alongwith other items like metal pass, mobile phones, keys of almirah etc.
2. Officers will submit details of supply orders placed by them against DGS&D R/C in the format given below to the concerned CMM & COS every month latest by 04th of the month:

S.No.	Requisition no. & date	Description of item	Supply order no. & date	Name of the firm	Value of SO in Rs.	Name of the consignee

3. The officers in the divisions and stores depots will submit the details of all purchases made by them including DGS&D R/C items in the same format given above through their MCDO to COS.

This issues with the approval of competent authority.

26/12/11

(D.K. Sinha)
AMM-IC
for Controller of Stores

Copy to:

1. **Secy. to COS: for kind information of COS.**
2. **All CMMs, Dy.CMMs, SMMs & AMMs at HQs.**
3. **All Sr.DMMs/DMMs.**
4. **All depot officers.**

26.12.11