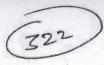
East Central Railway



(of)

STORES -INSTRUCTION No. 79

No. ECR/ SMM/Stores-Instruction

Dt. 27.02.2017

Sub: Quantity review before placement of P.O.

Ref: Vigilance deptt L.No ECR/vig/V-4/S/GHZ/04-15/DyCVO(S)/PC/Py/09 dt 16.09.16

- Vide above referred letter, it has been advised by SDGM that Qty. should be reviewed before placement of purchase order to avoid over stocking in depots.
- 2. As per existing practice the Qty. is generally reviewed at the time of calling of tender and accordingly approval of C/A for mode of tender is taken. In TC cases Qty. being recommended is reviewed but in DA cases sometimes same gets overlooked inadvertently

In view of above following stores instruction may be issued for a uniform practice :-

- (i) TC cases: The Qty. should be reviewed at the time of tendering and also by the tender committee while deliberating the tender proceedings.
- (ii) DA cases: The Qty. should be reviewed at the time of calling of tender and not thereafter at the time of acceptance.
- (iii) In case of self life items, care should be taken with respect to self life, and delivery should suitably staggered wherever necessary so as to avoid overstocking to safeguard shelf life of the items.

It is being issued as per approval of C/A (i.e. COS/HJP)

Secy. to COSTLY
ECR/HJP

Copy to:

- 1) COS/ECR/HJP: For kind information of COS
- 2) FA&CAO/ECR/HJP: For kind information of FA&CAO
- 3) PCE, CSTE, CEE, CME, CMD/ECR: For kind information pl.
- (4) CMM/Elect., CMM/Mech. & CMM/Sale/ECR : For kind information pl.
- 5) Dy.CMM/Elect., Dy.CMM/C&W, Dy.CMM/G, Dy.CMM/S&T & Dy.CMM/IC/ECR : For kind information pl.
- 6) SMM/Elect.,SMM/C&W,SMM/G,SMM/DSL, & SMM/S&T/ECR:For kind information pl.

All-S.I. of Purchase sections of COS office: For kind information pl.

P-05 963/17 P-13 de Proval Proval et c/A at Pl. 182.

P-19 APProval et c/A at Pl. 182.